



Dubai Malankara Catholic Community Directory

Help Document for Members

Prepared by: DMCC Media Ministry

Version 1.0

How to Access Directory

Visit **directory.dubaimalankara.com** directly or visit **dubaimalankara.com** and access the directory in the menu.



Directory

Dubai Malankara Community has always worked together as a community to serve our members. To keep a record of all our members, our community always created directory books with details of all our members.

In this digital age, our community has created a directory to keep all the details of our members available anywhere at the click of a button on your mobile or PC.

[Click here](#) to access the directory application



How to access Registration Page

Sign in

Make it simple, but significant

 Remember me [Reset password](#)

Don't have an account yet? [Register.](#)

Click on **Register** link and access the registration page.

How to fill Registration Page

Create An Account

Personal Details Additional Information

Mr.

Robert Thomas *

Kanekepath *

Gender * Male Female

rob1867@gmail.com *

Enter a valid email address, e.g., user@example.com.

Mobile *

Date of Birth *

Date of Birth *

Not assigned to Prayer group ▼

Select Diocese * ▼

Search & Select Parish *

NEXT

Already have an account? [Sign in.](#)

Fill in the details in the registration page. There are two tabs to fill the details. Once you fill and press Next button, it will take you to next tab. Mandatory fields are marked *.

Head of the family should first register and then after approval from area leader, login and add your family members.

For the Parish field, you can search if your Parish name already exists. If it exists, you can select it else you can add your parish name and place.

Please select your appropriate prayer group from the list.

Create An Account

Personal Details Additional Information

Head of the Family

Family in UAE

Married

Landed Year in UAE *

Address

Area

Select City/Emirates

Password *

Your password must be at least 6 characters long , e.g., User@123.

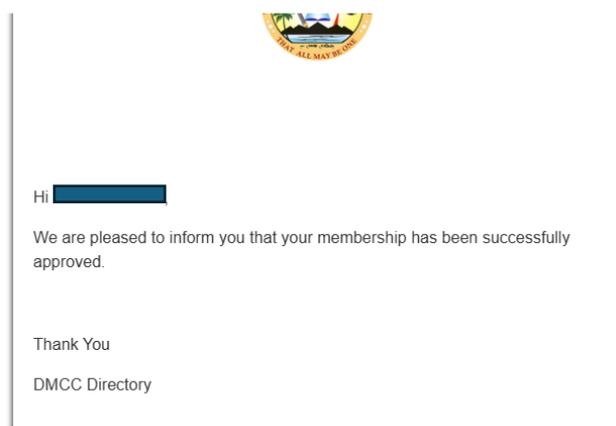
REGISTER

Already have an account? [Sign in.](#)

After details are filled, click on Register and you will get a notification on screen.

Approval Process

Congratulations! Your Membership Has Been Approved



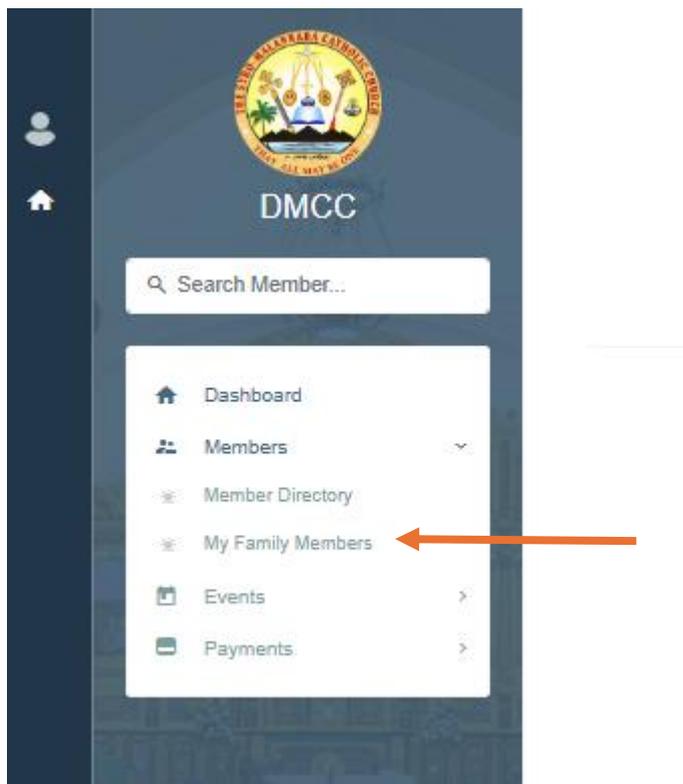
After the approval by area leader or admin, you will get an email.

