



## Directors, welcome to Here We Stand!

Here We Stand makes it easy to get started online. To set up your account before planning, follow the directions below:

### Begin by signing into Here We Stand:

1. Visit your congregation's custom Here We Stand Online URL:  
<http://YourChurchSign-InPageURL.herewestandconfirmation.org>
2. Enter your email address and password in the "Log In to Here We Stand" 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. 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 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 confirmation 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.

**Interests**

Large Group Leader       Small Group Leader       Mentor

Substitute Leader

Are there other abilities and talents that apply specifically to your Church's confirmation program? Add custom roles and talents below.

Enter additional terms separated by commas (Large Group Opening, Music Leader, Supply Coordinator, etc.)

**c. Decide about granting site-access:** Every church that uses Here We Stand 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

level (Parent-level), or if you want to manually approve each request before the person can sign in. If you want to be notified of requests and approve each new user individually, select “No”.

- Yes, give users site access automatically.
- No, I want to personally approve each request individually.

### 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 youth, do not create profiles for youth under the age of 13. 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.



800.328.4648

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## 5. You're Done! Time to Begin Planning!

- a. Click on Events in the main navigation to start building your confirmation program.

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