

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 “photography appointment scheduling login”
- ◇ Enter your church code **ca106**
- ◇ Enter your church password **photos**
- ◇ 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**