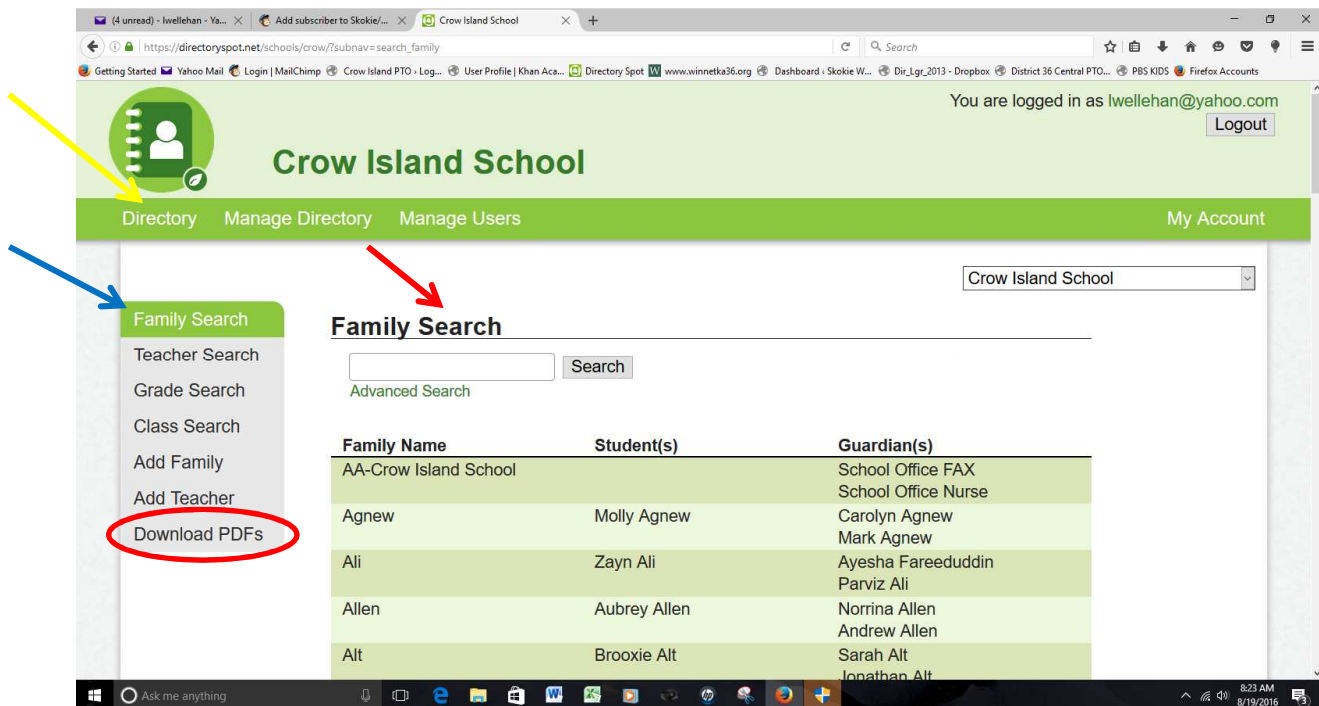


DirectorySpot Printing Instructions

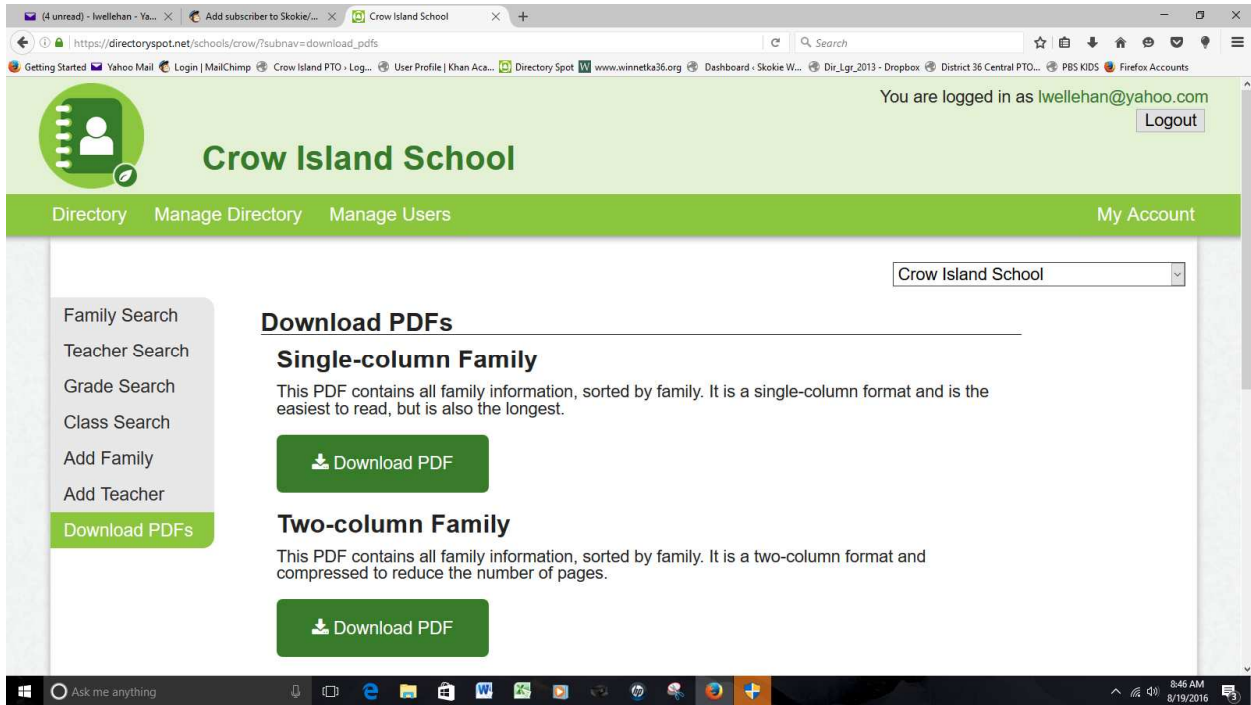
1. Go to <https://www.directoryspot.net/general/login.php> and login to your DirectorySpot account (your login is the email(s) address(es) selected to be included in the directory during registration. Your password was set up when you downloaded the DirectorySpot app on to your mobile device.)
2. When you've logged in, you will be brought to the family search page (see red arrow in Figure 1 below). Look for the menu on the left hand side of the screen (see blue arrow below). At the bottom of this menu, click on Download PDF's (see red oval in Figure 1 below). This selection is also located in the Directory dropdown menu in the upper left hand corner of your screen (see yellow arrow in Figure 1 below).

Figure 1



3. After selecting Download PDF's you'll be brought the screen below (see Figure 2). From here you are given 3 different PDF options to print, 2 alphabetical and 1 class (The class PDF does NOT include contact information).

Figure 2



4. To print an individual class list, which includes contact information, select class search (fourth choice on the menu in the left hand corner of your screen-see red oval in Figure 3 below).
5. Enter the desired teacher's last name in the field below and select search (see red rectangle in Figure 3 below).
6. When the teacher's listing is found, double click on their name. This will produce an individual class list with contact info (see Figure 4).
7. Print directly from this screen (ctrl-p or open apple-p).

