

Introducing the MyTRS (ShulCloud) Directory

Did you know that TRS has an online directory of members? You can find it in "MyTRS," our online member portal. This directory helps everyone in our community find each other. It has names, addresses, phone numbers, and email address.

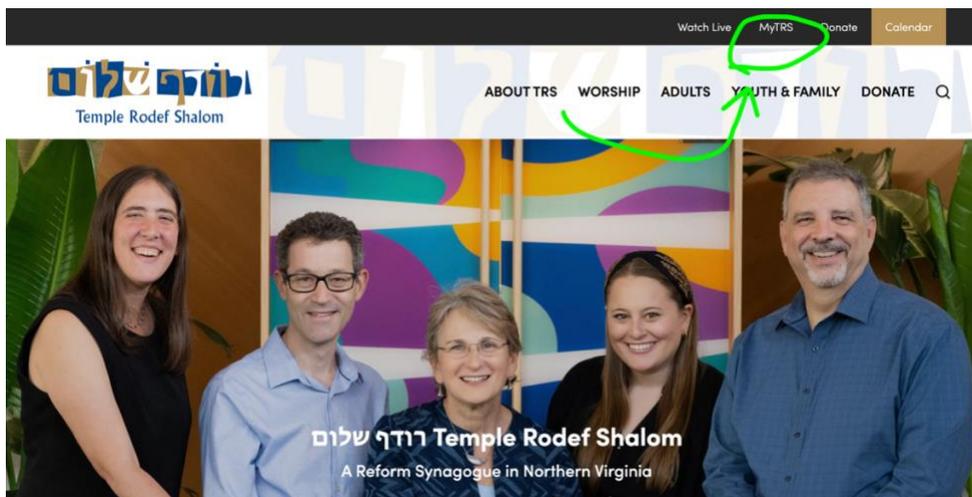
Why Is This Important?

- It's nice to share information with our community so we can stay connected.
- But you may like to keep some things private, just for you.

We're here to help! All members receive a welcome link to access their MyTRS account. If you haven't set up your account or can't get access, please ask someone at the temple office by emailing us at info@templerodefshalom.org. Should you have any additional account-related questions, please contact Lynn Richmond at statement@templerodefshalom.org for assistance.

Finding Your Information

- Go to our website at templerodefshalom.org.
- Click on "MyTRS" in top black menu line.

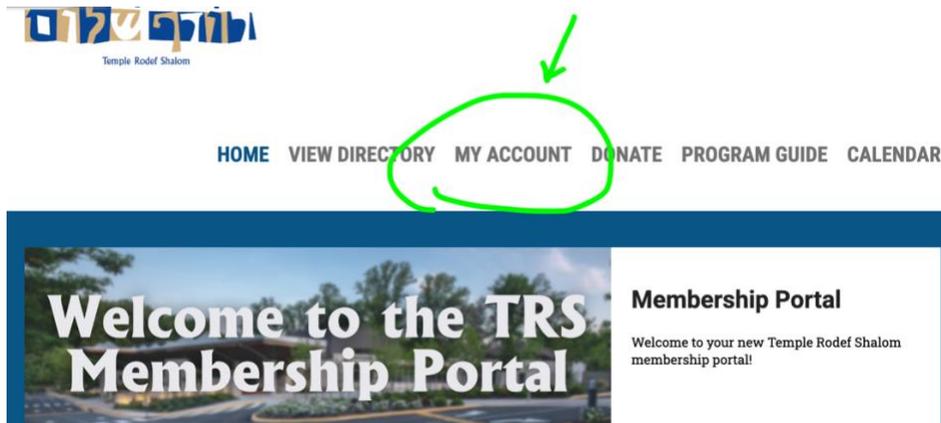


- Enter your username and password, if necessary.

