



DirectorySpot Help

I was a DirectorySpot user last year.

Welcome back! You don't need to re-download the app. Just log in (same username and password) and you will see the family data updated. Make sure you have the latest version of DirectorySpot (check the App Store or Google Play for any "updates"). Be sure to click "Save Password" so you don't have to login every time you access the app!

I am a NEW user this year.

Welcome! As a member of our community, you will be able to download DirectorySpot for free from the App Store (iPhone users) or Google Play (Android users).

Once you have downloaded the app, all first-time users need to know their username (the email address you list in the Family Roster) and click "Reset Password." You will be sent an email with your password. Once you have that, re-launch the DirectorySpot app and login with your username and password. Be sure to click "Save Password" so you don't have to login every time you access the app!

I want to access the DirectorySpot App from a Tablet, Mac or PC.

That works too! Open a web browser and visit www.directoryspot.net. Click on "Login" in the upper-right corner. Enter the email address listed for you in the Roster and click "Reset Password." You will be sent an email with your password. Once you have that, re-launch the DirectorySpot app and login with your username and password. Be sure to click "Save Password" so you don't have to login every time you access the app!

What are some functions I should know about?

- Auto Dial: click on a phone number and it dials for you.
- Auto Map: click on an address and see it on a map.
- Text/Call Direct: Hold down the link of any cell phone number and you will have the option to send a text or call the number (iPhone only).
- Auto Message: click on an email address and a message will compose in your email app.

If you have any data changes or feedback throughout the year, contact roster@sacredsf.org.