

# APPOINTMENT SIGN UP PROCESS:

## ***I. Online Sign Up Process.***

You will receive an appointment scheduling Link, Blurb, and Advertising Image to place on your Church Web Site. Families will sign up on this link via your Church Web Site, Facebook, or Twitter. You may also send this link in an e-mail blast for a period of time.

One week before photography begins, the Online Sign Ups will cease. Please have your families call our Scheduling Department for any additions or changes. The contact number is 1-877-896-9667, Ext. 360. The hours of operation are 8:30 to 5:00 pm E.S.T.

## How to Make an Appointment Online

- Go to the Church Web Site.
- Click on the link to choose a date and time for your professional photography appointment.
- You will see a user-name and password. (None is needed)

### **Please complete the following information:**

- ☐ First and Last Name
- ☐ Number in your group
- ☐ Daytime phone number
- ☐ Email Address - If you do not have an email address, please use the following: [dfox@theportraitcafe.com](mailto:dfox@theportraitcafe.com)

### **Click "Proceed" to continue making your appointment.**

- Click "Make Appointment"  
(You must be 21 years of age to photograph or photography must be with a parent or legal guardian.)
- You will receive a confirmation number. Please keep for your records.  
If you should need to make an appointment by phone or need to reschedule your appointment, please do so by calling The Portrait Café @ 1-877-896-9667, extension 360. (Monday- Friday 8:30 to 5:00 Eastern Standard Time.)
- Please keep your confirmation number that was given when rescheduling your appointment.
- You will receive a confirmation email to remind you of your appointment and a reminder phone call as well.