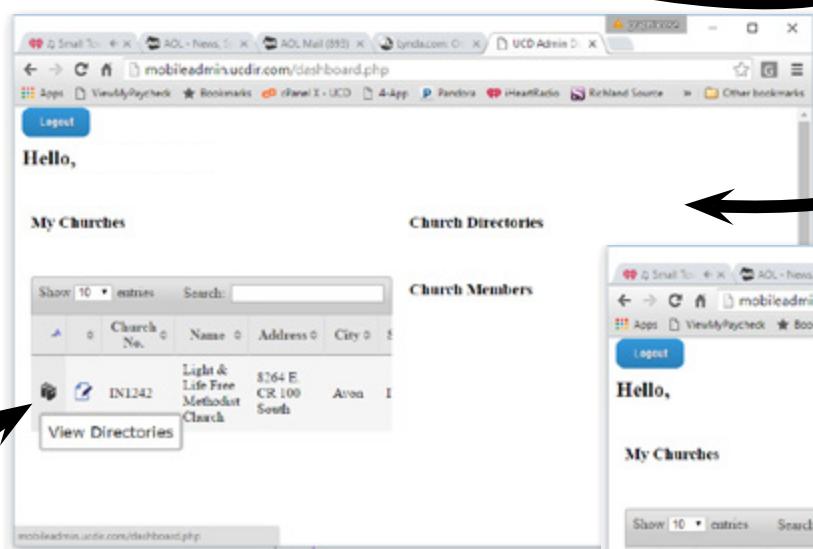


# MyUCD Church APP & Desktop Directory for Church Administrators (getting started)

1. Clicking on the link I sent you in the email for the APP or Typing in the address **mobileadmin.ucdir.com** to your web browser will take you to this page



2. Put in the username and password that I sent to you for your church Admin here...



3. Once you log into the APP using the Admin information that I sent to you, this is similar to the screen that you should see on your computer

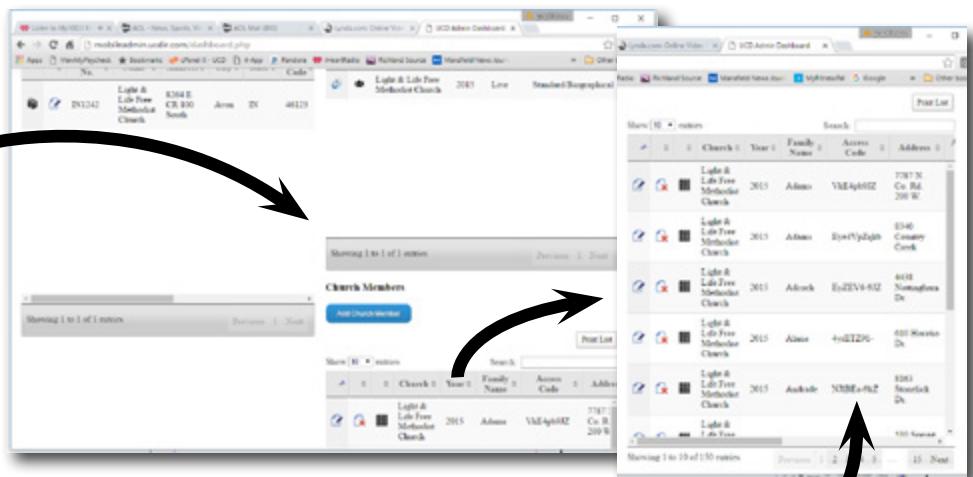
4. Move your mouse over the icon that looks like books and click on it once

5. Now your window should look like this one

6. Click once on the icon that looks like a group of people

7. the window will expand down to show the people listed in the church APP so you can manage, add, delete and modify the people in the church. Once you make the changes, it will take a little time to update on the phone side of the APP.. the changes are not instantaneous and may take up to a half hour to refresh on the phone part of the APP

8. these are the unique identifier codes that the families would use to log into the APP on their phones



turn to next page to continue

# MyUCD Church APP - Adding/Changing Photos

(this can only be done in this main administrators control panel)

This screenshot shows the main administrator dashboard. At the top, it displays the church's name, address, city, state, and year founded (First Presbyterian Church of Mount Clemens, 466 Cass Avenue, Mount Clemens, MI, 2016). Below this is a search bar and a table titled "Church Members" showing one entry: First Presbyterian Church of Mount Clemens, 2016, Waino, EJasN22Ysb, 1651 Wile. A large black arrow points from the text "you must click on edit member information" to the "Edit Member Information" button at the bottom of the member list.

