

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.

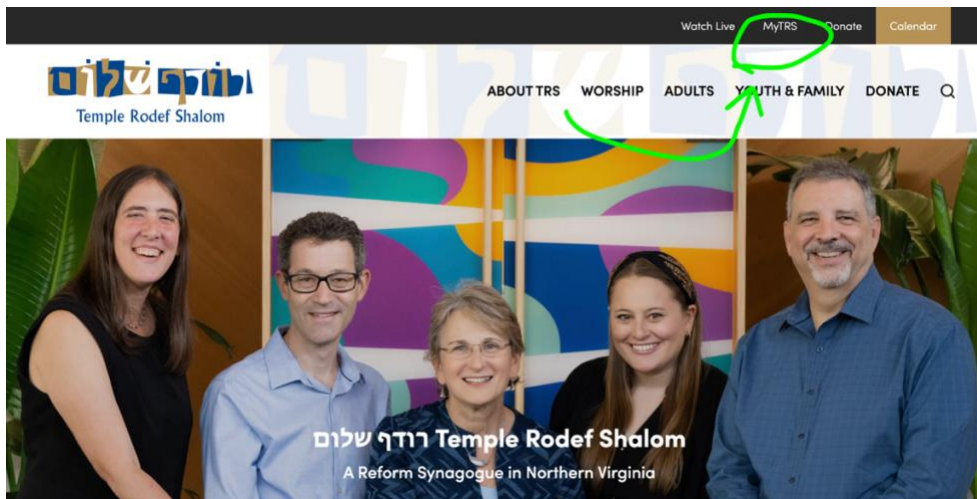
Why Is This Important?

- 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.

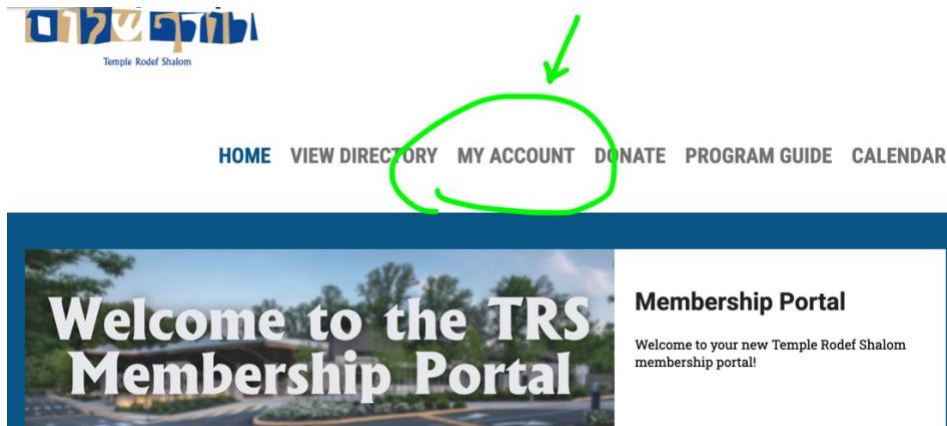


- Enter your username and password, if necessary.

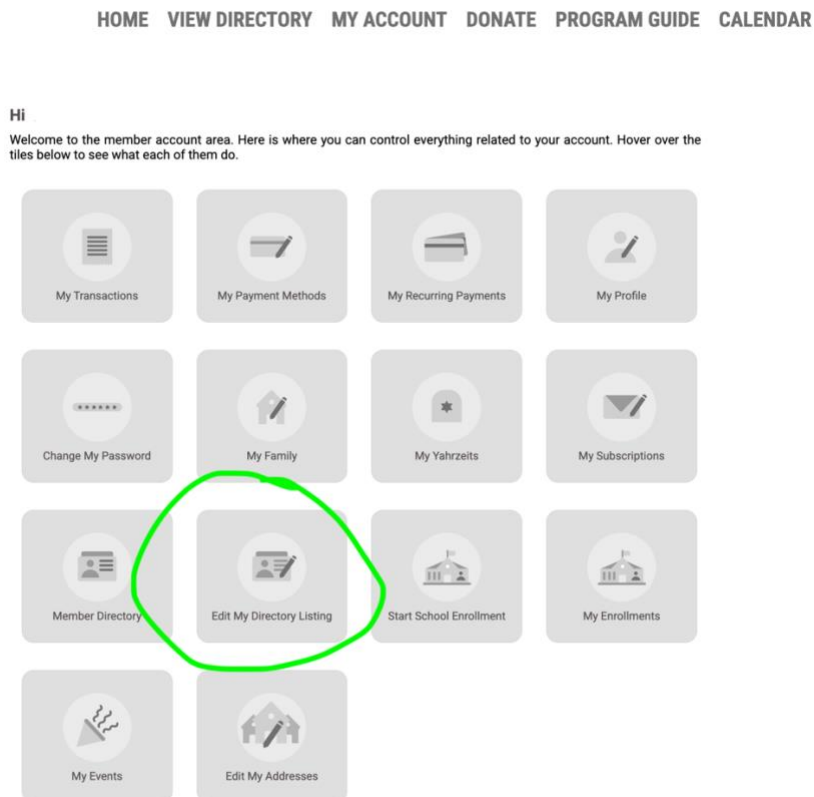
Making Your Information Private or Public

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



Change Directory Listing

Show Account
☒ Yes, Show
☐ No, Hide my account from the directory

Picture

No Picture
Upload a file

☒ Yes, Show
☐ No, Hide my account photo from the directory

IMPORTANT: This setting currently applies only to the Mobile Member App directory. Photos uploaded here always appear in the web directory. Choosing 'Hide' above will only hide the photo in the app.

Address
☒ Yes, Show
☐ No, Hide my address from the directory

Phone
☒ Yes, Show
☐ No, Hide my phone from the directory

Person	Show	Age	Work Email	Email	Mobile	Photo (app only)	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N/A	

Save Changes

- 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!

