



Dear Administrator,

It's that time again when Church Publishing Incorporated prepares to release a new edition of *The Episcopal Church Annual* (The Red Book). The value of this essential directory for people throughout the Church depends on its accuracy. We can revise The Red Book only with the help of parish administrators like you.

**Before December 9**, please log in to [My Admin Portal \(MAP\)](#) and update the information, as necessary, in these tabs:

- **Institution**

Log in to [My Admin Portal \(MAP\)](#). From the landing page, choose the "Institution" tab and make these selections:

- "View Institution Details" to update contact and address details.
- "View Institution Description" to revise your institution's category and/or mission statement.

- **People**

From the MAP landing page choose the "People" tab and make this selection:

- "View Employees" to review or add clergy, non-stipendiary priests, and deacons who are currently serving in your institution(s), and to remove those who are no longer serving.
- Non-stipendiary priests and deacons may also enter their personal information in [MyCPG Accounts](#).

### Questions?

Please contact our Client Services team at (855) 594-2201, Monday to Friday, 8:30 AM to 8:00 PM ET, or [admin-assist@cpg.org](mailto:admin-assist@cpg.org). Be sure to read our [privacy policy](#).

Faithfully,

Ryan Masteller

Production Manager

Church Publishing Incorporated

[MyCPG Accounts](#)

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