

## CHURCH DIRECTORY ON-LINE SIGN UP

1. Go to [www.google.com](http://www.google.com).
2. Click on Gmail at the top of the page.
3. On the next screen, sign in with the following Username and password.  
Username: 1stcongtoosa  
Password: 1st101goo
4. On the next screen, click on "Calendar" above the large Gmail icon.
5. On the next screen, use the right and left arrows just above the calendar to find the day you would like to schedule your picture.

### PICTURES TIMES

**September 19 - October 3**

**Monday - Friday, 3pm - 5:50pm (every 20 minutes), 6pm - 9pm, every 10 minutes.**

**Sundays, 9am - 2pm (every 10 minutes)**

**No pictures on Saturdays**

6. Click on a one hour window of time (such as 5 - 6pm). A pop-up window will allow you to add specific information in the "What" box.
7. Type in your first and last name, specific time, and phone number. (Example: John Smith, 5:20, 555-555-5555).
8. Click on "Create Event" and you are finished!
9. You will receive a reminder call and letter prior to your session.

PLEASE RECORD YOUR TIME IN YOUR HOME CALENDAR WHEN FINISHED.