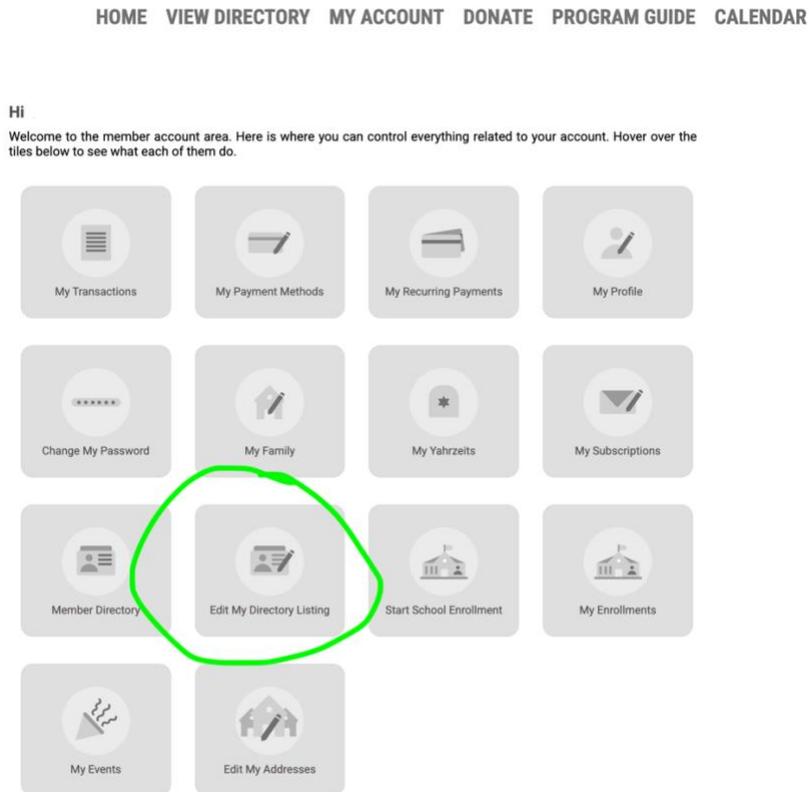
Making Your Information Private or Public

Once you're inside MyTRS, you can decide who gets to see your information.

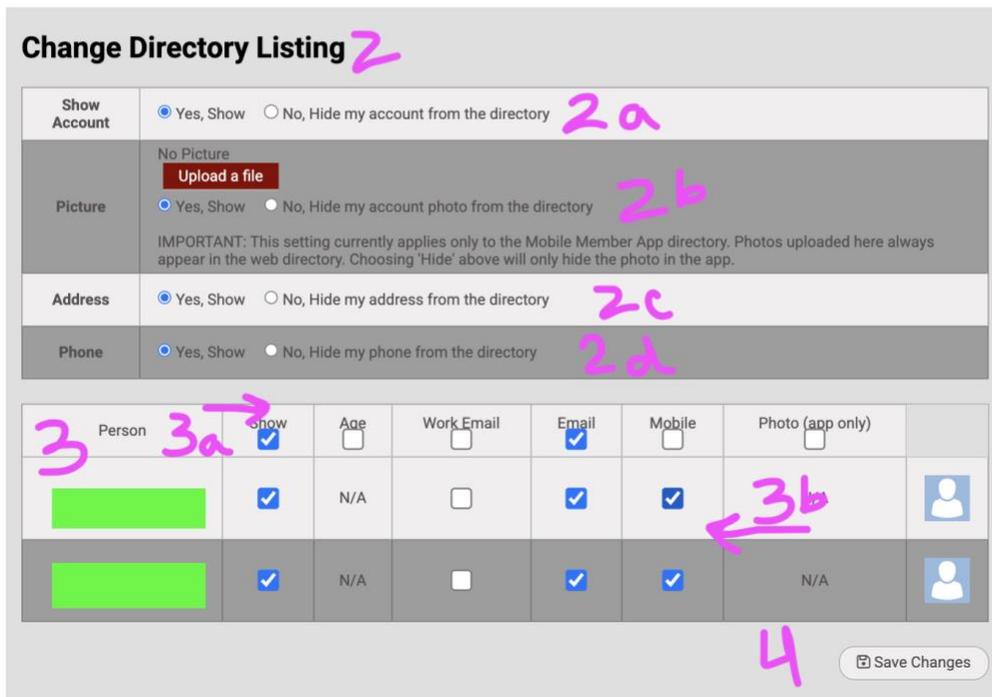
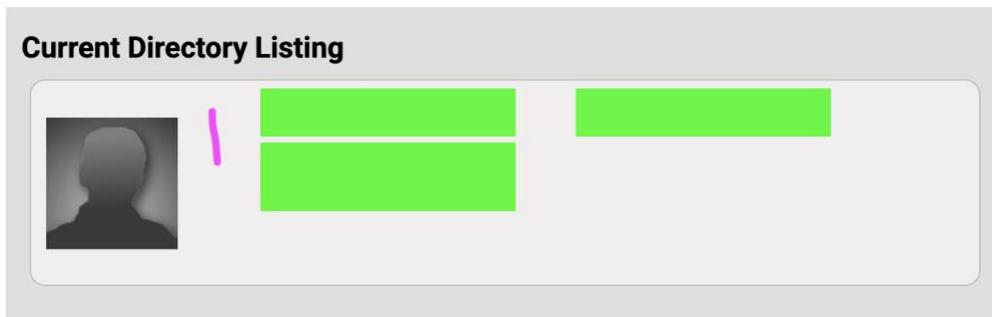
A. Select "My Account"



