

## How to Use Our Online Member Directory – it's a Breeze! (for FPC Members only)

- Go to our website <https://www.pittsfordpres.org/>. Click on the hamburger and then Directory.
- Create an account by clicking on Click here to sign up. You will create a username and password that you should keep handy.
- This is also where you can access the directory itself once an account has been created. You can also download the Breeze app on your mobile device.
- You have the option to make specific contact information private and can also upload profile images (horizontal against a neutral background). Please note that not all information you can see in your own profile is accessible to others. Only contact information is shared.

## The Monthly Newsletter *The Good News* – How to Get it and How to Contribute to it

- Sign up to receive either a mailed paper version or a short email with links to the PDF version on our website <https://www.pittsfordpres.org/> At the very bottom of any page click on The Good News (newsletter) Sign-Up. Fill out the form and submit. You can also call the office.
- The most recent *The Good News* is on the website home page: Most Recent Newsletter. Older issues are there too: Older Newsletters are available in the Archive
- To submit newsletter contributions refer to the deadline schedule available from the office or in the church lobby. Please email it to [connect@pittsfordpres.org](mailto:connect@pittsfordpres.org). Short, to the point, in full sentences, ready to include, and, if appropriate, accompanied by an image. Some copyediting or shortening may be done without asking for approval.

## Sunday's Bulletins and Announcements - How to Get them and How to Contribute to them

- The worship service bulletin is handed out during in-person worship and is also available as a PDF on our website <https://www.pittsfordpres.org/> under Watch Services for one week.
- Upcoming events and announcements to the congregation are no longer included in the bulletin but shared in a weekly email. If we have an email address for you you will receive it.
- Members without email will be sent a hardcopy which is also available in the church lobby.
- A version of upcoming events and announcements without personal information is available on our website under News and Featured Events.
- Please email any announcements ready to include to [connect@pittsfordpres.org](mailto:connect@pittsfordpres.org) by Thursday before noon.

For more information please contact Britta Konau at [connect@pittsfordpres.org](mailto:connect@pittsfordpres.org)