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## Crossview EFCA Online Directory Overview

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The Crossview online directory uses the **CTRN Online Church Directory** (<http://onlinechurchdirectory.com>) platform. Features include:

- Secure, Password-Protected Directory Access
- Free Mobile App (Apple, Android, Amazon and Window Mobile Devices)
- Profile Edit Capabilities for Individual/Family profiles
- Conveniently Organized by Individual, Family, Group (e.g., Ministry Team) and Staff
- Easy Navigation and Search
- Group Email Capabilities (e.g., email all members of a ministry team)
- One Touch Dialing and Texting Capabilities (Mobile App only)
- Online Help Resources

**Ready to enroll?** Complete the [online enrollment form](#) or print and complete the attached form and return it to the church office.

**Want to take a test drive?** Check out these demos from CTRN: [Desktop Demo](#) [Mobile App Demo](#)

**Questions? Need Assistance?** See the FAQ section below or contact the church office at 815-756-8729 or [directory@crossviewefca.com](mailto:directory@crossviewefca.com).

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## Frequently Asked Questions (FAQ)

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### **Why did we switch to an online directory?**

We switched from a printed directory to an online directory because it is portable, environmentally friendly, economical and individuals can keep their information current.

### **Is a printed directory available?**

The online directory replaces the printed directory and will always have the most up-to-date information. If you need a printed copy (for example you do not have access to the internet), please contact the church office.

### **Can my information be in the printed directory only?**

Yes. When you enroll, you will be given the option of whether or not to include your information in both online and printed directories, or the printed directory only.

### **Can anyone be included in the directory?**

Anyone who is a Member or Regular Attender of Crossview can submit an enrollment form. Family entries can (optionally) include children's names, but you must be at least 18 years old to listed as an Individual.

### **Who is able access the online directory?**

The online directory is password protected. Only individuals who have enrolled in the online directory have access to the directory via a personal username and password. If you do not enroll in the online directory, you will not be able to view it.

### **How is my personal username and password be assigned? Will I be able to change it?**

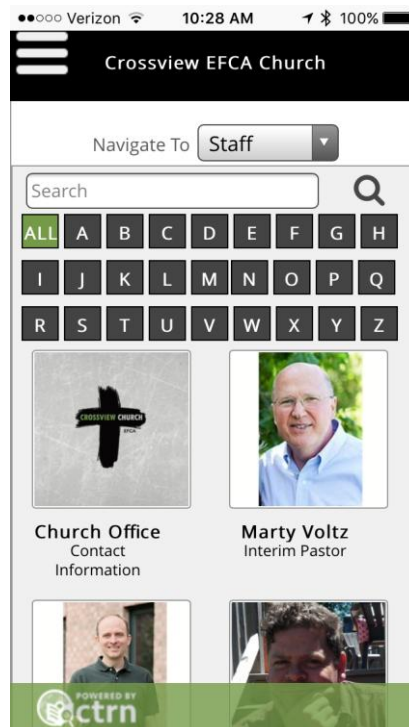
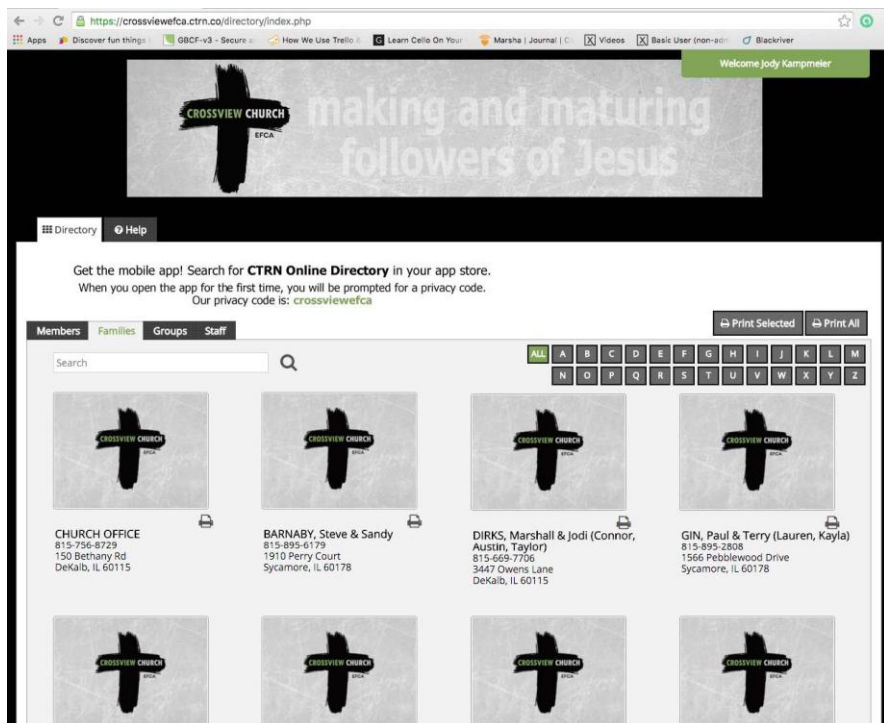
Your personal username and password will be assigned when the office staff enters your data. Individuals who include a personal email address when they enroll will receive an introductory email with their login information. If you do not provide an email address when you enroll, you will need to contact the office to get your user information. You can change your username and/or password at any time by updating your online directory profile.