Even if email is not received, you can check with your area leader and confirm.

You can again go the directory page and now sign-in to the directory.

How to Add Family Members

After you sign in to the application again, you will get a dashboard of latest events and view the members in our directory.

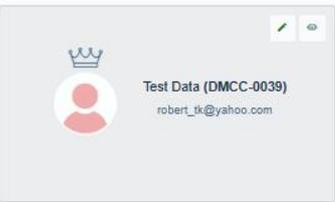


Click on **My Family Members** inside the **Members** menu

Dubai Malankara Catholic Community Members Directory

Syro Malankara Catholic Community Dubai

Member List
Add Member



You will see all the added members in your family in this page. Here, you can click on **Add Member** button to add your family members.

Dubai Malankara Catholic Community Members Directory

Syro Malankara Catholic Community Dubai

Add New Member

First Name *

Middle Name

Last Name *

Gender *

 Male Female

Mobile 1 *

Enter a valid mobile number with 7 to 15 digits. e.g., +12345678 or 12345678

Contact Details

Address

Area

City/Emirate

Member Details

Date of Birth *

Family in UAE

Married

Is Login Needed 

Family Head

Relation with Family Head

Landed Year in UAE *

Prayer Group

Diocese *

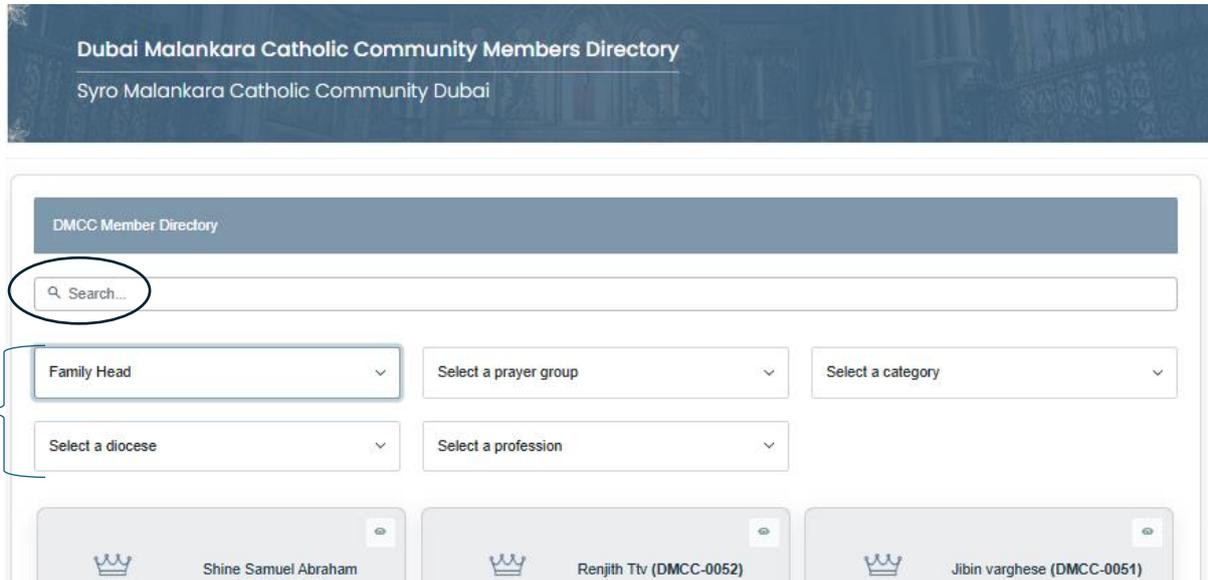
Here, you can add details of your family members.

You can choose whether to give login to the family member. If you choose the option, then a separate email address is required for the family member.

You can use your own mobile number for your family members.

Most of the details will be pre-filled with details of head of the family.

