**Welcome to the Live Oak Directory!**

All residents using their email address on file with the office can now log on to the directory site where you can see the online directory and update your own data at any time. Remember that this software was made for churches (you will see many references to church something), but it works very well for our purposes. Residents have the option to use the directory on their laptops or on their phones and tablets.

**Accessing the Directory from a Laptop:** On your laptop, launch Google Chrome, Firefox or Microsoft Edge.

1. Enter site: [members.InstantChurchDirectory.com](https://l.facebook.com/l.php?u=http%3A%2F%2Fmembers.instantchurchdirectory.com%2F%3Ffbclid%3DIwAR0QfwiNImmR7nKosTYIxVySnwAPu8UxnHVj-0rH4SNXEfonrqf1YIOoA6s&h=AT37ukpAas1tpYjpOBQxqEYnc-iwF7Bs0zUoka4OP5zgRXB53WhmqBvPqIq5M2pTfATmo48Zf7iei68wsNFpISHuxntfbel90Ev4Hg51BdN76TJlYQBVJUdIt-r1VrJK0A&__tn__=-UK-R&c%5b0%5d=AT37gQGrVNo1TsO12Kw2zFx9Qrna3uuxn44MWbUF7D3YIGWYAw4o6AOkTZmZah10fOF7Lnr_LqLpVJlbR-AwgZAcGxgWU-ywY6FSp8UAelIeSnE6avFgjAnmcBtjy6uY8dRBNfElPPMqYzOC5eTDk4zpyDpGaqajq3yMi2nL56uuvLbuQj6_Y4BbWVd4IE0iRfyJ527_9nx7xSUPELEZ9i3m) to bring up the Instant Church website.
2. First time users, click the “Create Login” button under: First time signing in?
3. IMPORTANT: Enter the email address as it is listed with the Live Oak Office.
4. Create a password. The password must be 8 characters long and contain at least two of the following special characters: capital letters, numbers, or symbols.
5. Retype the password to confirm it and click Request Login.
6. Check your inbox for an email from service@instantchurchdirectory.com.
7. To complete the sign-up process, you will need to click a link found in the email sent to your email address from service@instantchurchdirectory.com

Clicking the link will take you to the directory website (members.InstantChurchDirectory.com), where you can begin using the application.

**Accessing the Directory from an Apple iPhone / iPad:** Unlock your iPhone or iPad.

1. Go the app store on your Apple device.
2. Search for the” Instant Church Directory by Communication Resources, Inc.”
3. Tap the “get” button.
4. Double click the button on the right side of your phone or touch the home button on your iPad.
5. After the download is complete, tap the “open” button.
6. You will then be asked to create a log-in.
7. Follow steps 4-8 under “Accessing the Directory from a Laptop”.

**Accessing the Directory from an Android Device:** Unlock your phone.

1. Swipe up to reveal box.
2. Enter “Play Store” to reveal the “Play Store” App icon.
3. Tap the Play Store icon to open the Play Store.
4. At the top of the screen, enter “Instant Church Directory” in the search box.

Note: If the search box does not say “Search for apps…..”, go to the bottom of the screen and tap “Apps”. Then return to the top of the screen to enter the app name.

1. The search will bring up the app called “Instant Church Directory” by Communication Resources, Inc.
2. Tap Install.
3. Installation is complete when the “Open” button is displayed.
4. Tap “Open” button.
5. Follow steps 4-8 under “Accessing the Directory from a Laptop”.
6. Once you have clicked the verification link in the email, you are ready to open the app on your device and sign in.

Your email address, along with the password you created, will now work on all devices. If you have any problems or questions, send an email to me, Denny Belden at dennybelden@prodigy.net or you can text 330-571-0283. If your picture has not been included because you are new or were not here to get a picture, you can sign in as a member and tap EDIT FAMILY. You can then take your own picture and upload your own photo. We encourage everyone to review their information and add your lot number and street name in the “Children's Section”. Please use the following format: **Lot 386 Louisiana St.**

With your help we can keep this directory complete and up-to-date. Very Important! Don't forget to tap “SAVE” when you are satisfied with your information. You can only edit one section at a time. Then it goes to one of us listed below for approval. Check back periodically to see if your updated entry is now listed. You will find that the website or the app has the capability to search any part of the information. For example, if you put in the search box my lot number (386), it will immediately go to my page. You can also put in any first name or last name or phone number and it will do the same.

We think you’ll find this easily accessible directory useful for keeping in touch with your friends in the Live Oak RV Park community.
The Team: [Denny Belden](https://www.facebook.com/groups/124836069270/user/1175974740/?__cft__%5b0%5d=AZVT95JlRWyW3T04inxc8ZBiphKttkONF2z7srLgJYDQ7OsATSobxmIbmexGf_-pN7MzY6LYfcKAkSaYzTDrEdmXLX9tzAq3tQxOFJuTAiIai1CU3Zt-E_PYpFTrKjfHM21md_iMSUA5-H8MQyYUhbPUaLBJFgunLipeBYilz-csJzlZlwIsYDN6WXEaUfOFfz8&__tn__=-%5dK-R), Janet Devine, Dave Hiatt

**IMPORTANT NOTICE:**

“***Information contained in this directory is for active Live Oak RV residents’ use only and is not to be shared outside our community. Please do not use this information for any type of solicitation purposes. By using this directory, you agree to use the information in accordance with the Privacy Policy. Thank you for respecting the privacy of your fellow residents.”***