

## I. iOS (Apple App 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

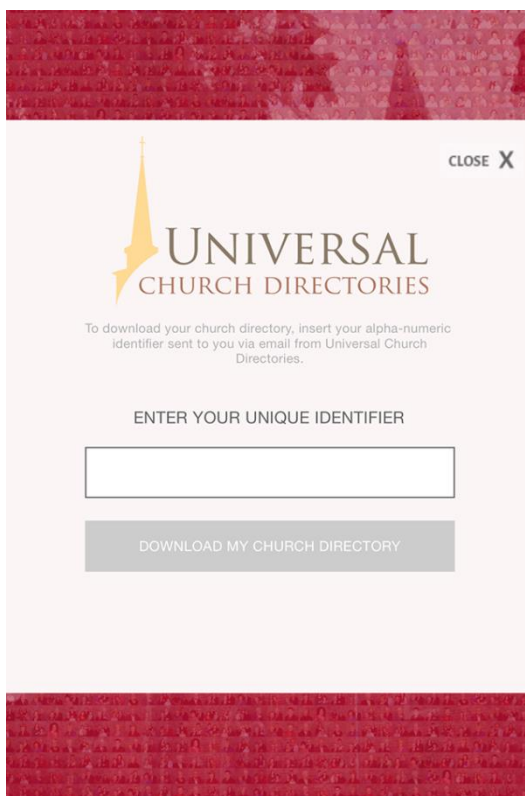
The first thing a user needs to do is actually get the App onto their mobile device. This section lists, in bullet format how that will work and any concerns/questions related to this part of the user experience.

- On your iOS device, click on the following link:  
<https://itunes.apple.com/us/app/universal-church-directory/id1005590097?mt=8>
- OR go to the App Store and search for ‘universal church directory’
- Click on the “GET” 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, emailed to -or- given to them by their church administrator.

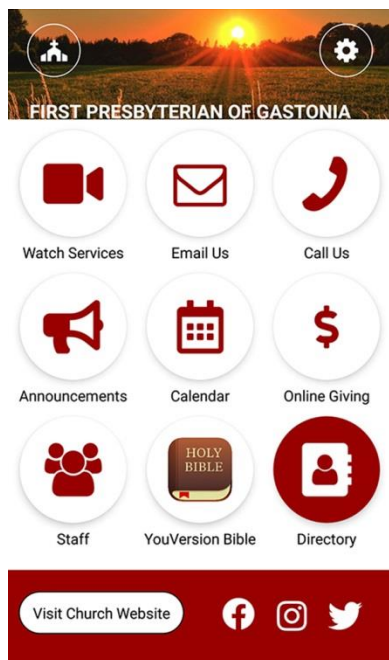
- When the App is accessed for the first time, you must enter your unique identifier code



- 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 a unique identifier code. This is the only settings option throughout the App.

