

Sign in:

- Go to <http://tinyurl.com/mystjohns> and enter your username and password.

View & update your family information:

- Click on the “My Family” tab or the “My Family” link under Quick Links.
- Click “Family Detail.”
- Click the green “Edit Details” button.
- Adding a photo:
 - To add a family photo, click “Add” underneath the silhouette icon. Then click “Browse” to find a photo on your computer. The photo needs to be a JPEG, GIF, PNG, or BMP file and should not be larger than 500KB. Use a program like Microsoft Paint or Mac Paintbrush to resize it to 130 pixels wide and 110 pixels high.
 - After you’ve selected the photo on your computer, it will appear in the “New Image” box. Hit “Save and Close.”
- Family Name & Contact Info:
 - Please check that all of the following are correct:
 - Last name (If the adults in your household have different last names, please enter it in as hyphenated. For example, Jim Smith and Stephen Wilson would enter “Smith-Wilson” in the last name field)
 - First names of adults (For example, Jim Smith and Stephen Wilson would enter “Jim and Stephen”)
 - Email address (use semicolons with no spaces to separate multiple emails)
 - Primary phone number for household
 - Address (there are tabs for Home, Mailing, and Other. Fill out at least one and then use the “Primary Address” drop-down to select your primary address)
- Publishing Your Contact Info:
 - At the bottom of the Family Details page, there are a number of checkboxes. If you do not want your phone number, email, or address to appear in the parish directory, uncheck that box. They will still be visible to staff. Please make sure your contact info is entered in your record, even if you do not want it published. This database is what clergy use to be able to get in touch with you if they need to, so it is important to have your information correct.
- Hit “Save.”

View & update your family members:

- To review the information on individual members of the family, or to add a family member, click “Member Details” At top of page.
- To edit a family member, click the tab with their name on it. Then click green “Edit Details” button.
- Adding a photo:
 - To add a photo, click “Add” underneath the silhouette icon. Then click “Browse” to find a photo on your computer. The photo needs to be a JPEG, GIF, PNG, or BMP file and should not be larger than 500KB. Use a program like Microsoft Paint or Mac Paintbrush to resize it to 130 pixels wide and 110 pixels high.
 - After you’ve selected the photo on your computer, it will appear in the “New Image” box. Hit “Save and Close.”
- If you would like staff to know of any special needs, such as Gluten Free, wheelchair access, please check the box and enter the details.
- Member Info:
 - There are four entries that are required to be filled in for each family member:
 - Gender: this software requires this to be filled in, and only gives the choices Male, Female, and Unknown. If you prefer not to respond or you identify as nonbinary, please choose Unknown.
 - First Name
 - Last Name
 - Role: Ideally, each household will have one adult set as Head of Household. Other adults can have the role of wife, husband, adult, etc. Minors can be son, daughter, grandson, granddaughter, etc.
 - St. John’s would also like to know your
 - Date of birth
 - Email address
 - At least one phone number
 - All other fields are optional. We do **not** recommend entering your Social Security Number on the general tab.
- Hit “Save” and repeat for each member of the household.
- “Close” when you are complete.
- Return “Home” to use Pictorial Directory.