**1.** To change information for any of your families or to exchange a photo - you must click on edit member information

**2.** A dialog box will then pop up where you can add a photo from your desktop

This screenshot shows the "Edit Member Information" dialog box. It contains fields for Family (Last) Name (Waino), Family Photo (Choose File), Street Address (165 N. Wilson), Street Address - 2nd Line, City (Mt. Clemens), State (Michigan), Zip Code (48043), Phone # (586-458-5210), Email (bwaino213@gmail.com), and Notes. A large black arrow points from the text "where you can add a photo from your desktop" to the "Choose File" button.

This screenshot shows the "Edit Family Member Information" dialog box. It includes fields for Street Address - 2nd Line, City (Mt. Clemens), State (Michigan), Zip Code (48043), Phone # (586-458-5210), Email (bwaino213@gmail.com), and Notes. A large black arrow points from the text "scroll down and click on edit family member information" to the "Edit Family Member Information" button at the bottom of the member list.

**3.** To further change individual family information, scroll down and click on edit family member information

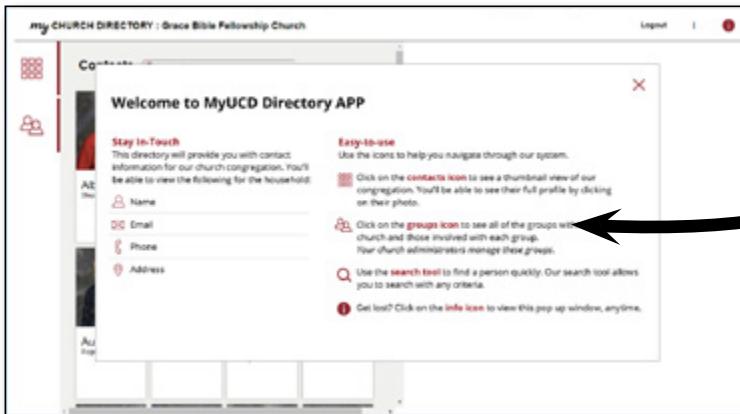
# MyUCD Church Desktop Directory for Church Administrators (getting started)

(You **cannot add or delete** members in this control panel)

- 1.** Clicking on the link I sent you in the email for the APP or Typing in the address **directory.ucdir.com** to your web browser will take you to this page for the Desktop version of the APP

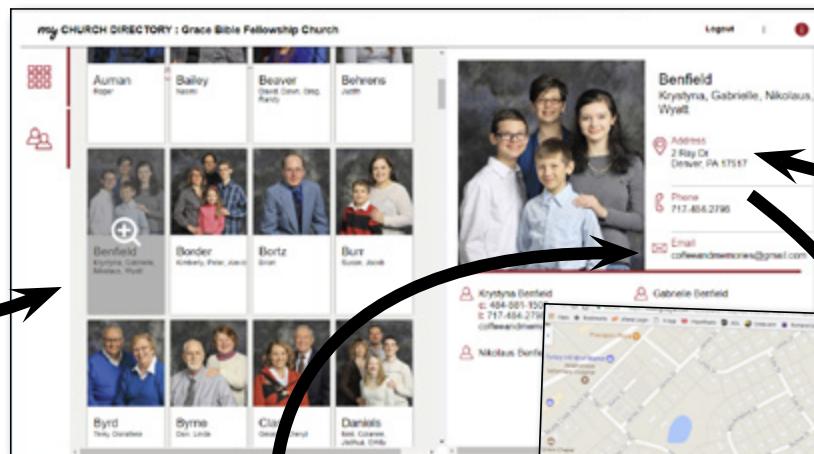


- 2.** Put in the username and password that I sent to you for your church Admin here...

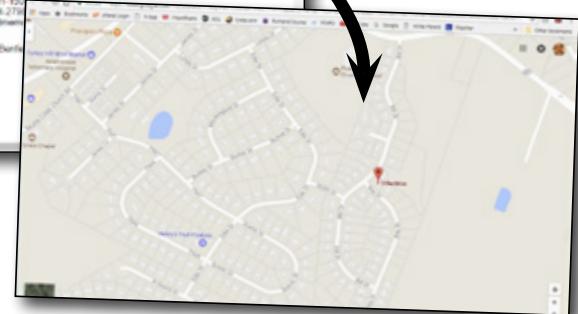


- 3.** Once you log into the APP using the Admin information that I sent to you, this is similar to the screen that you should see on your computer - **PLEASE** read through this.

- 4.** This is the dialog box to for the members of the church so you may see their photo and contact information.



- 5.** If you use the mouse and click on the address, it will open a new window and allow you to map directions to their address



- 6.** If you click on the email address of the family, the MyUCD APP will open your default email installed on your computer, so you are able to email them - or - you may copy and paste it if you have web based email.

