

**ST GREGORY'S PICTORIAL DIRECTORY
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 **mo146**
- ✧ 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. Devin at 660-582-3833 or Russ at 660-853-1776.**

Portrait Dates and Times		
Date	Day	Time
July 5	Tuesday	2 pm to 8:30 pm
July 6	Wednesday	2 pm to 8:30 pm
July 7	Thursday	2 pm to 8:30 pm
July 8	Friday	2 pm to 8:30 pm
July 9	Saturday	10 am to 4 pm
July 12	Tuesday	2 pm to 8:30 pm
July 13	Wednesday	2 pm to 8:30 pm
July 14	Thursday	2 pm to 8:30 pm
July 15	Friday	2 pm to 8:30 pm
July 16	Saturday	10 am to 4 pm
August 9	Tuesday	2 pm to 8:30 pm
August 10	Wednesday	2 pm to 8:30 pm
August 11	Thursday	2 pm to 8:30 pm
August 12	Friday	2 pm to 8:30 pm
August 13	Saturday	10 am to 4 pm