## Who administers the directory?

The office staff administers the online and printed church directories.

## What does the online directory look like?

These are some screen shots from the Crossview directory. The image on the left is the Desktop view; the image on the right is the Mobile App view.



## How is the directory information organized?

Individual information is organized in four different ways: by Individual (aka "Members"), by Family, by Group (e.g., Ministry Teams, Elders, Members List) and by Staff. The tabs at the top of the display let you select the grouping that is most useful for what you need. Within each of the groupings you can filter alphabetically or enter search words to find the desired entry. The office staff administers the assignment of individuals to the various groups.

## How do I get the free Mobile App? Do I need any special information to access it?

The Mobile App is available for Apple, Android, Amazon and Window Mobile Devices. Go to your mobile app store and search for **CTRN Online Directory**. Once you have downloaded and opened the app, you will be prompted (first time only) for the Crossview mobile privacy code, which is: **crossviewefca**. In addition to the privacy code, you will need to enter your personal username and password to view the directory using the mobile app.

## How do I remove my information from the online directory?

Contact the church office to request that your information be removed entirely (from both the online directory and the printed directory) or just the online directory (you would still be included in the printed directory).

# Crossview EFCA Directory Enrollment & Release Form

Complete this form to have your family's information added to the Crossview EFCA Directory. You will be contacted by email (if an email address is provided) or by the church staff with login credentials and instructions to access and manage your personal profile once the data has been entered.

## Authorization & Release

I grant permission to Crossview EFCA Church to use the information provided below as follows (choose 1):

**Online Password Protected Church Directory and Printed Church Directory**

Checking this box indicates that you want your information included in both the online and printed directories. The online directory will be password protected and the information will not be sold by Crossview EFCA to outside agencies or used for any purposes outside our missions and/or activities.

**Printed Church Directory Only**

Checking this box indicates you want your information included in the printed directory only. The printed directory will be made available to members and regular attenders of Crossview EFCA but will not be sold or distributed to the general public.

Name of Person Authorizing \_\_\_\_\_ Date \_\_\_\_\_

By typing my name above, I am electronically signing this form.

## Family Information

Family Last Name	_____	Address1	_____
Adult #1 First Name	_____	Address2	_____
Adult #2 First Name	_____	City	_____
Children's Name(s)	_____	State	_____
		Zip code	_____

Specify children's names (oldest to youngest) separated by commas (e.g., Susan, Ann, Fred).

Primary Phone \_\_\_\_\_  
(Only one primary phone number may be listed. Can be left blank.)

**Individual Information** Individuals must be 18 years of age or older to be listed individually. If there are more than 3 adults in your family, use an additional form with a note below.

### Individual #1

Last Name \_\_\_\_\_ (if different from Family Last Name)  
First Name \_\_\_\_\_  
Cell Phone \_\_\_\_\_  
Email Address \_\_\_\_\_

### Individual #2

Last Name \_\_\_\_\_ (if different from Family Last Name)  
First Name \_\_\_\_\_  
Cell Phone \_\_\_\_\_  
Email Address \_\_\_\_\_

### Individual #3

Last Name \_\_\_\_\_ (if different from Family Last Name)  
First Name \_\_\_\_\_  
Cell Phone \_\_\_\_\_  
Email Address \_\_\_\_\_

**Notes (use this area to share any addition information you would like us to know)**

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