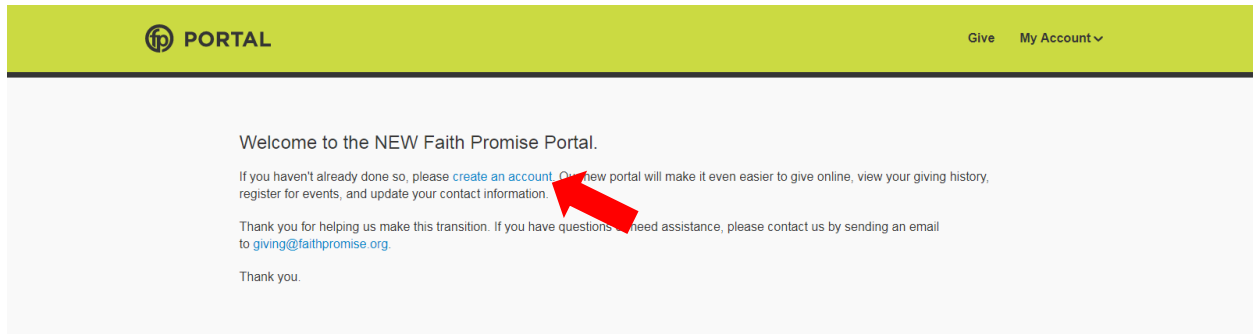


fpStudents Groups Manager Instructions

Welcome to the new Faith Promise Ministry Platform user creation guide. During this process the arrow icon will assist you in locating the correct portion of the screen. To create an account, please visit my.faithpromise.org/portal. If you have updated your online giving platform or have an adult small group, this step has already been completed, please skip to step 5.

Step 1: Create your username and password by clicking the “create an account” link.



Step 2: Enter requested information.


This screenshot shows the 'Create an Account' form on the Faith Promise Portal. The header is green with the 'fp PORTAL' logo on the left and 'Give My Account' on the right. The main content area is white and contains the title 'Create an Account' and the instruction 'You must create an account before you can proceed'. Below this, there are four input fields: 'First Name:', 'Last Name:', 'Email:', and 'Mobile Phone:'. At the bottom right of the form, there are two buttons: 'Create my Account' and 'Cancel'.

Once you select the “Create my Account”, you should receive the following message.

This screenshot shows the confirmation message after creating an account on the Faith Promise Portal. The header is green with the 'fp PORTAL' logo on the left and 'Give Lisa Mills' on the right. The main content area is white and contains the title 'Create an Account' and the instruction 'Your Account Has Been Created'. Below this, there is a green box with a checkmark icon and the text: 'Your account was created successfully. An email containing your verification link has been sent to your email. Please click the link contained in the email to continue setting up your account.' At the bottom left of the green box, there is a 'Login' button.

fpStudents Groups Manager Instructions

If you receive the following error message, this means you have already created an account. If you do not remember creating the account or if you do not remember the password you registered, please select the “Reset Account” link below.

Give My Account ▾

Create an Account

You must create an account before you can proceed

First Name:

Lisa

Last Name:


Mills

Email:

lisa.mills625@gmail.com

Mobile Phone:

865-256-8654



A user account already exists for 'lisa.mills625@gmail.com'. Please use the [Reset Account](#) feature if you have forgotten your username or password.

Create my Account

Cancel

Step 3: Visit your email to complete the registration process and to set up your password.

COMPOSE

Your New User Account Inbox x

Inbox (2)

Starred


Sent Mail

Drafts

More ▾

Lisa ▾

+



user@faithpromise.org user@faithpromise.org via sendgrid.net to me ▾

7:32 AM (3 minutes ago) ☆ ↶ ▾

Dear Ray,

A new account was requested for 'blountbee@gmail.com'.


Please use the following link to confirm your new account and to setup your username and password.

[Confirm My Account](#)

Thanks,

Faith Promise Church

Step 4: Create your password and log-in.

Give My Account ▾

Verify New Account

Name:

Ray Mills

Email:

blountbee@gmail.com

Current Username:

blountbee271279

Change Username:

blountbee271279

Create Password:

Confirm Password:

Submit

****Please Note:** Password requires at least 8 characters with a lowercase letter, an upper case letter, a digit, and a non word character (example: !, @, #, \$).

fpStudents Groups Manager Instructions

Test your log-in before continuing to the next step.

