PDA Directory Instructions

Welcome to the PDA directory of NRT/NVT Volunteers and PDA staff. We hope you find the directory to be a very valuable tool.

When you become a member of the NRT/NVT, PDA staff will resister your email address with Instant Church Directory who hosts the Directory database and supporting apps. If you have not sent a photo of yourself, please send it as a .jpg in medium size to Nell Herring nell.herring@pcusa.org.

Here's how to install the app.

1. On your Smartphone or Tablet, search for "Instant Church Directory" (ICD) in the Apple App Store, Android Play Store, or Amazon App store and install the free Instant Church Directory Members App.

   If you have a Windows device, you will have to bookmark the Instant Church Directory web site (www.instantchurchdirectory.com) in your Internet browser and save it to your screen for quick access.

   Members of the IT Team can help with this process. If needed, contact David Doehnert kydonut@bellsouth.net.

2. After you've downloaded the app or saved the web page bookmark, open the app, enter your email address and ask for the Directory to assign you a password, which will be sent to you quickly by email.

3. Login to the Directory with your new password. (On the web select the Church Member Sign In button at top right and follow the prompts. You can change your password at this website also.)

After the App opens on your Smartphone or Tablet, the main screen contains:
- List icon in the top left corner that will take you to a description page that tells you about Instant Church Directory, provides the options to Sync or Refresh with Wi-Fi only, and allows you to sign out if desired (Hint: if you just close the app without signing out, you will not have to re-enter your password every time you want to access the Directory).
- Search Directory window for entering first or last names
- Refresh button.

You can scroll down the directory by swiping down if you don't want to enter a search name. There are three sections - PDA cover page, staff, and NRT/NVT.

You can leave any section of the Directory by pressing the back symbol.

Each NRT/NVT member is listed alphabetically by last name with photo, contact information, team anniversary date, home presbytery, leadership responsibilities, training certificates, and organization memberships.

One advantage of the online Church Directory App is that phone numbers and e-mail addresses are linked, so you can contact the members & staff quickly through your phone.

Again, if you don't "sign out", the directory is ready and loaded on your device at all times.

If you want to view the directory on a computer or change your password, you can go to www.instantchurchdirectory.com/ and sign in with your email address and your current password.

If you have any difficulty with the app, please contact David Doehnert or Instant Church Directory Tech Support (800) 992-2144. They're very helpful.

D. Thalman
for the staff and IT Team