

I. Android (Google Play Store)

Please keep in mind some mobile phone versions are not compatible with the App if it is running on an older system –or- a brand new system.

1. Download the App

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

- On your Android device, click on the following link:
<https://play.google.com/store/apps/details?id=com.universalchurchdirectory.grp46&hl=en>
- OR go to the Google Play store and search for ‘universal church directory’
- Click “INSTALL” to download and install the App
 - This will display a popup window, in which you should select the “ACCEPT” button
- When the App is finished installing, click the “OPEN” button

2. After App Installation

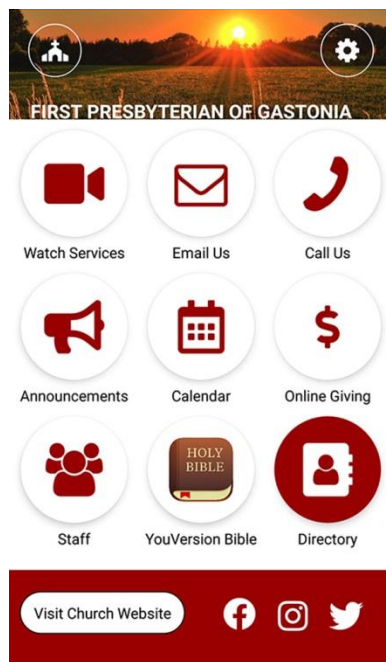
After the user has downloaded and installed the App, once the App is opened, the user will be prompted to enter a code, emailed to -or- given to them by their church administrator.

- When the App is accessed for the first time, you must enter your unique identifier code



- Click on the gray “DOWNLOAD MY CHURCH DIRECTORY” button (there may be a few seconds delay)

3. Utilize the Home screen button links
(Some features may or may not be available for your church)



- Watch Services
- Email Your Church
- Call Your Church
- Church Announcements
- Church Calendar – Events
- Online Giving
- Staff Contacts
- YouVersion Bible App
- Directory
- Church Website
- Facebook – Instagram - Twitter

- There are two options in the Directory button
 - 1) **List View**
Browse your church directory using a list of names
 - 2) **Image View**
Browse your church directory using family pictures
 - 3) **Settings Icon** -
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.