The screenshot shows the Faith Promise Portal login interface. At the top, there is a green header with the 'fp PORTAL' logo on the left and 'Give My Account' on the right. The main content area has a light gray background. On the left, a welcome message reads: 'Welcome to the new Faith Promise Portal'. Below this, it says: 'If you haven't already done so, please [Sign Up](#). Creating an account will provide you with giving history and allow you to give more easily in the future. Or, you can always [Give as a Guest](#). Thank you so much for helping us make this transition and furthering the mission of Faith Promise Church. If you have questions or need assistance, please contact us by sending an email to giving@faithpromise.org.' On the right, there is a white box titled 'SIGN IN'. It contains a 'Username:' label above a text input field, a 'Password:' label above another text input field, a 'Keep Me Logged In' checkbox, a dark blue 'Login' button, and a blue link 'Recover Your Password'.

Step 5: Visit my.faithpromise.org/mobiletools. Utilize the username and password that you created in the previous link.

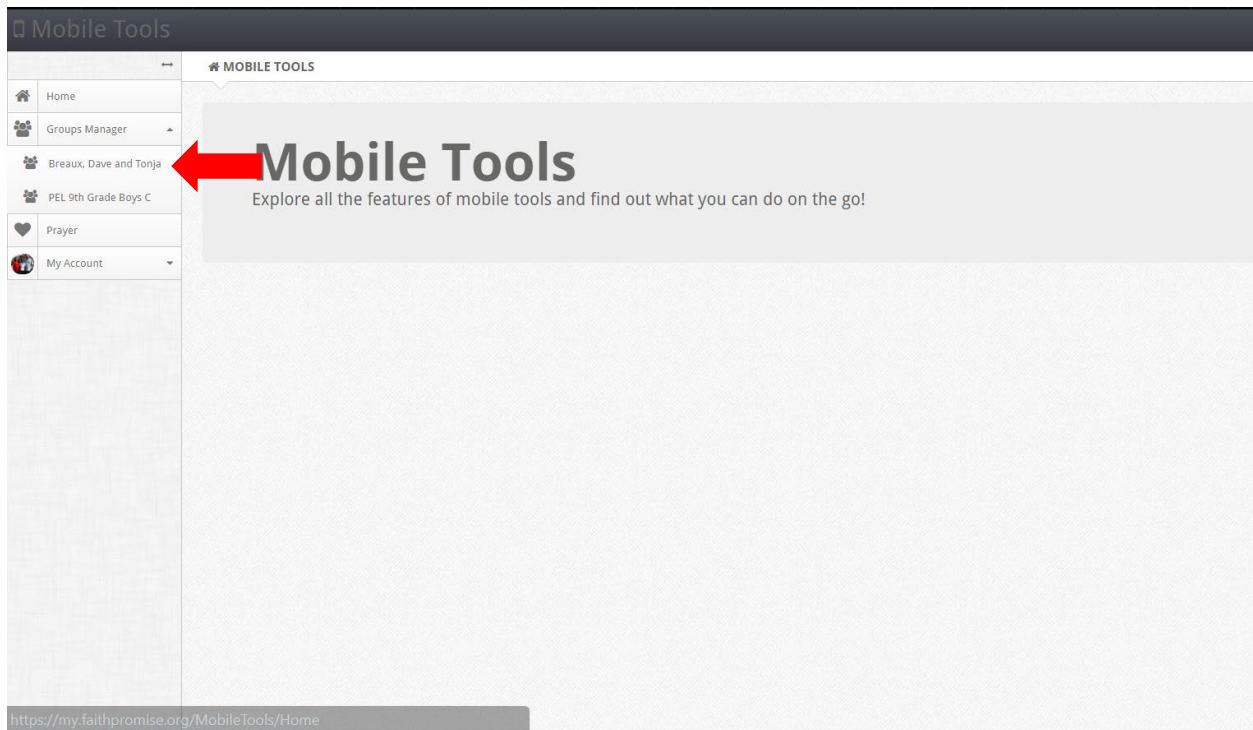
The screenshot shows a web browser window with the URL 'https://my.faithpromise.org/MobileTools/Account/Login?ReturnUrl=%2fmobiletools'. The browser's address bar shows the URL and a 'Secure' indicator. The page has a dark header with 'Mobile Tools' on the left and a 'Login' button on the right. The main content area has a light gray background. In the center, there is a white box with a gray border. It contains a 'User name' label above a text input field with the value 'lisa.mills625@gmail.com', a 'Password' label above a text input field with masked characters '*****', a 'Remember Me' checkbox, and a green 'Login' button.

Step 6: Select the drop down arrow to see groups in your span of care.

