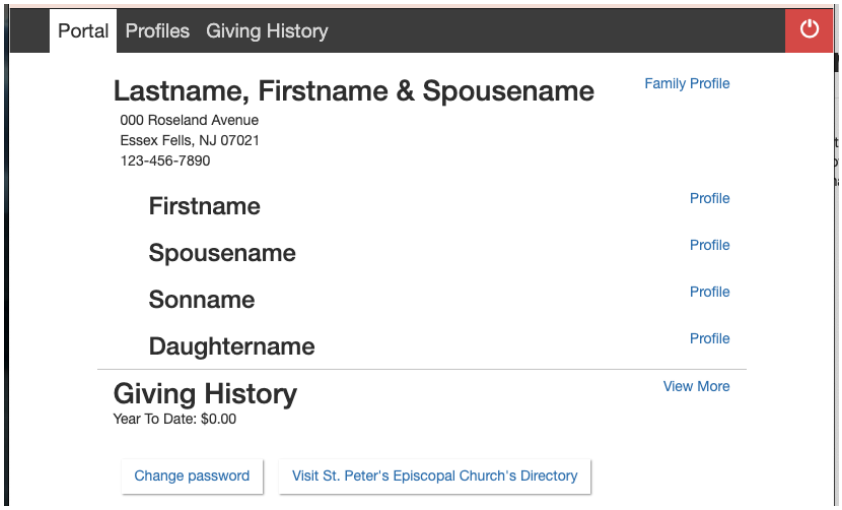
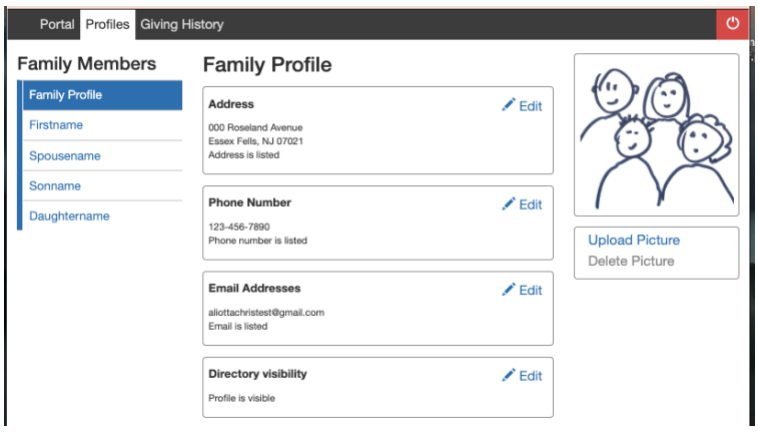
Servant Keeper Parish Directory

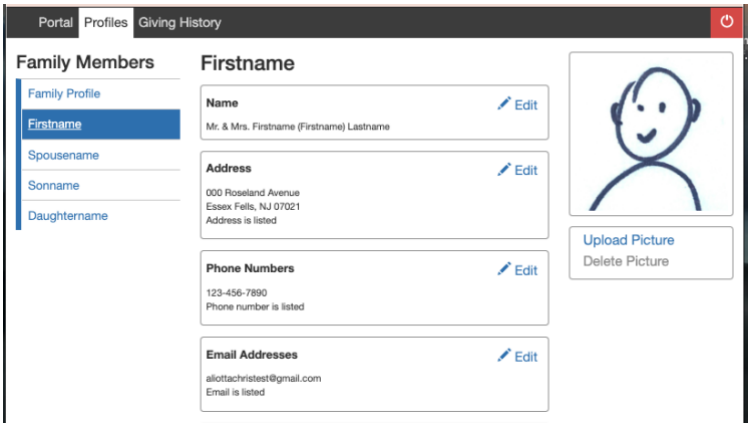
The parish directory will help us connect with one another. Please create or update the listing for your family.

