

What is Katie Driscoll's address again??



My son wants a playdate with Jack... what is their email??

## 2017 - 2018 MEADOWS e-DIRECTORY Stay Connected!

Two years ago we introduced the Meadows e-Directory which is an app (via DirectorySpot) where you will find Meadows family contact info, teacher class lists, sponsor info, etc. Many of you downloaded the app and created an account last year; if you already have an account, you do not need to do anything new for this year. Just log in as usual and you will find directory information updated for the 2017-2018 school year.

If you are new to Meadows, you will receive an email from DirectorySpot with login information.

If you are **not new** to Meadows but you **DID NOT** previously create an account, here are directions on how to access it:

1. Download the DirectorySpot app (available for iPhones & Android devices)
2. On the screen page, click "Reset Password"
3. Type in your email that is associated with Meadows (the email where you receive the Mustang Minute, etc) and a new password will be sent to your email
4. Log into the app using that same email address and new password
5. Have fun with this fun new way to connect with the Meadows community!

A great feature of this e-directory is that you can edit your own information - see details on the back of this flyer. So, if you move, please update your information accordingly. Please note that you can also access the Meadows e-Directory via a web browser. Thanks for helping Meadows continue to Go Green!

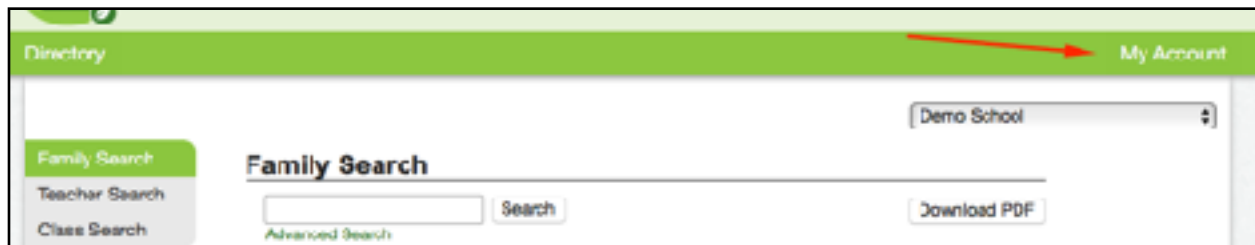
*Questions and/or still can't log in, please contact:*

Jenni Tucker (jennitucker123@gmail.com) or Alex Murphy ([amurphy@payden.com](mailto:amurphy@payden.com))

SEE OTHER SIDE

## HOW TO EDIT YOUR DATA

Log in as usual and click on My Account:



You will see the Edit Screen which will display all of the information you have access to edit. Make all needed edits and then click SAVE:

The screenshot shows the 'My Data' edit screen. The page is titled 'My Data' and includes a 'Username' field with the value 'rdemo.usm@directoryspot.net' and a 'Password' field. The main content area is divided into several sections:

- Demo Groups**: A dropdown menu showing 'Demo School'.
- Daubach Family**: A section containing 'Family Details' with fields for Family Name (Daubach), Phone (815) 555-0102, Address (13050 Tryon Drive), City (Chicago), State (Illinois), and Zip (60615).
- Students**: A list of students with their names, grades, and schools. For example, Brian Daubach (1st Grade, Smith) and Jeff Daubach (2nd Grade, Lancaster). Each student entry has links for 'Edit/View Details', 'Delete', and 'Add Student'.
- Guardians**: A list of guardians with their names, phone numbers, and email addresses. For example, Mark Daubach (Phone: (815) 555-0100, Email: MDaubach@directoryspot.net) and Jennifer Daubach (Phone: (815) 555-0101, Email: JDaubach@directoryspot.net).
- Notes**: A text area containing the note 'Henry number is 615-555-0123' and buttons for 'Save' and 'Delete Family'.

Red arrows point to various elements: the 'My Profile' and 'Password' tabs, the 'Demo Groups' dropdown, the 'Daubach Family' section, the 'Family Details' fields, the 'Students' list, the 'Guardians' list, and the 'Save' button.