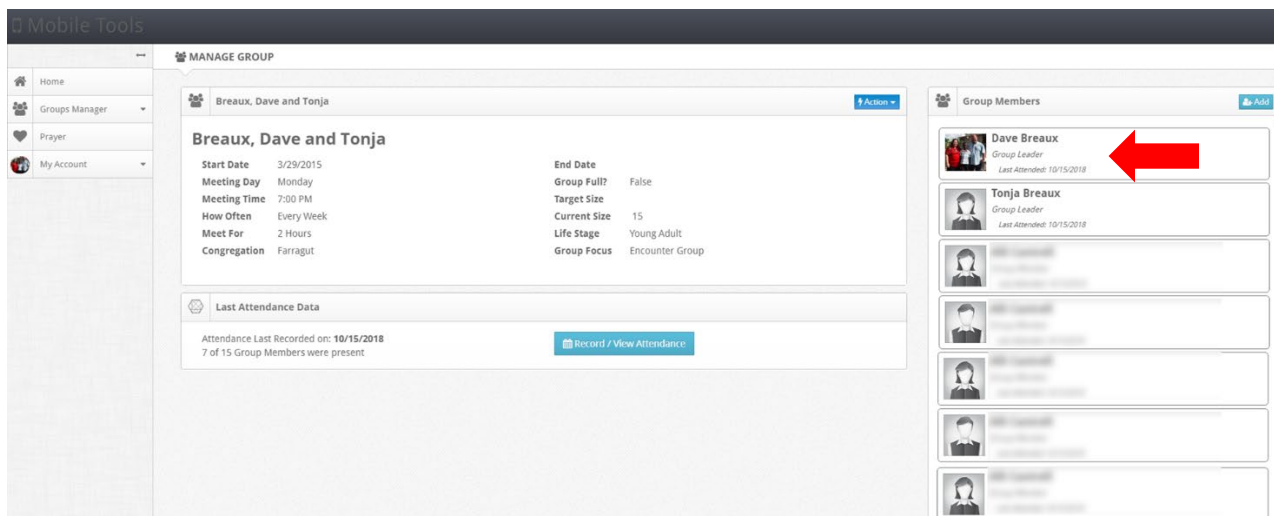
The screenshot shows the 'Mobile Tools' dashboard. The browser window has the URL 'https://my.faithpromise.org/mobiletools'. The page has a dark header with 'Mobile Tools' on the left and a 'Login' button on the right. The main content area has a light gray background. On the left, there is a sidebar with a list of items: 'Home', 'Groups Manager', 'Prayer', and 'My Account'. Each item has a small icon to its left. A red arrow points to the 'Groups Manager' item, which has a small downward-pointing arrow next to it. To the right of the sidebar, there is a large white box with a gray border. It contains the text 'Mobile Tools' in a large font, followed by the text 'Explore all the features of mobile tools and find out what you can do on the go!'.

fpStudents Groups Manager Instructions

Step 7: Clicking on Groups Manager will show you all of the groups that you are currently listed as the leader or as a Primary Contact for. Select the groups you want to access.

