

PTA Online Directory Instructions

As a member of the PTA, you will have access to the online directory provided by DirectorySpot. DirectorySpot can be accessed online via the web or on a mobile device using their app.

Returning Users

If your email address has not changed, you will need to logout of the app. Then login as usual to refresh the data.

New Users

DirectorySpot via the Web

- Go to www.directoryspot.net and click on **login** in the upper right-hand corner
- Enter your email address as your Username and click on **Forgot Password**. An email will be sent to you with a link to set your password
- Once you have done that, enter your password
- You will be able to see the directory data and search on it. You can search by Family, Teacher and Grade. You also have the option to download certain lists as PDFs.

For iPhone Users:

- Go to the iTunes App Store and search **DirectorySpot** or go to [HERE](#)
- Download to your Apple device
- 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
- Set your new password, then go back to the DirectorySpot app on your mobile device and enter your new password (make sure to click on **Save Password** so that you will not have to enter it each time)
- Click on Login and start using the app!

For Android Users:

- Go to Google Play and search **DirectorySpot** or go to [HERE](#)
- Download to your Android device
- 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
- Set your new password, then go back to the DirectorySpot app on your mobile device and enter your new password (make sure to click on **Save Password** so that you will not have to enter it each time)
- Click on Login and start using the app!

App Features on Mobile devices

- Auto-dial when you select the phone number
- Auto-launch of a map when you click on an address
- Option to text or call (iPhone only) by pressing down on the cell phone number
- Send an email when you click on their email address