Figure 3

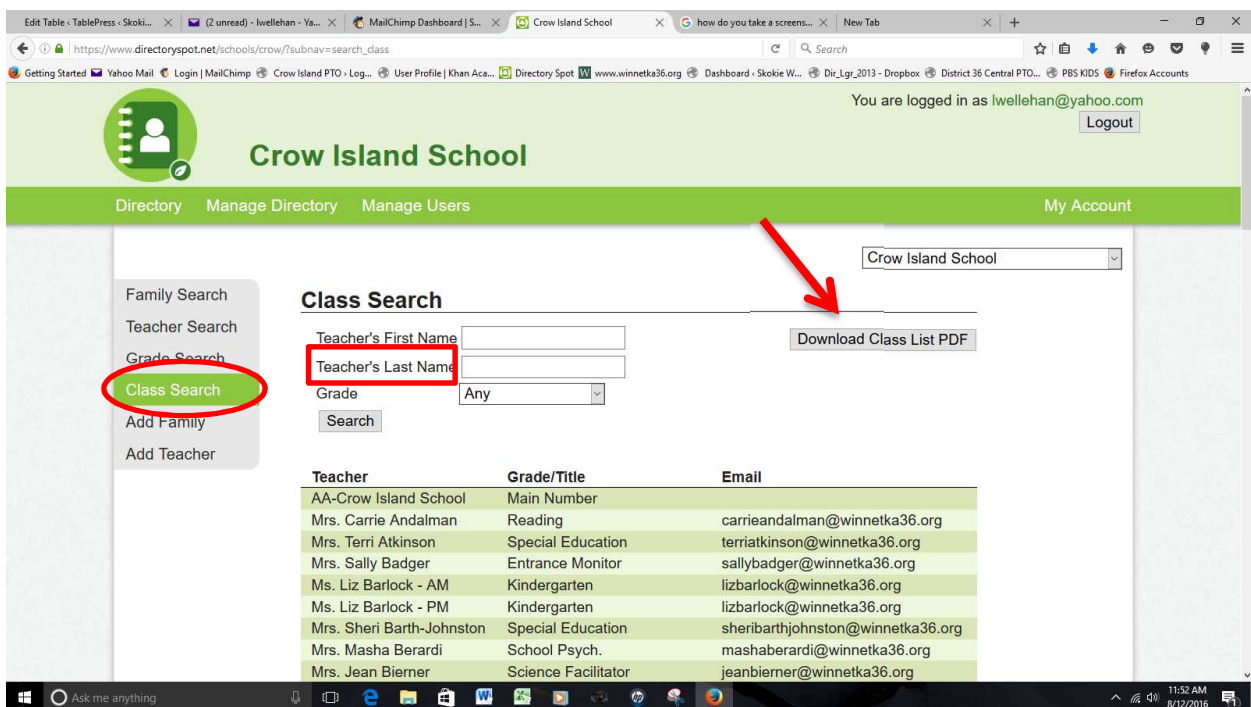


Figure 4

The screenshot shows a web browser window displaying the 'Crow Island School' directory page. The page is titled 'Crow Island School' and shows the user is logged in as 'lwellehan@yahoo.com'. The main content area displays search results for 'Mr. Mike Dugo', a 'Fourth Grade' teacher. Below the teacher information is a table listing students and their guardians. The table has four columns: Student, Guardian(s), Guardian Email, and Guardian Phone. The table lists 10 students and their corresponding guardians. On the left side, there is a sidebar with search options: Family Search, Teacher Search, Grade Search, Class Search (highlighted), Add Family, and Add Teacher. On the right side, there is a dropdown menu for 'Crow Island School' and a 'Download CSV' button. The browser's address bar shows the URL 'https://www.directoryspot.net/schools/crow/?subnav=search_class'. The Windows taskbar at the bottom shows the time as 1:08 PM on 8/12/2016.

Family Search
Teacher Search
Grade Search
Class Search
Add Family
Add Teacher

Mr. Mike Dugo
Fourth Grade
mikedugo@winnetka36.org
Ext. 4344

Crow Island School
Download CSV

Student	Guardian(s)	Guardian Email	Guardian Phone
Bobby Bartell	Heather Bartell	heatherjbartell@gmail.com	(773) 313-6343
	Bob Bartell	bob.bartell@duffandphelps.com	(773) 255-7675
James DeNapoli	Kimberly DeNapoli	sassdenapoli@yahoo.com	(262) 617-5922
	Grant DeNapoli	grantfallon@yahoo.com	(773) 317-3338
J.P. Devron	Jane Devron	jane@reputationpartners.com	(312) 391-0377
	Jeffrey Devron	jeffrey.devron@sbcglobal.net	(312) 316-0902
Halsey Dillingham	Jill Dillingham	jillddillingham@gmail.com	(773) 457-1952
	Scott Dillingham	dill27241@yahoo.com	(773) 251-4749
Daniella Egeland	Kathryn Mertes-Egeland	k_mertes@yahoo.com	(312) 608-1699
	Daniel Egeland	daniel_egeland@yahoo.com	(773) 835-7001
Millie Ewing	Shannon Ewing	ewingsm@yahoo.com	(773) 663-8864