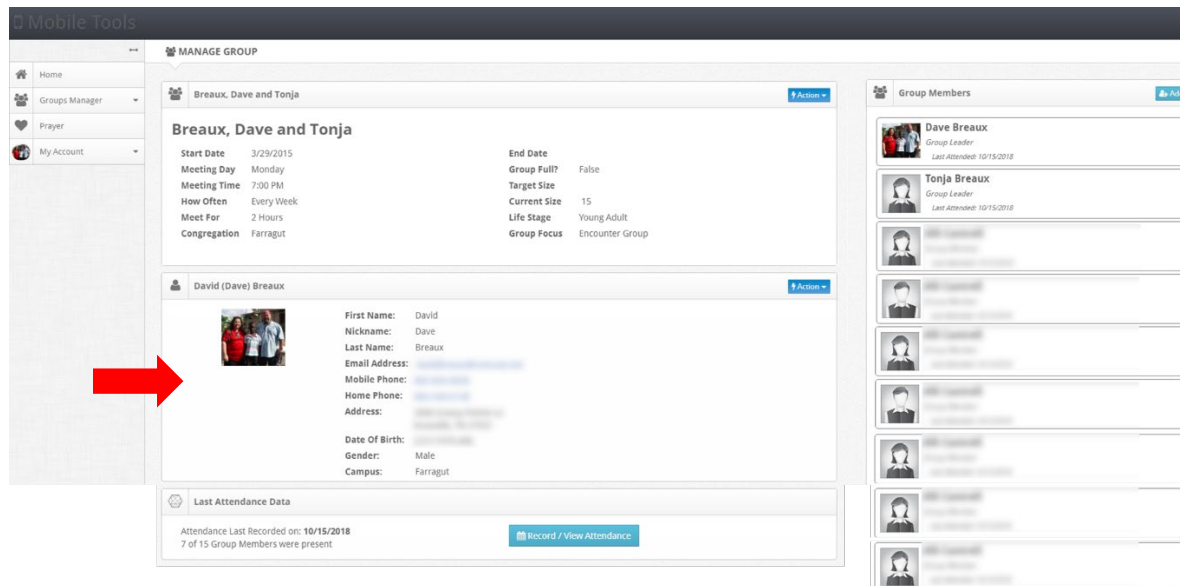


Step 8: Once you have selected your group, you will see group info, and the roster on the right side of the screen. The Roster on the right side will show a picture if one is uploaded in the system, name of contact, role in group, and date of last attendance.

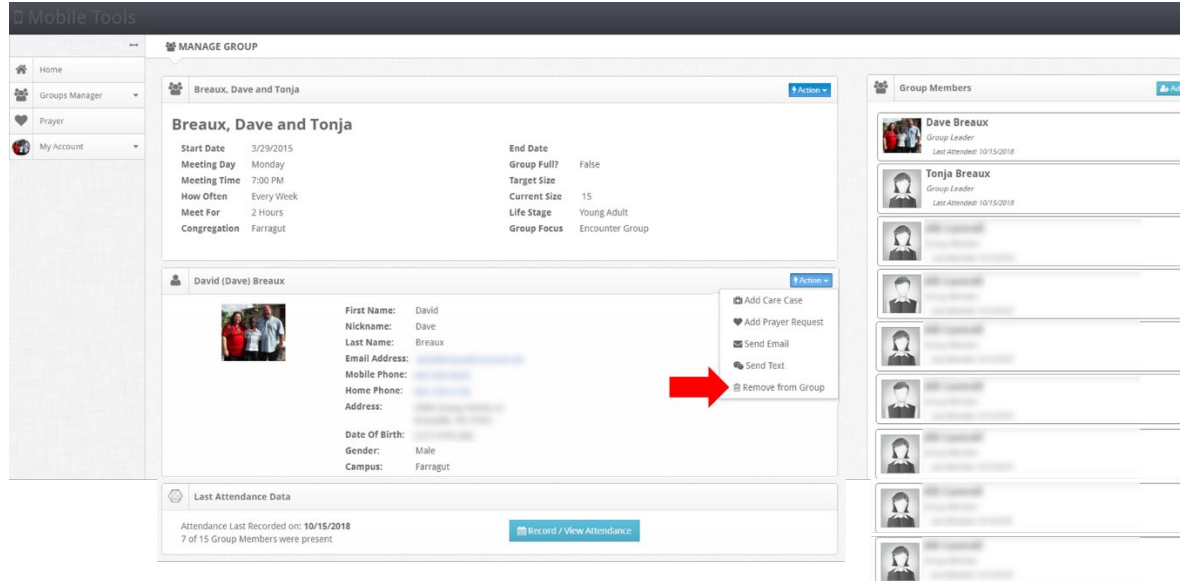


fpStudents Groups Manager Instructions

Step 9: Clicking on a contact on the right will open up the contact info for that person in the main screen below the group info.

