

Logging Into the Member Directory from the Member Portal

It is important to know that you will need to log-in to two different systems (our website and Breeze). You may have a different username and password for each of these. **We recommend having your computer “remember” your username and password or that your computer “keeps you logged-in” so that you do not need to log-in to both in the future.** We apologize for the confusion as we all get used to the new systems!

To get to the Member Directory:

- 1) go to the new Stony Run website (<https://stonyrunfriends.org/>)
- 2) find the drop-down menu close to the top and select “Join Us” on the far right
- 3) pull down the options under “Join Us” and select “Member Portal” at the bottom
- 4) enter your username and password (if you have not selected them, you will need to do so and wait until staff can grant you access – this can take several days)
 - a) **you may want your computer to remember your log-in** so you do not have to enter it every time you visit
- 5) once on the “Member Portal” page, scroll down and click on the person-portrait icon next to the choice “My Account”
- 6) once on the “My Account” page, scroll down and the first choice is “Directory Information” with a button that reads “Log-in to our Directory”
- 7) at this point, you will have to enter your Breeze log-on and password
 - a) **you may want your computer to remember your log-in** so you do not have to enter it every time you visit
- 8) then you will be in Breeze and can select “People” from the menu across the top and look up people in the Directory

If you are having trouble with all these steps, you can also go directly to the Stony Run Breeze site by navigating to: <https://stonyrun.breezechms.com/> and then you will just need your log-on information for Breeze.

If you have any questions, you may also email news@stonyrunfriends.org or sroffice@stonyrunfriends.org or you may call the Office at 443-703-2590.