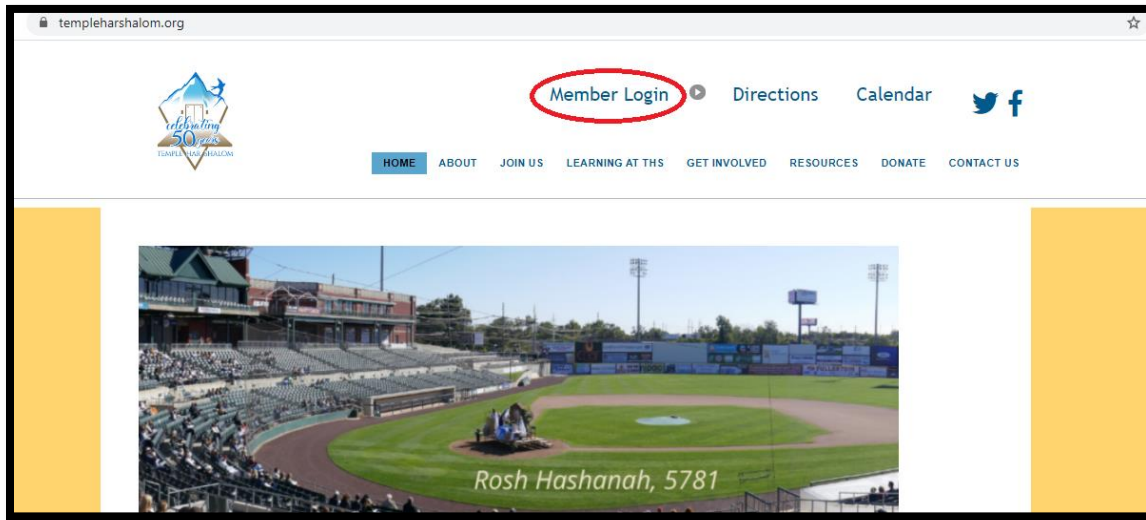


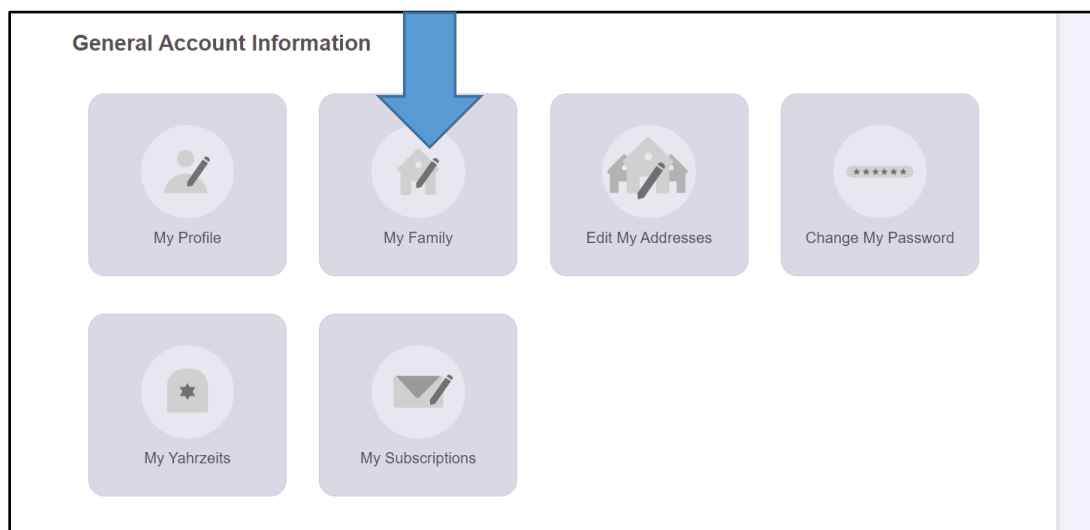


## INSTRUCTIONS FOR ADDING FAMILY MEMBERS, BIRTH DATES, ANNIVERSARY DATE, PHONE NUMBERS, AND EMAIL ADDRESSES TO YOUR SHULCLOUD ACCOUNT

