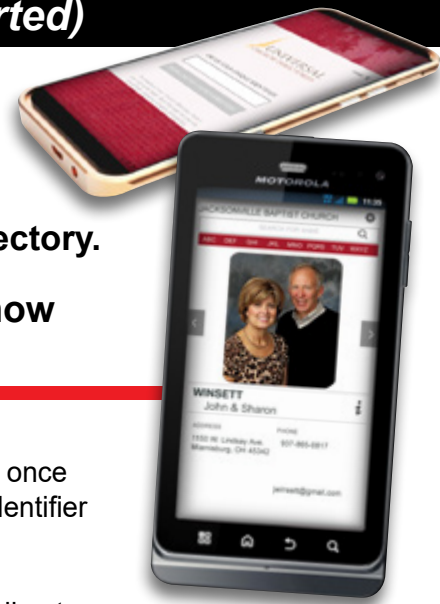


# MyUCD Church APP & Desktop Directory for Church Members (getting started)

Thank you for being a part of the MyUCD Church Directory. In addition to receiving the printed directory, you are now able to access the directory on your mobile device as an App or on your home computer as a web-based Desktop Directory.

**IT'S FREE AND EASY TO USE!** Below is an explanation how the App can be used, from installation to daily usage.



## The Mobile App

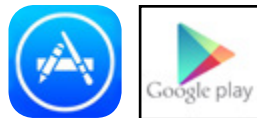
The App works on iOS (Apple devices) as well as Android devices. The following simplifies the process of downloading and using the App to your best advantage.

### I. iOS (Apple App Store) / GooglePlay.com

#### 1. Download the App

The first thing a user needs to do is actually get the App onto their mobile device. This section explains how that will work and any concerns/questions related to this part of the user experience.

- On your smart phone, touch the APP Store icon for your type of phone then search for 'universal church directory'



iPhone Android

- Click on the "GET" -or- "INSTALL" button
- The button will then change to "INSTALL," click on the button again
- When the App has finished installing, click "OPEN"

#### 2. After App Installation

After the user has downloaded and installed the App, **once the App is opened, the user will be prompted to enter a code, given to them by their church administrator.**

- When the App is accessed for the first time, you must enter your unique identifier code\*
- Click on the **"Download My Church Directory"** button (there may be a few seconds delay)

##### – First

the church member information is downloaded into the App

##### – Second

the App will start to download images in the background, so the image may not appear with the church member information immediately

#### 3. Using the App

There are two options once you've entered your identifier code:

##### 1) List View

Browse your church directory using a list of names

##### 2) Image View

Browse your church directory using family pictures

#### Settings

If the settings option is chosen, the App will resort back to the main screen, with a prompt for an identifier code. This is the only settings option throughout the App.

## The Desktop Directory

This version of the Directory works on any computer that has internet access since this version is web-based.

In your web browser (internet explorer, google chrome, firefox, etc.) type in the address **directory.ucdir.com** and it will take you to this page for the Desktop Version of the Directory. **You then need to enter the code, emailed to you by the church administrator and set up your account.**