How to Search Community Members

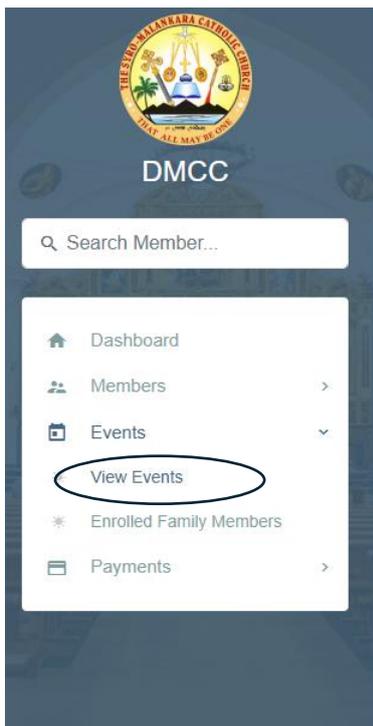


You can search for any member using Members directory.

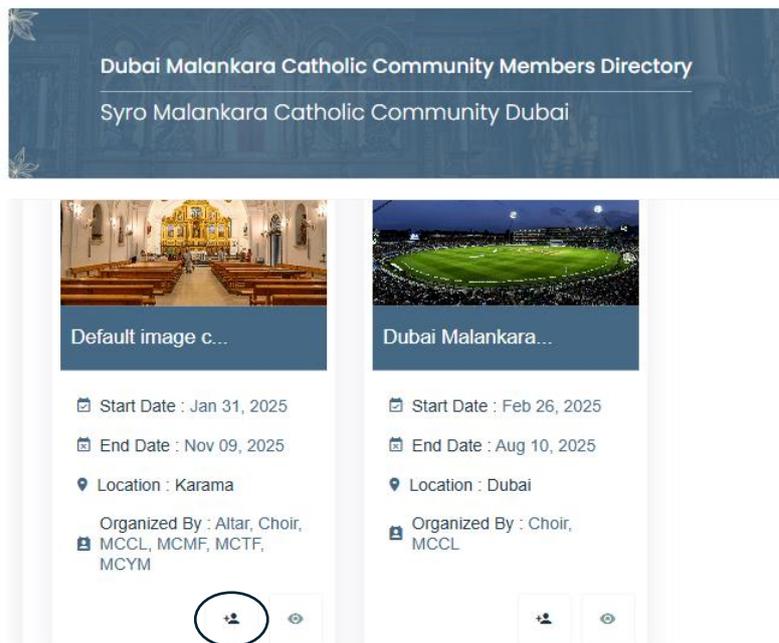
You can directly search a member by typing few letters of his name in the search option.

and use the filters shown above to narrow your search by prayer group, diocese etc.

How to Enrol for Events

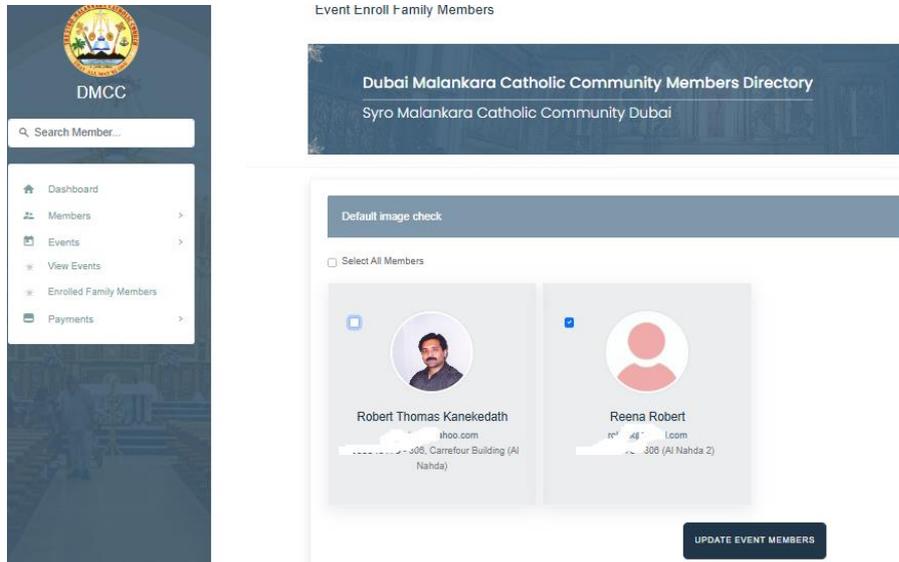


View Events List



Click on Events and click on View Events in the sub-menu. You can see the page with all the events.

In this page, you can click on the person icon (circled in the above picture) to start enrolment for the event.



Here you can select the members of your family, whom you want to enrol for the event and click Update Event Members button to complete enrolment for the selected event.

You can click on Enrolled Family Members in the sub-menu to view which family members are enrolled against each event.