How To Create a New Listing for Your Family

- Request a listing for your family - email this information to trautman@stpetersef.org:
  - Name of head of household as you want it to appear
  - Names of all family members and their relation to head of household (spouse, son, daughter, other)
  - Family email address
- After you receive an email confirming your listing you can add your information. To add your information:
  - Click this link to the 'Servant Keeper Directory'
  - Enter the directory password
    (Request the password from the church office 973-226-6500 or trautman@stpetersef.org)
  - Click 'Manage My Family Info' at the bottom of the screen
  - The first time you access, enter your family email and click 'Forgot My Password'. You'll receive an email with a link to set your family listing password. Afterwards you'll log in with your family email and this password. Now you can edit your family listing. On the portal screen:
  - Click on 'Family Profile' to add family information or a family photo, OR
    Click on 'Profile' next to a family member's name to add their individual info or photo, THEN:
    - Click 'Edit' in the box with the information that you want to add
      - Make the changes
      - Click 'Save'
    - Click 'Upload Photo' to add a photo
      - Click 'Select image file' to use a photo on your computer
      - Select the image file from your computer
      - Crop the image by moving the corners of the square box and clicking 'Crop'
      - Click 'Save picture'

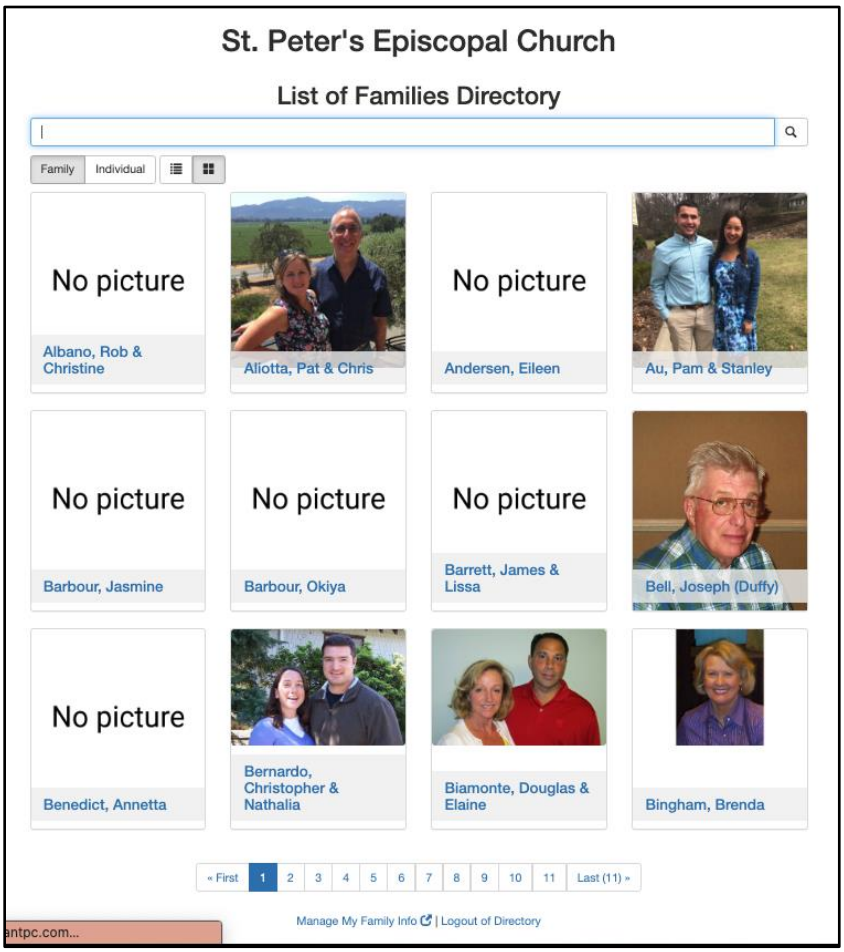






How To Update Your Existing Listing

- Click this link to the 'Servant Keeper Directory'
- Click 'Manage My Family Info' at the bottom of the screen
- Log in to your family listing with your family email and password
- On the portal screen, click on 'Family Profile' to edit family information and to add a family photo, OR
  Click on 'Profile' next to a family member's name to edit their individual info and photo, THEN:
    - Click 'Edit' in the box with the information that you want to edit
        - Make the changes
        - Click 'Save'
    - Click 'Upload Photo' to add/replace a photo
        - Click 'Select image file' to use a photo on your computer
        - Select the image file from your computer
        - Crop the image by moving the corners of the square box and clicking 'Crop'
        - Click 'Save picture'

To Search the Parish Directory

- Click this link to the 'Servant Keeper Directory'Enter the directory password
  (Request the password from the church office 973-226-6500 or trautman@stpetersef.org)
- Enter a name to find in the search bar