

Thank you for choosing Universal to produce your church's pictorial directory and for choosing to use our online scheduling option.

We will attach three documents related to the online scheduling program. The first is step-by-step instructions for you to use as administrator. This explains how you can delete or change appointment times, print schedules and send reminder emails to families who have scheduled photography appointments. The second is step-by-step instructions for church families to schedule their own appointment times. The third is a template that can be copied onto your Dear Church Family letters announcing the online scheduling availability with brief instructions for its use. Scroll to the bottom of the document to view the text.

Please be advised that the church code and passwords are case sensitive and that you will need to use www.ucdir.com to access the site. The online scheduling page is not available to families starting Saturday at 12:01am until Monday at 12:01am. This is so you can have in person sign ups over the weekend at your church. The administrative password will still work.

If you have selected to have Universal call families to schedule appointments, you may send your call list in at any time.

We will have your church set up on our website so you can experiment a little before your families begin to use it. Please add this link, www.ucdir.com, to your website with the family password and your church code. If you have any questions, don't hesitate to call.

Sincerely,

Universal Church Directories

Online Scheduling Available!

To schedule your photography appointment online, simply go to the Universal website, www.ucdir.com, and click on schedule your photography session on the right side, enter ____ in the Church Code field and enter ____ in the Church Password field. Follow the prompts to schedule your family's appointment time. If you have 5 or more in your family please use 2 consecutive time slots. The online scheduling option is available Monday through Friday.

To set appointment by phone call **(888)-742-5823**. **Appointments fill up quickly, so schedule as soon as possible to secure your preferred date and time.**

STEP-BY-STEP ADMINISTRATIVE INSTRUCTIONS

INSTRUCTIONS FOR CHURCH'S ONLINE SCHEDULING ADMINSTRATOR

TO PRINT PHOTOGRAPHY SCHEDULES

- ✧ Go to the Universal Church Directories website (**www.ucdir.com**)
- ✧ Click on the box to the right (schedule your photography session)
- ✧ Enter your church code _____
- ✧ Enter Administrator's password _____
- ✧ Click on the Enter button
- ✧ Click on either the Printer or PDF icon beside the date of photography to print that day's schedule

TO EDIT OR CANCEL A FAMILY'S PHOTOGRAPHY APPOINTMENT

- ✧ Go to the Universal Church Directories website (**www.ucdir.com**)
- ✧ Click on the box to the right (schedule your photography session)
- ✧ Enter your church code _____
- ✧ Enter Administrator's password _____
- ✧ Click on the Enter button
- ✧ Click on the date of the family's photography appointment
- ✧ Locate the family's entry on the scheduling screen
- ✧ Click on the Edit Entry icon
- ✧ If editing family information, change the appropriate field and click on the Schedule Appointment button at the bottom of the screen
- ✧ If deleting family photography appointment, click on the Clear Appointment button at the bottom of the screen

TO SEND BROADCAST REMINDER EMAIL

- ✧ Go to the Universal Church Directories website (**www.ucdir.com**)
- ✧ Click on the box to the right (schedule your photography session)
- ✧ Enter your church code _____
- ✧ Enter Administrator's password _____
- ✧ Click on the Enter button
- ✧ Click on the Email icon in the box for the day of photography
- ✧ Enter a brief message in the Message field
- ✧ Click on the Send Email button

ONLINE SCHEDULING INSTRUCTIONS FOR FAMILY APPOINTMENT SETTING

- ✧ Go to the Universal Church Directories website (www.ucdir.com)
- ✧ Click on the box on the right side of the homepage entitled "click here to schedule your photography session"
- ✧ Enter your church code _____
- ✧ Enter your church password _____
- ✧ Click on the Enter button
- ✧ Click on the desired photography date
- ✧ Click on the Reserve Time button beside the desired photography appointment time
- ✧ Enter the appropriate information in all required fields (indicated by the asterisk)
- ✧ Enter your email address if a confirmation email is desired
- ✧ Click on the Schedule Appointment button at the bottom of the screen to reserve the photography appointment time in your family's name
- ✧ If you have more than five family members being photographed, please reserve two appointments consecutively (such as 6:00 and 6:10) or schedule your appointment by an asterisk which is more time
- ✧ Print the next screen to use as a reminder of your family's photography appointment
- ✧ **Contact your church's online scheduling administrator to change or cancel your photography appointment**