

Lifetouch Church Directories and Portraits

Photography Scheduling

ADMINISTRATOR QUICK START GUIDE

As the site administrator, you will be able to schedule sessions, edit sessions, or cancel sessions, disable the site, and print paper schedules. The following is a quick start guide for your reference:

How to make an appointment	<ol style="list-style-type: none"> 1. Click on Portrait Session tab 2. Click on calendar day to view schedule 3. Click on time of day for desired session time 4. Enter name, phone number, email address and number in group 5. Click on Finalize Portrait Session to schedule
How to change or cancel and appointment	<ol style="list-style-type: none"> 1. Click on Portrait Session tab 2. Locate the existing portrait session and click on the name 3. Select new date using drop down menu at right of form 4. Select new time using drop down menu at right of form <p style="margin-left: 40px;">Note: name, phone number, and number in group will transfer to the new appointment automatically</p> <ol style="list-style-type: none"> 5. Click on Update to finalize
How to disable the link to the site	<ol style="list-style-type: none"> 1. Click on Portrait Session tab 2. Click on the “Yes” for disable site (located on the left below calendars) 3. Enter a Disable Message to inform families as to why the site is disabled 4. Click on Update to finalize <p style="margin-left: 40px;">Note: to enable the site after weekend sign-ups, click on “No” and then “Update”</p>
How to print out weekend sign-up sheets	<ol style="list-style-type: none"> 1. Click on the Reports tab 2. Select Portrait Session Sheets at the left of the page 3. Select the range of dates that cover your photo sessions 4. Click Run Report 5. A new window will open, Click on File, Print (select landscape) <p style="margin-left: 40px;">Note: each day will print on two pages and will need to be taped/stapled together</p>

TIPS:

- For additional information, review full User Guide.
- To search within the User Guide, use the Control (Ctrl) + F keys to bring up your search function. Simply type in what you are looking for (print, schedule, disable, for example).