

How to get a Membership Directory from myFirstChurch

1. On the internet, go to fccog.org and click on the <MyFirstChurch> link on the top right.
2. Sign In at the next window. Fill in the two fields then click <Sign In>. (If you don't have a Sign In, go back to the fccog.org homepage and follow the **Login Info** instructions.)
3. On the myFirstChurch screen, you can do a quick Search for someone's contact info by using either or both of these fields:



The image shows a search window with a blue title bar containing the word "Search" and a search icon. Below the title bar, there are two text input fields. The first field is labeled "Last Name:" and the second field is labeled "First Name/Goes By Name:". To the right of these fields is a green button with the word "Search" written on it.

4. To download a full directory, click <Directories> in the top menu bar, then choose the kind of directory you want. (The directory of Individuals is handy since it has more emails.)

After you see the directory show on your screen, you can either print it or save it to a file by:

- click **Ctrl-A** (hold down the Ctrl key and click A) to select All.
- click **Ctrl-C** to copy it all.
- Go into a new Word document and click **Ctrl-V** to paste the whole directory into the new document. Adjust the font smaller if you need to. Save the new document with a name you choose. Saving it to your computer desktop makes it easy to find.

It's good to repeat this process every 3-6 months to keep your list current and accurate.