

## Directors, welcome to Sparkhouse Online!

Sparkhouse Online makes it easy for you to plan one-time events and recurring classes, access lesson materials, place leaders and kids in groups, and much more.

### *Initial log-in and setup*

#### Log in to Sparkhouse Online and complete your profile

1. Go to the Sparkhouse Online log-in page: <http://sundayschool.sparkhouseonline.org>.
2. Enter your email address and password in the “Returning Users” box and click “Log In.”
3. The first time you log in, click on your name in the upper right corner of the Home page.
4. Complete your profile information and click “Save.”

#### Validate your church’s basic information

1. Go to the Admin tab and click on “Edit Account Info.”
2. Review the information about your church to make sure it’s correct. Your church name and address will display to everyone who logs in to the site.
3. Enter a contact person for your church, in case we need to get in touch about your subscription.

#### Manage Profile Settings

1. Go to the Admin tab, click on “Profile Settings,” and scroll down to “Manage Primary Profile Interests.”
2. To enable you to search for adults by their interests, the items that are checked and items that are entered in the text box under “Interests” will display on leaders’ and parents’ Profile pages.
3. Review these items and change them to reflect the needs of your Sunday school program.

#### Grant site access to parents and leaders

*If parents and/or leaders will be accessing the site, you’ll need to follow these steps.*

1. Go to the Admin tab. Click on “Manage Profile Settings.”
2. Choose how you will grant site access. Note: Access requests require the Church ID.
  - **Grant automatic site access** to everyone who requests it. Automatic access is at the Parent level, viewing only Classes & Events and the Message Center. (To change leaders’ access levels, edit their profiles.)
  - **Approve site access requests** one at a time. An alert will appear on your Home page when people are awaiting approval for site access. Click on the alert to go to the Admin area. Select the access level for each person, then click the check mark to confirm.
3. Download the “Getting Started Guide for Parents” and/or the “Getting Started Guide for Leaders” from the log-in page or Home page. Fill in your Church ID in the spot indicated by bold red type. Distribute these guides by hand, mail, and/or email.

#### **What’s a Church ID?**

Each church or organization using Sparkhouse Online has a unique Church ID. To locate your Church ID, click on “Admin” in the main site navigation and look at the Edit Account Info area. Your Church ID appears under your church or organization’s name.

## Classes & Events

### Create Recurring Classes or a One-Time Event

- Go to Classes & Events and click on “Create One-Time Event” to create a special event, or on “Create Recurring Classes” to create a sequence of classes that will be held at the same time on the same day of each week.
- Fill in the Title for your plan (for example, “Rally Sunday” or “9:00 Sunday school”). If you’re creating recurring classes, choose the curriculum for these classes.



- Fill in the date(s) and times for your event or classes.
- If you wish, you can open registration for an event or classes.
- You can also set up automatic reminders to be sent to the people you designate as leaders.
- Save your plan to continue adding content and groups.

### Recurring Classes Planning

9 a.m. Sunday school

Curriculum: *Spark Classroom*    Registration: *Undefined*    Events: *36*  
 Occurs: *Every Sunday @ 8:00 AM*

Published Status: Saved as published

[Show Description](#)    [Post an Announcement on Home Page](#)    [Send Email](#)

Set Dates Every Sunday @ 8:00 AM	Add Content 0 Events Planned	Add Groups 1 Groups Added
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**Occurs** Every Sunday ▼

**Start Date** 09/14/2014

**\*End Date** 05/17/2015

**# of Weeks** 35 weeks

[Manage Exception Dates](#)

**\*Begin Time** 8:00 AM

**\*End Time** 9:00 AM

**Duration** 1 hour

**Registration** Closed ▼

Set up Reminder Emails

Add your settings for reminder emails for this event series. The emails will be sent automatically to all leaders.

None ▼

## Add Content to Recurring Classes or a One-Time Event

1. Drag the names of lessons and stories from the Resources panel onto the date(s) of your classes or event.

The screenshot shows a user interface for adding content. On the left, there are four gray boxes representing grade levels: PreK-K, Grades 1-2, Grades 3-4, and Grades 5-6. Each box contains the text "Drag resources here to add to this header." An orange arrow points from the "Resources" panel on the right to the "Grades 1-2" header box. The "Resources" panel is titled "Resources" and contains a list of publications under the heading "All Publications". The list includes "Spark Classroom", "Orange Fall", "Creation", "Noah's Ark", "Abram's Call", "Abraham and Sarah's Visitors", "Isaac's Blessing", "Free from Slavery", "The Red Sea", "The Ten Commandments", "The Battle of Jericho", and "Naomi and Ruth".

