Opting In to the Directory

If you would like to be included in the directory, you will need to register for a ChaverWeb account and opt-in. If you do not have a ChaverWeb account or are unsure how to access your account, please call the office at (503) 222-1069 or email Shoshanna. To opt-in to the directory, please follow these steps:

1. Log into your ChaverWeb account and select "Directory." This is found at the top navigation bar and as a large button on the home screen.

2. Select "Privacy Settings," this is a small grey button in the middle of the screen.

3. Select "Edit Your Directory Privacy Settings"

4. A pop-up will appear showing a drop-down menu of the members in your household. Select the member of your household you would like to opt-out and click "Next."

5. On the next screen will be the selected household member's name. Underneath the name will be the option to opt-out or in. Select "Opt-in."

6. Select which details you would like to show or hide such as anniversary, phone, email, address, occupation, etc. You can change these options at any time.

7. Once you have made your preferences and select "Save" at the bottom of the pop-up screen. Repeat this process for any members of your household who wish to opt-in.