

# Accessing Your Church's MR/DSA History

**From the Memorial Roll or Distinguished Service Award page:**

1. Click on the Magnifying Glass.
2. Enter your church name. Do **not** enter "Nazarene Church" or "Church of the Nazarene." If you are Springfield Bayside Church of the Nazarene, enter "Springfield Bayside." (The search engine looks for exactly what you enter.)
3. There is no need to enter your district name unless there are other churches with the same name. If you do need to use your district name, do **not** use abbreviations (i.e. NE Oklahoma) or the word "District."
4. If you want the history for a specific award or a specific time, select that; otherwise, you will receive the entire MR/DSA History for both.
5. Click the Search button.
6. To see the complete list on one page, click the Printer-friendly button.