B. Then select "Edit My Directory Listing"



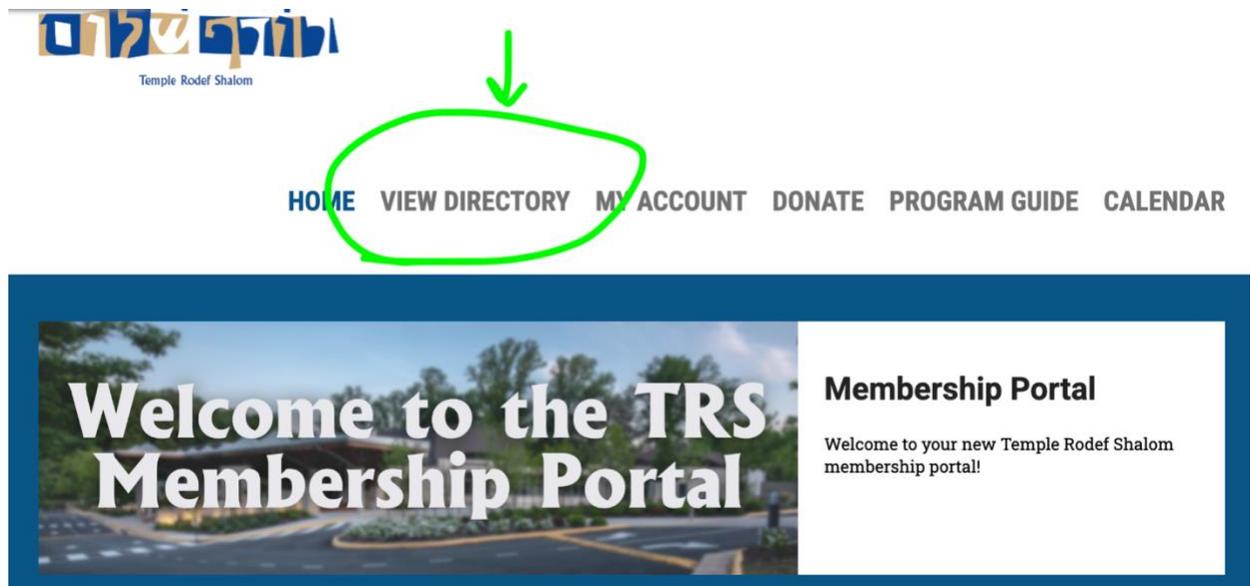
- C. **Privacy Choices:** You'll see some choices allowing you to select who can see your information. Descriptions and instructions are below.



- Current Directory Listing:** This shows your name, your family members' names and your address.
- Change Directory Listing section:** This section applies to your entire family's account. Changes made here will be global for everyone in your family.
 - Show Account:** allows you to decide whether or not your account is visible in the directory. Hiding your account here will override all of the items below.
 - Picture:** Did you know you can upload a photo? A great way to help others get to know you!
 - Address:** You can choose to have your family's address visible or hidden in the directory listing.
 - Phone:** You can choose to have your family's phone number visible or hidden in the directory listing.

3. **Person section:** This section will allow you to make decisions on an individual basis for members of your family. The account must be visible for changes here to be visible.
 - a. **Person row:** You can toggle off and on the choices for everyone in your family here.
 - b. **Individual person row:** You can make selections by individual here.
4. Make sure to click **Save Changes!**

D. **Go to View Directory** and check your listing to be sure it looks just the way you want. Again, if you need any help, please reach out to us at info@templerodefshalom.org!



The image shows a screenshot of the Temple Rodef Shalom website. At the top left is the logo for Temple Rodef Shalom, featuring Hebrew text and the name in English. Below the logo is a navigation menu with the following items: HOME, VIEW DIRECTORY, MY ACCOUNT, DONATE, PROGRAM GUIDE, and CALENDAR. The 'VIEW DIRECTORY' link is circled in green, and a green arrow points down to it from above. Below the navigation menu is a large blue banner. The banner is split into two sections. The left section features a photograph of a modern building with a large sign that reads 'Welcome to the TRS Membership Portal'. The right section is white and contains the text 'Membership Portal' followed by 'Welcome to your new Temple Rodef Shalom membership portal!'.