## Download content for a class or event

1. Click on the name of the class or event on your Home page.

The screenshot shows a calendar for May 2014. The calendar is a grid with days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates (1-31). An orange arrow points from the "All Classes & Events" link to a list of events. The events are:

- Spring Semester: The Road to Emmaus  
Sunday, May 4, 2014 07:00 - 08:00 AM
- Spring Semester: Early Believers  
Sunday, May 11, 2014 07:00 - 08:00 AM
- Spring Semester: God's House  
Sunday, May 18, 2014 07:00 - 08:00 AM
- Spring Semester: The Promise of the Holy Spirit  
Sunday, May 25, 2014 07:00 - 08:00 AM

Below the calendar is a link that says "View Larger Calendar".

2. Your resources will be listed on the Class/Event Detail page. Select the files you want and download.

## **People & Groups**

To protect the privacy of your students, create profiles for parents, then add kids to their parents' profiles.

### **Add People**

*Primary Profiles need to be set up for parents so that kids can be added to these Profiles and assigned to groups in the site. Primary Profiles need to be set up for leaders before you can assign them to leadership roles or groups in the site.*

*Parents and leaders who have access to the site can set up their own Profiles. If this isn't the case, follow these steps to set up Primary Profiles for them.*

1. Go to People & Groups and click on the "People" tab.
2. Click on "Add Primary Profile" to create profiles for leaders and parents. Be sure to click "Save" at the bottom of this form.
3. To add a child to a Primary Profile, click "Add a Child Family Member," near the bottom of the form. Complete the requested information and click "Save."
4. Optional: You can also add an Adult Family Member to a Primary Profile. This person will receive all messages that the Primary Profile person receives.

### **Set up or modify Groups**

1. Go to People & Groups and click on the "Groups" tab.
2. Click on "Create Group" to add a new one.
3. Click on the name of a group to edit the group name or other information.

### **Add People to Groups**

1. Go to People & Groups and click on the "Groups" tab. Then click on a Group name.
2. Drag and drop names of people from the Resources panel (on the right side of the screen) to the appropriate Group. (The names of adults with Primary Profiles, and any Child Family Members entered on these profiles, will appear in the Resources Panel.)

OR

1. If you open up classes or events for registration through the site, parents can register kids by clicking on the event in the "Register for Classes/Events" box on the Home page.
2. Once kids are registered, notification will appear on your Home page. Click on the name of the event to go to the planning area. Then click the "people waiting" message to put new registrants into groups.

### **Add Groups to a One-Time Event or Recurring Classes**

1. Drag the names of groups into your event or classes to indicate who is participating. This also ensures that your leaders are able to view and download all the leader material for their groups.

## Set the Status of an Event or Classes

1. Select “published” status to make a One-Time Event or Recurring Classes appear on leaders’ and parents’ Home pages.

## Library

### Download leader material from the Sparkhouse Online Library

You can access and download leader material, search, and more in the Library.

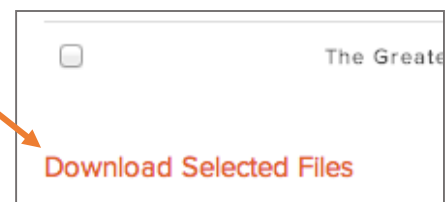
1. Go to the Library tab.
2. In the Filter Lessons panel, click on the curriculum, unit or quarter, lesson title, and age level. (Note: If you’re using the rotation model, the layers are a bit different.)



3. In the list of your search results, check the box next to each file you want to download, or check the box next to “Select All.”



4. Click “Download Selected Files” to have the selected files download together in a .zip folder.



## Upload your own files to the Sparkhouse Online Library

*Have a useful resource of your own? Add it to “My Church’s Files.” NOTE: these files will be visible and available only to others on your church’s Sparkhouse Online account.*

1. Go to the Library tab.
2. Click “Upload New Resource.”
3. Browse to find the file(s) you wish to upload.
4. Enter a Title and (optional) Keywords for your resource.
5. Click “Save.”

 Upload New Resource

## Other Library Tips and Tricks

**Search Results:** Any time you conduct a search or apply a filter in the library, your results will be organized by lesson title or Bible story in scope and sequence order. For churches that subscribe to more than one curriculum, results are organized by curriculum and then by scope and sequence.

**Advanced Options:** The Advanced Options panel, located below the “Search” button, makes it easy to filter by specific kinds of resources. And we’ve added more advanced options to make it even easier to find lesson resources. Click here to open and close this panel.

**Filter Lessons Panel:** Use the Filter Lessons Panel to find materials or resources for a particular unit, quarter, or story. You can even drill down to specific age levels or workshops!

### Filter Lessons

- All Publications
  - Whirl Lectionary
  - Year A
    - The Greatest Commandment
    - PreK-K
    - Grades 1-2
    - Grades 3-4
    - Grades 5-6

## Message Center

### Send out announcements and messages

1. Go to the Home page and click on “Manage announcements” to create an announcement that will appear on leaders’ and parents’ Home pages.
2. Go to the “Message Center” tab to send a message to leaders or parents who are using your church’s Sparkhouse Online subscription.

## Admin

*Go to the Admin tab to edit account information, add a new contact person, manage site access, and view subscription information, and locate your Church ID. (See page 1.)*