

**ONLINE SCHEDULING INSTRUCTIONS
FOR FAMILY APPOINTMENT SETTING
July 7th – 11th**

- ✧ 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 [mo471](#)
- ✧ Enter your church password [bjhf2026](#)
- ✧ 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 6:00 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 at officemanager@holyfamilyarnold.org or 636-321-0002 ext. 113**