

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 **in1396**
- ✧ Enter your church password **stmarysgreensburg**
- ✧ 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 six family members being photographed, please reserve two appointments consecutively (such as 6:00 and 6:10)
- ✧ 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**