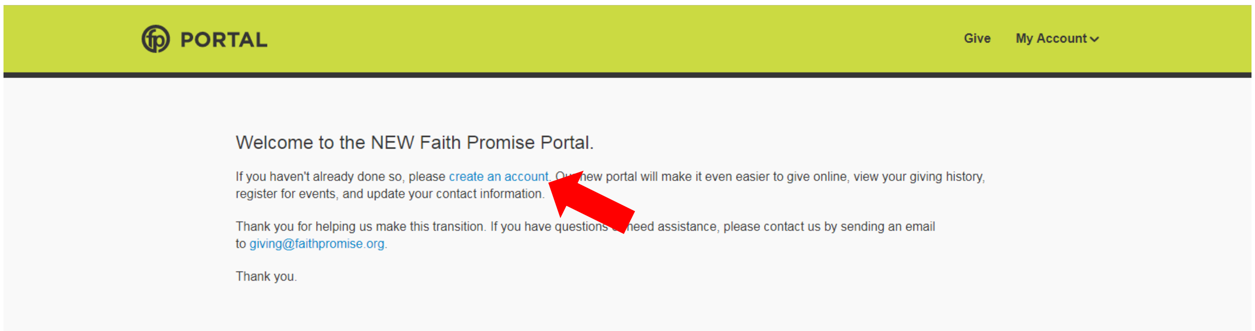
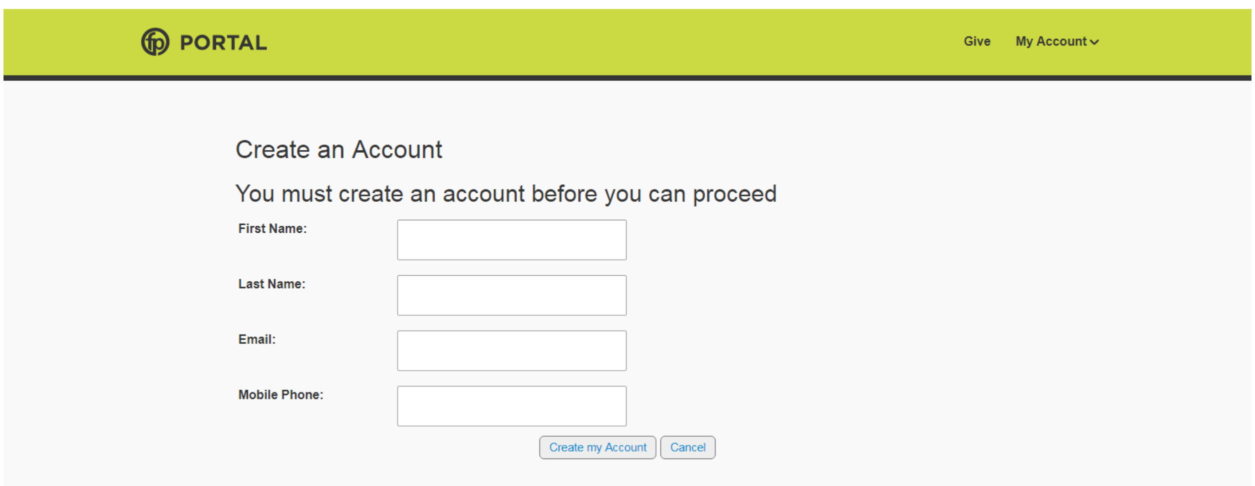
fpStudents Groups Manager Instructions

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.

