# 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** 

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administrator and set up your