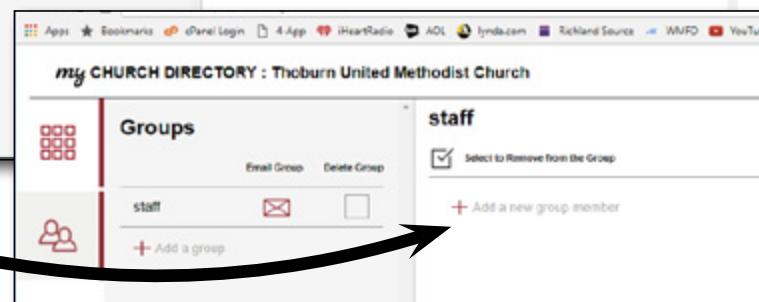
# MyUCD Church Desktop Directory for Church Administrators (creating groups)

- 7.** Clicking on the this icon of the two people will bring up the groups control panel. You can start a group by clicking on the + icon and naming the group (ie: staff, council, etc.)

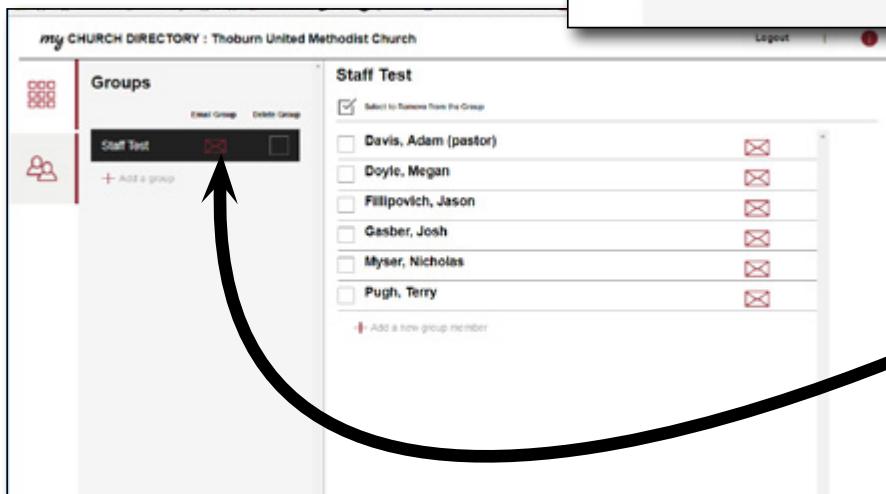
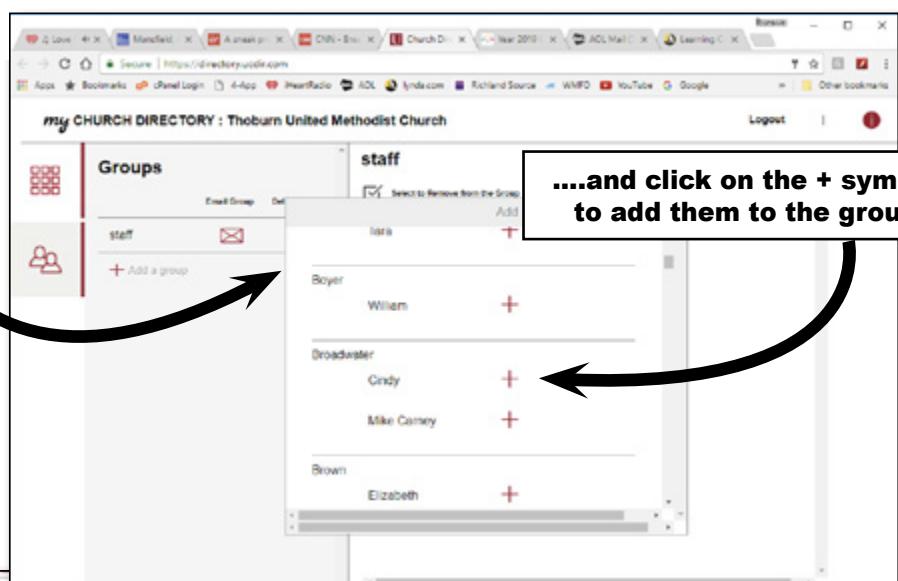


- 8.** To add people to the group, you need to click this icon...

.... which will open a dialog box similar to this on your computer where you can choose from the members and staff in the church ...



....and click on the + symbol to add them to the group



- 9.** Once you have everybody added to the group desired, click on the little envelope in the dialog box and the MyUCD APP will open your default mail application to email the whole group