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 **wi481**

  Enter your church password **StPaulUMC**
- ✧ 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)
- ✧ 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 6:12 and 6:24)
- ✧ 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**