Dear Parents –

As you know, we use DirectorySpot for our school directory so family contact information is at your fingertips.

Families are responsible for managing and updating, as needed, their personal contact information (e.g. phone numbers, address, email address, etc.) in the system. Class list and teacher contact information was updated and is completed for the 2019-2020 school year.

All data updates need to be made via the website, NOT the app. The DirectorySpot website help desk features a variety of helpful tips and instructions on how to use and access the system as well as update your family contact information. Check it out at: https://directoryspot.zendesk.com/hc/en-us

If you were a DirectorySpot user last year, you don't need to do anything. Just log in (same username and password) and you are ready to roll! Please make sure you have the latest version of DirectorySpot to see the new features (check the app store for any updates). Should you need to update your contact information, please do so on your own, as you have been granted editing access (see above).

For new families, we have added you and your child(ren) to DirectorySpot. For those of you we had email address information

for, you should have already received an email from DirectorySpot notifying you that you've been added as a user. Simply follow the directions in the email to gain access. From there you can update the contact information as you wish (you've been granted editing access). If you did not receive an email from DirectorySpot, we did not have your email so please contact, Kathleen Sanner (kmconnolly30@gmail.com) and provide your email address (data in the system needs to be linked to an email address). Once your information is loaded, you will receive an email from Directory Spot with instructions (note: if both parents would like access please submit individual email addresses).

For families who did not sign up and submit an email last year, you can sign up for DirectorySpot by sending an email with your Name and Email address to one of the contacts listed above After your contact info is loaded, you'll receive an email from Directory Spot inviting you to download the app and access the directory. If you do send a request, your contact information will NOT be listed in the directory (your children will be included in class lists but without contact information).

In a few weeks we will share a "paper version" PDF of the directory in the red folder for anyone who wishes to download it. Should you have any questions please contact Kathleen. Thanks so much!

DirectorySpot Directions

Once you have been set up as a user for DirectorySpot you can download it for free from the App Store (iPhone users) or Google Play (Android users). The app uses iPhone and Android technology, so you can call, text, or email other parents or teachers with one click, right from the app.

Important Note for Previous Users: You must login using the email address(es) submitted for the QAS directory in previous year. If you submitted an email address for both parents, then each may have their own login but it should be one login per device.

For Smartphone Users:

1. Download the DirectorySpot app by going to your app store and searching DirectorySpot or by clicking on the appropriate link here: iPhone - http://goo.gl/5U2Tzq or Android - http://goo.gl/iBK9lY

2. Launch DirectorySpot, enter your email address as your Username, and click on "Reset Password." An email will be sent to you with a link to set your password.

3. Click on the link in your email to set your password, relaunch the DirectorySpot app, and login with your username and password (make sure to click on "Save Password" so that you will not have

to enter it each time).

For Tablet, Mac, or PC Users:

1. Go to directoryspot.net and click on "Login" in the upper right corner.

2. Enter your email address as your Username and click on "Reset Your Password." An email will be sent to you with a link to set your password.

3. Click on the link in your email to set your password and login. Note: if downloading to an iPad, just search for "iPhone apps" and you will find DirectorySpot.

Tips:

Make sure to check out all the features, such as the auto dial when you click on a phone number, or the auto launching of maps when you click on an address. If you hold down the cell phone number, you will get an option to send a text or call the number. DirectorySpot will even create an email if you click on someone's email address.

The DirectorySpot help desk features a variety of helpful tips and instructions on how to use and access the system as well as update your family contact information. Check it out at: https://directoryspot.zendesk.com/hc/en-us