

Dear Church *family,*  
It's time for a New Directory!



*Celebrating faith.  
Connecting families.  
Sharing hope.*

When people enter the doors of our church they are looking for a place to belong. Our directory brings us together to develop new relationships, connect with our own families and reconnect with those we haven't seen in a while. Join us for this "Connections Event" and be part of what God is doing right here at our church!

*Directory Committee*

## *Connections Event*

*Our church directory will not be complete without you. Join us to celebrate faith and family with our new church family album.*

- Schedule your professional photography session when you stop by the sign-up table at church or simply go online and follow the instructions below. If we don't see your name on our list of appointments, you will receive a phone call inviting you to participate.
- Everyone who is photographed by Universal will receive a complimentary 8 x 10 portrait and a directory!
- Universal provides a complete professional portrait studio right here at our church! You'll enjoy a variety of poses, backgrounds, portrait sizes, finish and framing options AND have the opportunity to purchase portraits to give to family and friends.

Set your appointment with Universal today!



*Gathering families,  
Connecting generations.*



### Online Scheduling Available!

To schedule your photography appointment online, simply go to [www.ucdir.com](http://www.ucdir.com), click on photography appointment scheduling login on the right side, enter mn334 in the Church Code field and enter photos in the Church Password field. Follow the prompts to schedule your family's appointment time. If you have 6 or more in your family please use 2 consecutive time slots. The online scheduling option is available Monday through Friday. Appointments fill up quickly, so schedule as soon as possible to secure your preferred date and time.

## **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 **mn334**

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)
- ✧ 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**