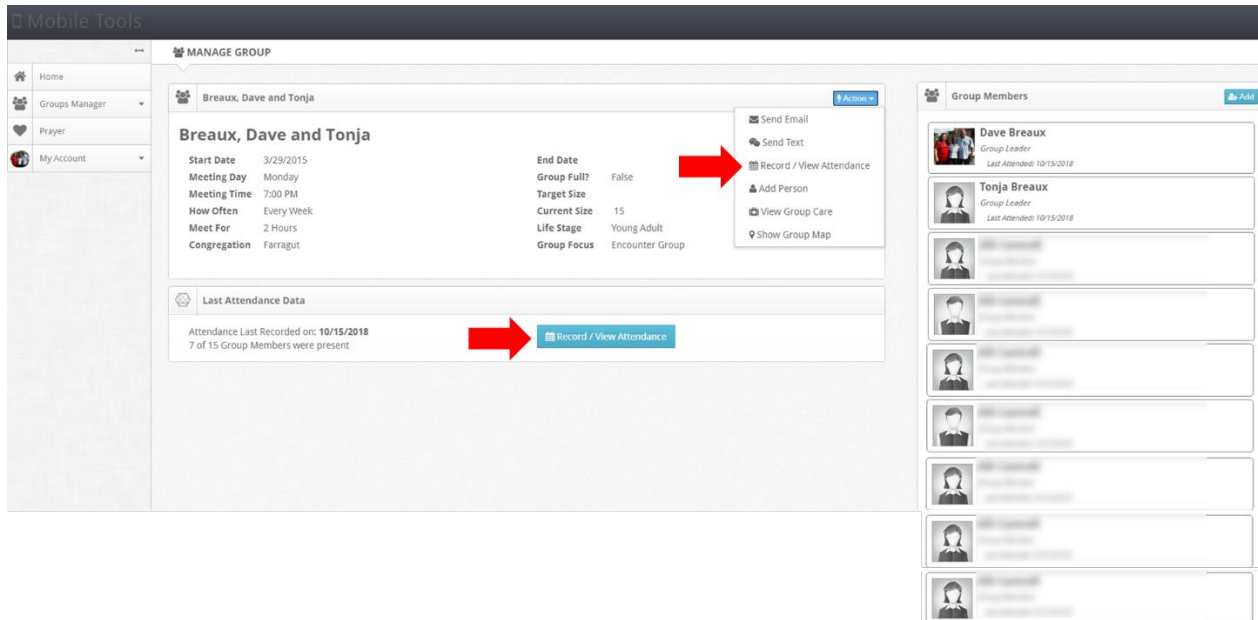


From the contact info, you can select the Action drop-down button and send an email or text, or remove members from the group who are no longer attending. Please only use the remove option when you are sure the student will not be returning.

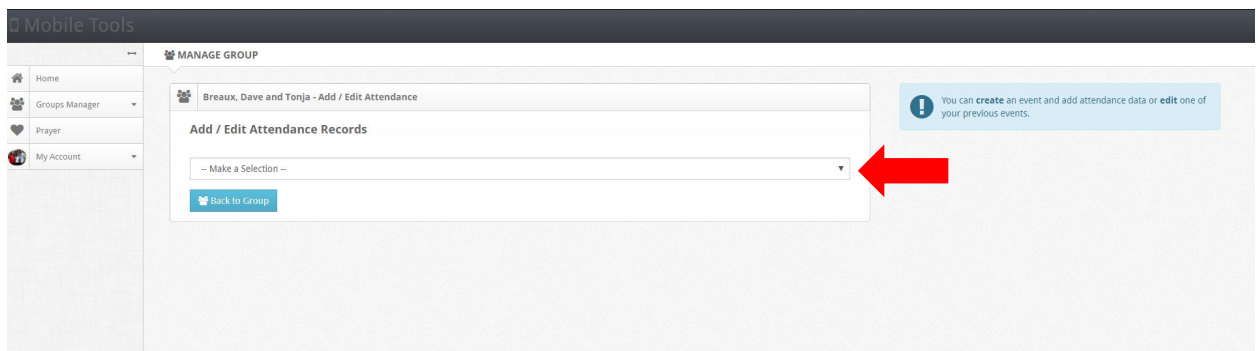


fpStudents Groups Manager Instructions

Step 10: You can record/view attendance from the action button in the group info box, or from the button at the bottom of the main menu. This should be used to view attendance only. Recording attendance is accomplished through the check-in function when students receive their name tags.



Step 11: From the Record/View Attendance page, use the drop-down to select a date to view attendance.



fpStudents Groups Manager Instructions

Once selected, you can view who actually checked in on the selected date.

Again, this attendance should not be updated, it is established through check-in.

Step 12: You can also use the system to send an email to the group (entire group, or selected members) by selecting the Action drop-down and selecting Send Email.

fpStudents Groups Manager Instructions

The default will be to all group members, but if you select “Specific Members” in the To: drop-down field, it will bring up a selection.

The screenshot shows the 'Send new message' interface in the fpStudents Groups Manager. On the left is a sidebar with 'Mobile Tools' and navigation links: Home, Groups Manager, Prayer, and My Account. The main area is titled 'SEND NEW MESSAGE' and contains a 'Send new Email' form. The 'To:' field is set to 'Specific People' and shows a list of 12 recipients, each with a checkbox and a placeholder name 'Redacted Name'. The 'Subject' field is empty. Below the subject is a large text area for the message, with a rich text editor toolbar above it. At the bottom, there is an 'Attachment' section with a 'Select files...' button. At the very bottom are two buttons: a green 'Send' button and a blue 'Back to Group' button.

From there, you can add a subject, add your message, and even add an attachment. When complete, hit the green send button to send your message to all selected recipients.