Directors, welcome to Spark Online!

Spark Online makes it easy to get started.
To set up your account before planning, follow the directions below:

Begin by signing into Spark Online:

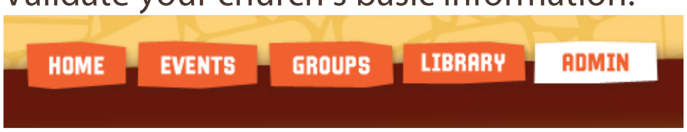
1. Visit your congregation's custom Spark Online URL: http://YourChurchSign-InPageURL.herewestandconfirmation.org

2. Enter your email address and password in the "Log In to Spark" box and click "Log In".

3. If it's your first time to logging in, complete your profile information and click "Save".

Setting Up Your Account Before Planning

1. Validate your church's basic information:

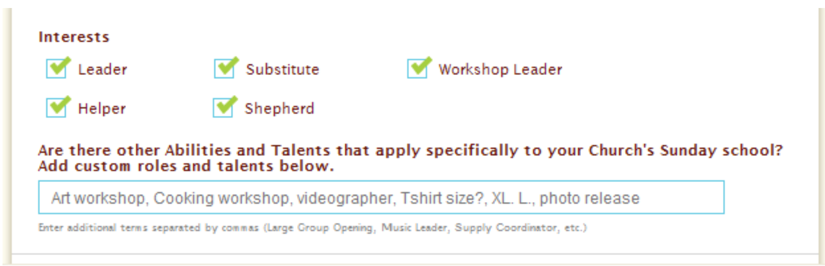


   a. Click on Edit Account Info

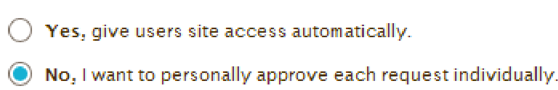
   b. Glance over the information about your church to make sure it's correct. b. Your church name and address will appear to all users on your account.
   c. Enter a contact for your church. This is the person Augsburg Fortress will c. contact if we need to get in touch about your subscription

2. Modify Subscription Settings
   a. Click on Manage User Settings.

   b. Set-up Interests: this area allows you to select and create skills, abilities, or roles which people who help with your Spark program fill or possess. The checked items and items in the text box will appear on users' profile page so they can indicate how they'd like to help. You can search for people by these interests, as well. Look at the default interests that are checked and any additional interests listed in the box below. Are these true of your program? If not, uncheck items or edit the list of custom interests.



   c. **Decide about granting site-access:** Every church that uses Spark Online has its own sign-in page, which allows parents and volunteers to request access to the church's account. This area allows you to decide if you want to automatically give all people who request access the lowest permission



3. Add People
    a. **Click on Manage All Users**
    b. **Click on + Add User to create a profile for leaders or parents. Even if leaders or parents will not be signing into the site, you must create profiles for them if you want to see and use their names while planning. Important: To protect the privacy of your students, do not create profiles for kids. We advise creating profiles for parents first; information about children can then be attached to the parent profile.**
4. **Add or Modify Groups**
    a. Click on Groups in the main navigation

    b. On the groups page, look through the list of groups on your account. You can click on the name of any group to edit it, or click on Create Group to add a new one. Creating groups is important to do before planning, but it is not necessary to add people to groups.

5. **You're Done! Time to Begin Planning!**
   Click on Events in the main navigation to start building your a. confirmation program.

Getting Started with Planning:

1. **Create a One-Time or Recurring Event**

    a. Click on the Events tab in the main navigation.

    b. Click "Create One Time Event" to create a single day event.

c. Click on “Create Recurring Event” to create a sequence of lessons that always fall at the same time on the same day of the week.

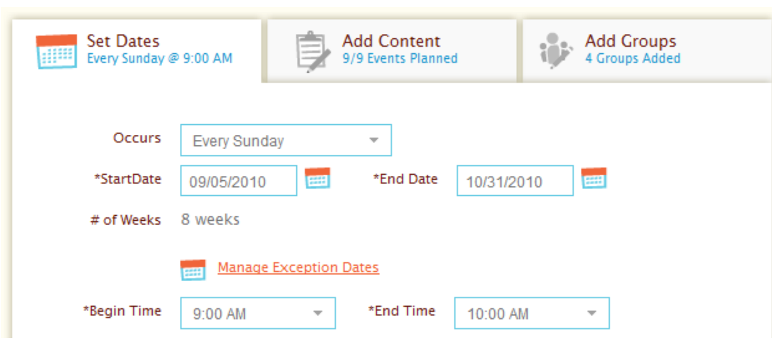
d. Fill out the name of the plan and you’re on your way!

e. Set Dates

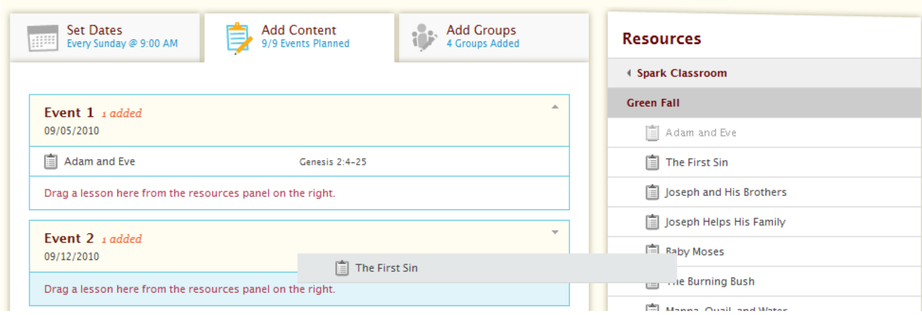
f. Fill out the time and date(s) of your event.

g. You can also open event registration or set-up automatic reminders to be sent to your leaders (both are optional).

h. Save your dates to continue adding content and groups.



2. **Add Content**
   a. **Drag the names of lessons and stories from the recommended Spark Scope and Sequences onto the date(s) of your event.**



3. Add Groups

Drag the names of groups into your event to indicate who is participating and to ensure that your leaders are able to view and download all age-appropriate lesson content for their groups. This step is optional: if leaders and parents won't be using the site, or if you haven't created groups yet, you can skip this step.

4. Set Event Status

When you're done planning, make the event appear to leaders and parents by changing the event status to "published".

5. You're Done! Time to Communicate!

Click on the megaphone icon to create an announcement that will appear on leaders' and parents' home pages. Click the envelope to send a message.