

USING THE CROSSWINDS CHURCH DIRECTORY

There are three ways to find the online directory:

- **Online @ CWCMV.ORG** (when using a phone or computer)

“ABOUT US” prompts a drop menu

- Click Directory

- **URL Search** (when using a computer or phone search engine)

CWCMV.ORG/directory

- **On the APP** (when using your phone or tablet)

- Click at the “more” tab (looks like this - ☰) then click “Member Directory”

Create Account

- Enter your name
- Enter the email address you’ve shared with us.
- If you are an existing member, and your name and email match, we’ll send you an invite by email.
- Check your email for further instructions.
- If you haven’t shared an email with us before, or are having trouble creating your account, email info@cwcmv.org or call 951.924.6832 during office hours (M-F, 9a-5p) for assistance.

Returning Users

- Click “Returning User”
- Login with your Member Portal credentials to access the Directory.
- From your homepage, click the “more” tab (looks like this - ☰) then click “People”
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Updating Your Information

- Click on your profile picture (or picture placeholder) or click the “more” tab (looks like this - ☰) then click “My Profile”. You will be directed to your details.

- Click to edit each section (on mobile devices, you may have to rotate your screen to see this)
- Click on your profile picture (or picture placeholder) to update your profile picture. You may select a default color or upload your own image.
- If you would like the option to receive text messages (such as for reminders and alerts), enroll to receive text messages, by clicking below your name. You will receive confirmation to the phone number matching your profile.
- Under “Main” you may add a nickname, middle name, or maiden name to your profile. *Your birth date, any known allergies and/or medical information will only be seen by approved staff and leaders so that we may best serve you and others.
- Under “Family” you may add a family picture.
- Under “Contact” you may update your contact information. If you select “Make Private”, it will not be available for other members to view in the Member Directory. Selecting “Do Not Text” and “Do Not Email” will remove permission for CrossWinds to contact you via Text or Email through automated communications through Breeze CMS.

Printing the Directory

You may choose to print a personal copy of the directory by completing the following steps:

- Navigate to the “People” tab
- Select All – or refine who you want to include by filtering and/or selecting individually
- Click on “Actions” and select “Export”
- Next to “Format” select “Directory” and choose if you would like to “Group by Family” and/or “Include Picture”.
- Click “Download”
 - You may edit information here by clicking on the individual or family profile
- Print!

We’re excited to be using this Church Management program and appreciate your cooperation through the transition. In the coming months, more features may become available to you to equip and unify us in our mission to *Grow with Jesus & Go to Our Worlds*.

For questions, you may chat with Breeze Support by clicking the blue chat icon in the lower left corner of your screen or contact the Church Office at info@cwcmv.org / 951.924.6832.