

Dear Penn Coachmen,

The [Online Member Directory](#) has released the new mobile applications to App Store and **Google Play Store**.

In this document you will find instructions to:

- **Update Mobile App;** Use these **optional** steps to guide you through the upgrade of the phone app. The old app will not work unless upgraded.
- **Reset password and create new login; Mandatory** steps to help you reset your password as the login process has changed.

If you need help with these instructions, please contact one of the following:

- Bob Bucklew, (610) 698-8103
- Lynda Bucklew, (610) 413-8225
- Bruce Bingham, (804) 389-1568

Important: You cannot use the **old application** on your phone until **you upgrade it**.

Important: Your new app login will use **either** your Cell Phone number, or your Email Address.

Reminder: You don't need to use a mobile app as you can always open the directory in a browser such as on your laptop, tablet, or even your phone.

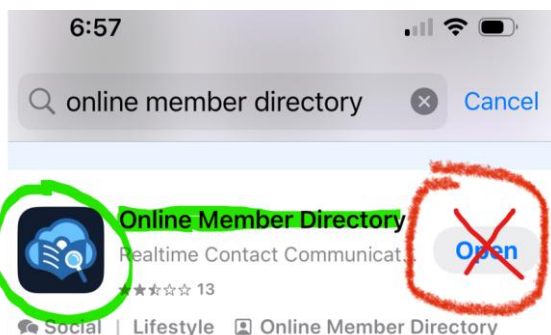
Update Mobile App: If you would like to update your mobile app, follow instructions 1-5 below:

1. On your iPhone, open the **App store (iOS)** or the **Google Play Store (Android)**.

2. **Search** for the [Online Member Directory](#). You should see this icon: .

3. **DON'T** click the **Open** button! **Do click** on the [Online Member Directory](#) icon to open the detailed information about the app.

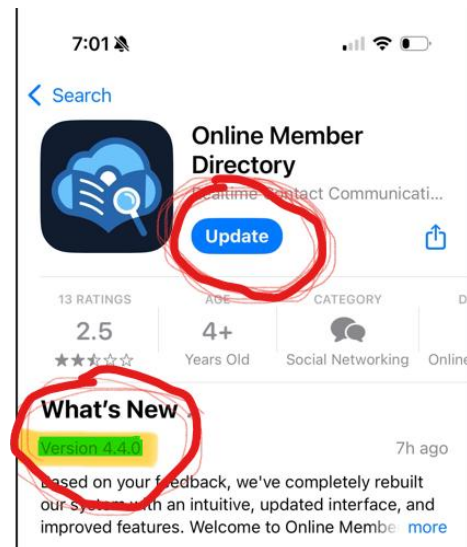
The image to the right shows the result of a search for "online member directory" in the App Store.



4. **Confirm** the app says it is version **4.4.0** under **What's New**.

If you see version 4.4.0, then click the **Update** button to upgrade your application to the latest version:

The image to the right shows [Online Member Directory](#) record expanded in the App Store.

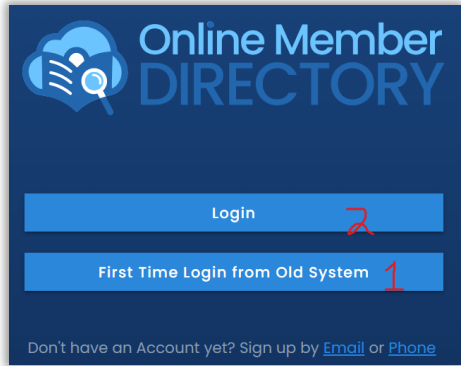


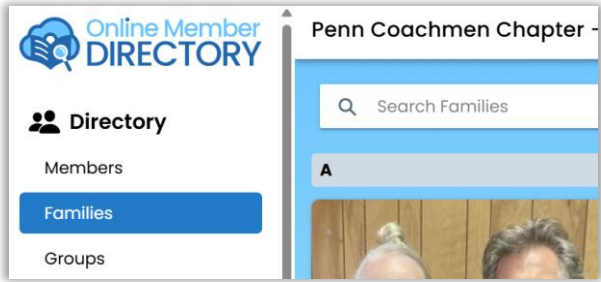
5. **When the update finishes** then you can then open the [Online Member Directory](#). You **must** now perform **Step One** below to reset your password.

Login: Follow these instructions, in sequence, to **Reset your password** and **log in to the new app**.

Important: Your old username and password **will NOT WORK** in the new system. All users must now log in with either an **email address** or cell phone number and then set up a **brand-new password**. Please follow these steps in order!

Important: Because the new system uses email and cell phones to identify the user, those of you who either share the same email or cell phone, or have haven't entered your email or cell phone will require additional assistance getting logged in.

1. Do one of the following steps to get into the Member Directory:→	<ul style="list-style-type: none">Click this link → https://app.onlinememberdirectory.com/enter URL app.onlinememberdirectory.com into your browser.We don't recommend using the app on your phone for the first login.
2. You should see this screen where you get two options: We want you to first try the second button " First Time Login from Old System " If First Time Login from Old System doesn't work, contact Lynda, Bob, or Bruce.	
3. After clicking the option labeled " First time login from old system " complete the steps to the right →	<p>The screen will prompt you to search for your old account via:</p> <ul style="list-style-type: none">Your First Name - Required:Your Last Name - Required:Your Old username or Email Address are not required but can be helpful to find your record. <p>Confirm Identity: Once your record is found, review the displayed information to ensure it is you. Click "Yes, this is me" to proceed.</p> <p>Follow the prompts to migrate your account and change your password. Upon completion, you'll be logged into the member directory.</p>

<p>4. If all went well, the member directory for Penn Coachmen will open!</p> <p>Click the navigation options on the left (Members, Families, Groups)</p> <p>If you see this, the steps worked and your done!</p>	
<p>5. If the steps above didn't work, contact Lynda, Bob, or Bruce.</p>	<p>We will need you to go back to the login screen (step 1) click Login, then continue your email or phone number.</p>