

TriCon Online Photo Directory



Directory Location

https://triconchurch.org/





Or bookmark direct link: <u>https://triconchurch.ctrn.co</u>



"Forgot Password" link allows you to reset your own password

Overview of Tabs



Directory Tab

Image: Search Image: Sea	Directory Tab • Personal • Families • Groups • Staff

- The highlighted tab shows the "Families" page is selected.
- To change pages click on a different tab.

My Profile

III Directory A Personal Info 🥑 H	IP
< Back Elaine Ayres	Update First Name: Elaine Middle Name:
Change Photo Change Photo Family AYRES, Kenneth & Elaine Group: Welcoming (Membership) Committee	Primary Phone: Cell Phone: (301) 529-2074 Primary Email: ejanird@gmail.com Birthday: 2/13 Address: 11 Garrison Way Address2: City: Carlisle State: [Massachusetts ~ Zip: 01741
Uodate Cancel Delete	Additional Information: Add New Information O Label (e.g., "Hobbies") Detail (e.g., "knitting") Order (e.g., "1") 0 Remove 0 Remove

Profile Tab – Personal Info

- Some information provided
- Add additional information
- Add or change your photo
- Remember to update to save changes

Families Tab



- Arranged alphabetically
- Use Search box for specific name
- Click on specific family for additional information
- Pages can be printed

Families Tab

<< Back

Family Name: AYRES, Kenneth & Elaine

	Family Name: AYF	RES, Kenneth & Elaine	
Change Photo	Address: 11 (Address2: City: Car State: Mas Zip: 017 Phone: (30) Additional Information: Add New Information	Garrison Way lisle ssachusetts ✓ 41 1) 529-2074	
	Label (e.g., "Hobbies")	Detail (e.g., "knitting")	Order (e.g., "1")
	Community Service	Enjoy community outreach pro	1 🗆 Remove
	Joined Tricon	October 2019	2 C Remove
Update Cancel Delete			

- Family will include names of children
- Add and update family photos

Groups and Staff



Property Committee

Safe Church Committee

Social Action Committee

Stewardship Committee

Welcoming (Membership) Committee

Staff tab has TriCon • staff members

Adding Photos

III Directory Personal Info P Help	
<< Back Update Elaine Ayres	
Image: Characterized in the image: Characterize	
Update Cancel Delete Edit Photo	Remove Remove
C Upload New Photo	2

Adding Photos

- Add personal photo on individual page
- Add family photo on family page

Process

- Click "Change Photo"
- Select "Upload New Photo"
- Choose photo from your computer or device
- Edit photo if needed
- Click "Update" to save changes

Assistance



- Use the "Help" tab in the Directory
 - Videos
 - Written instructions

- Call or email Amy Bruning at TriCon
 - <u>abruning@triconchurch.org</u>
 - (978) 369-4837