How Members Control Their Directory Privacy Settings

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title: "How Members Control Their Directory Privacy Settings" bookstack_book: "Getting Started" description: "Choose which details your family shares in the member directory — hide or show your email, phone, address, and more, one field at a time."

What the family directory shows

The member directory lets co-op families connect with one another. Each family card can display:

- **Household name** — always shown, cannot be hidden
- Email address
- Phone number
- Home address
- Bio

- Profile photo
- Children info (number of children)
- Teaching skills and interests

You control which of these details appear on your family card. Your co-op administrator always sees your full information regardless of your privacy settings — privacy controls apply to other co-op members only.

How to open your privacy settings

Step 1 — Log in and go to My Profile

Log in to your co-op portal. In the left sidebar, click **My Profile**.

This opens the **Edit Profile** page where you manage both your personal profile and your directory visibility.

Step 2 — Scroll to Directory Visibility

Scroll down past the profile fields (name, bio, photo, teaching skills). The **Directory Visibility** section appears near the bottom of the page.

The Edit Profile page showing the Directory Visibility section with Show in Directory toggle and per-f

> **Note:** Only the family's guardian account can change directory settings. If you don't see the Directory Visibility section, contact the guardian on your family account.

How to control what other members see

Show or hide your family entirely

The **Show in Directory** toggle at the top of the section controls whether your family appears in the directory at all.

- **On** (default) — your family card is visible to other members
- **Off** — your family does not appear in the directory

Turning off Show in Directory hides your entire entry. Other members will not see your family card.

Show or hide individual fields

When **Show in Directory** is on, a second panel shows individual field toggles. Turn each one on or off to control what other members see on your family card:

Field	Default
Email address	Shown
Phone number	Shown
Home address	**Hidden**
Bio	Shown
Profile photo	Shown
Children info	Shown
Teaching skills	Shown

Toggle any field off to hide it from other members. Your household name is always shown and cannot be hidden.

Shortcut buttons:

- **Show All** — turns on all optional fields at once
- **Hide All** — turns off all optional fields at once

Step 3 — Save your settings

Click **Save Settings** to apply your changes. A green "Saved!" confirmation appears briefly when your settings have been recorded.

What the directory looks like to other members

Other members see only the fields you have enabled. Fields you have hidden are simply absent from your card — there is no indication to others that you hid them.

The member directory listing showing family cards with names and the details each family has chos

Co-op admins and staff always see your full information. Privacy settings do not restrict what admins can view.

How to confirm your changes took effect

After saving, visit the directory to see your card as other members see it:

1. In the left sidebar, click **Directory** (under the Community section).
2. Find your family's card.
3. Verify that only the fields you enabled are displayed.

If a field you turned off still appears, try refreshing the page and checking your settings again.

What's next

- How to Invite Families and Manage Your Member Directory — admin guide for the family directory

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