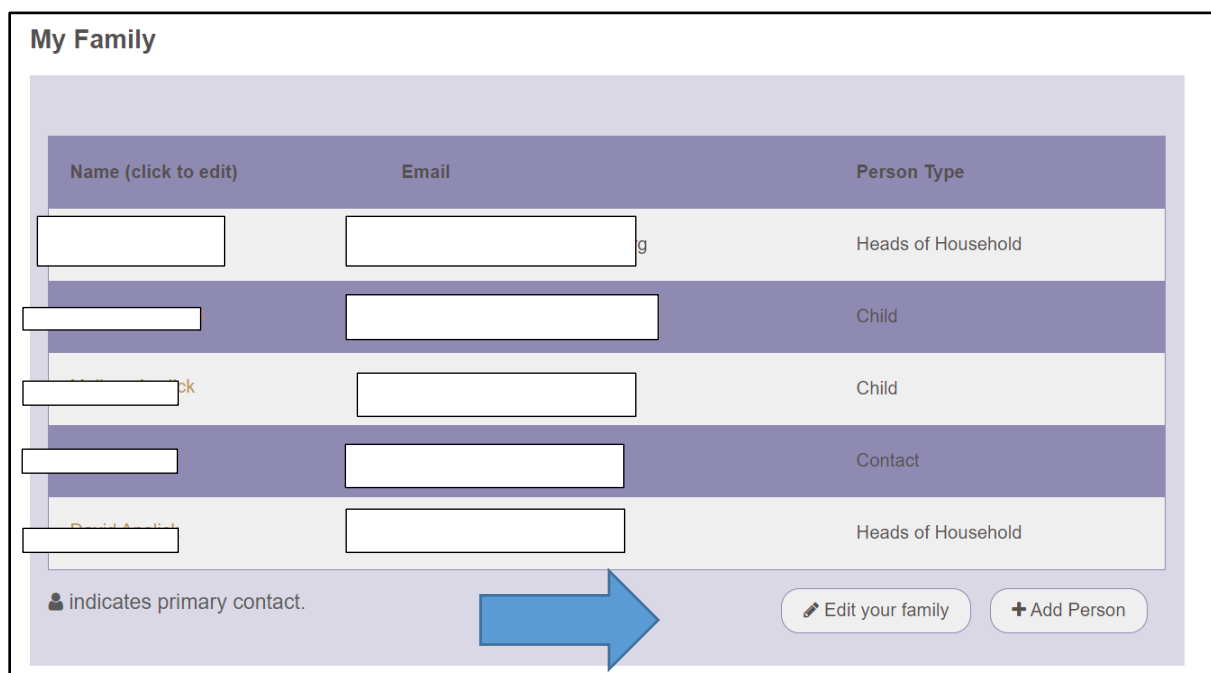
There are two ways to log in to your account; either go to the Temple's [website](#) where you'll see Member Login at the top of your screen (image below) or go directly to <https://ths.shulcloud.com/member>.



1. When you arrive at your home page, scroll down to the “General Account Information” section and then click on the “My Family” tile.



2. You will then see the family members who are listed in your ShulCloud Account. Edit your family information by clicking on the “Edit your family” button or add a family member by clicking the “Add Person” button.



3. If you are adding a family member, you will be taken to the **“Create New Profile”** page. Here you can add in all the data about your family member. Click on each tab at the top to make sure all your information is up to date (Personal, Contact Info, Business, Lifecycles, Other). Be sure to save the information.

← Return to My Account Menu

### My Family - Create New Profile

Personal Contact Info Business Lifecycles Other

#### Login Info

Login Email

Login Password

Confirm Password

*None Set! To set, type a new password (min 8 letters).*

#### Person Info

Title

4. If you are editing your family members' profiles, you are brought to the screen below. You'll notice that there are 3 options at the top: **Adults**, **Children**, and **More Info**. Here is where you can add birthdates, email addresses, and phone numbers. Anniversaries are added under **More Info**. **Be sure to save your changes.**

### My Family - Edit

Adults Children More Info

← Switch →

No Secondary

Primary

First Name\*

Middle Name

Last Name\*

Title

Nickname

Suffix

Person Type Heads of Household ▾

Gender Female ▾

Email

Hebrew Name

Secondary

First Name\*

Middle Name

Last Name

Title

Nickname

Suffix

Person Type Heads of Household ▾

Gender Male ▾

Email

Hebrew Name

5. Once you have made these changes you can return to your account menu. Information about how to edit your *Yahrzeits* can be found [here](#).