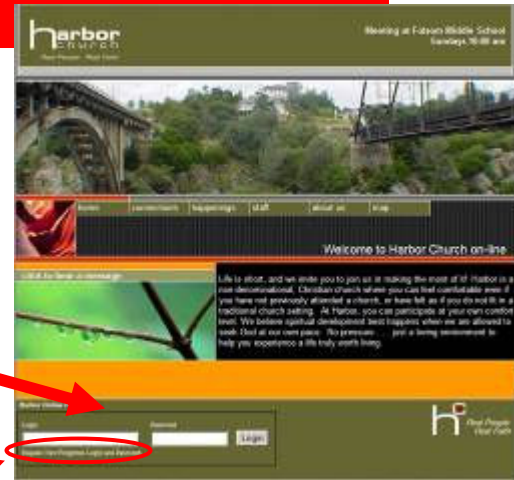


Quick Start Guide

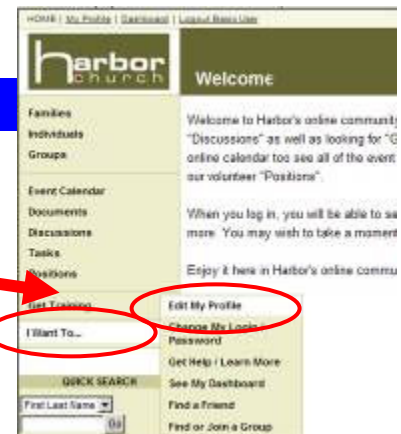
1. Go to Harbor's website: harborfolsom.com
2. On the bottom of the main page, enter your **email address** and **password** to log in.

*If you do not have an account, or have forgotten your password, click on the **Request New/Forgotten Login and Password** and fill out the correct form. You will receive a response within 24 hours.*

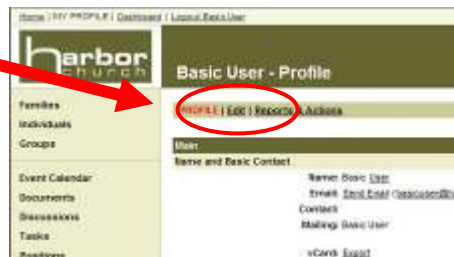


Updating your profile

1. Mouse over **I Want To...** and then click on **Edit My Profile**.
2. Click on **Edit** in the Main area to update your individual information as well as to upload your individual photo.



Click **Save** near the top right of the page when done.



3. The Head of Family can click on **Edit** in the Main area to update family wide information as well as to upload a family photo. **Please check and ensure information such as address, phone number, email, birthdays and anniversaries are correct.** Click **Save** near the top right of the page after making any changes before you go to the next page.

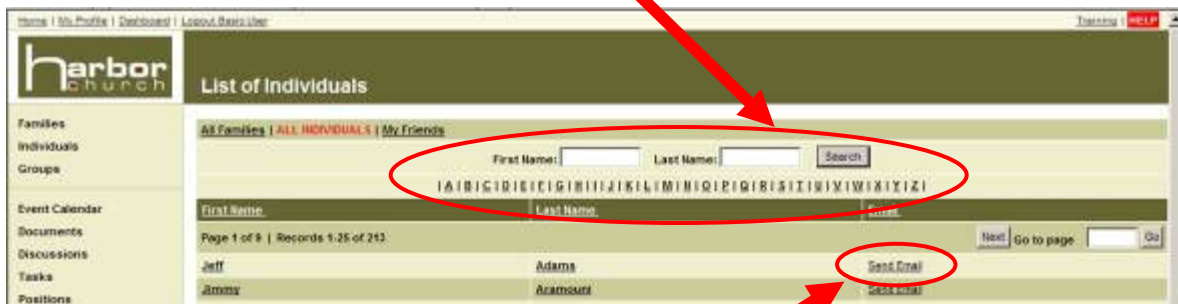
Please Note: Harbor's original paper directory did not contain birth date years and since the new system requires this data, all birthday and anniversary years were set to 1906. Please update the year of your birth and wedding if you are not 100 years old or have been married for less than a century.

Using the Online Directory

1. Click on **Families** or **Individuals**.



2. Click on the letter of the last name to show everyone starting with that letter or enter the name and click on **Search**.



3. Click on the last name to see their overview including photo (if published) and list of family members. Click on **Send Email** (if email address is published) to send an email to the individual. Click on the family member's 1st name to see their individual photo (if published) and other information.

Using the Online Calendar

1. Click on **Event Calendar**.

2. Click on **Church Wide Events** at the top of the calendar to see all events.

3. Mouse over or click on any event to see more details.