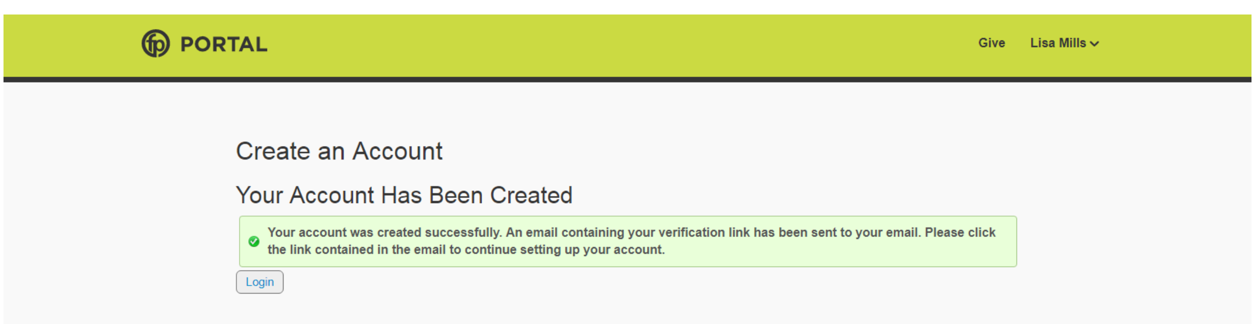
Step 1: Create your username and password by clicking the "create an account" link.



Step 2: Enter requested information.



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



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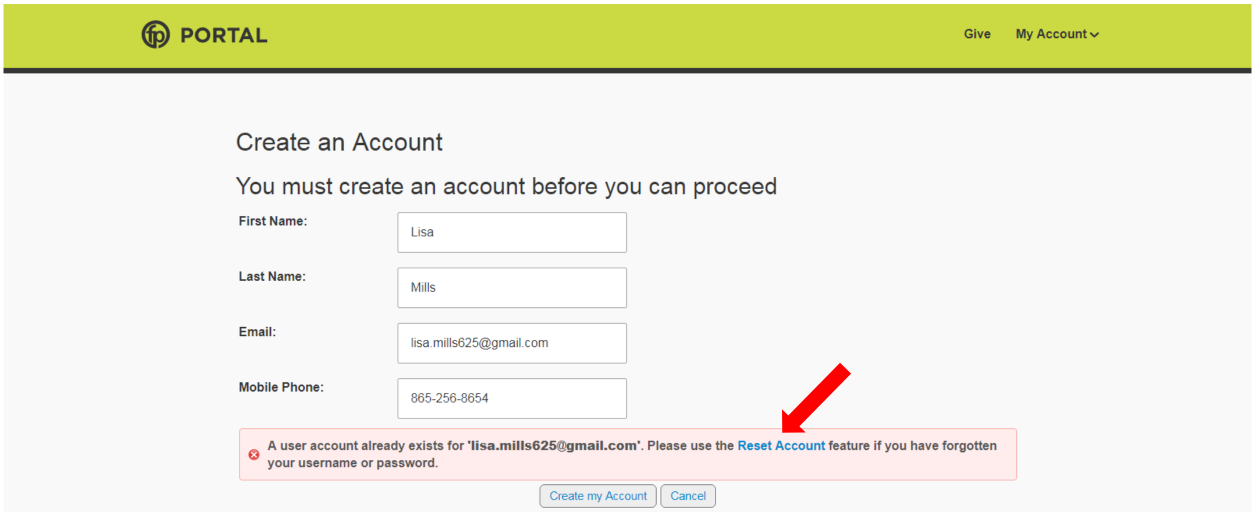
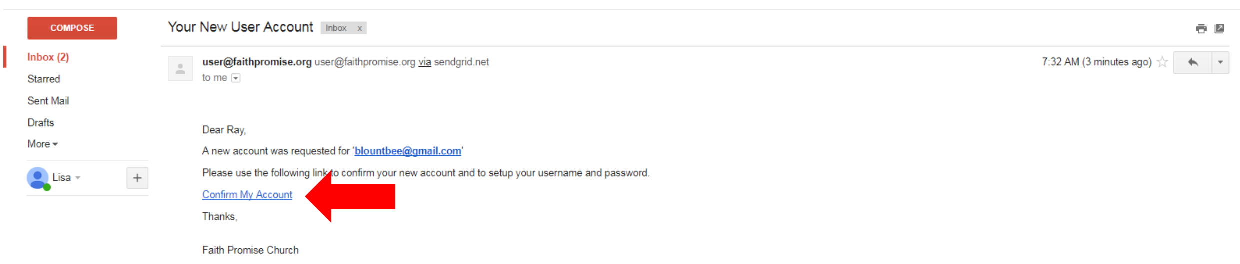
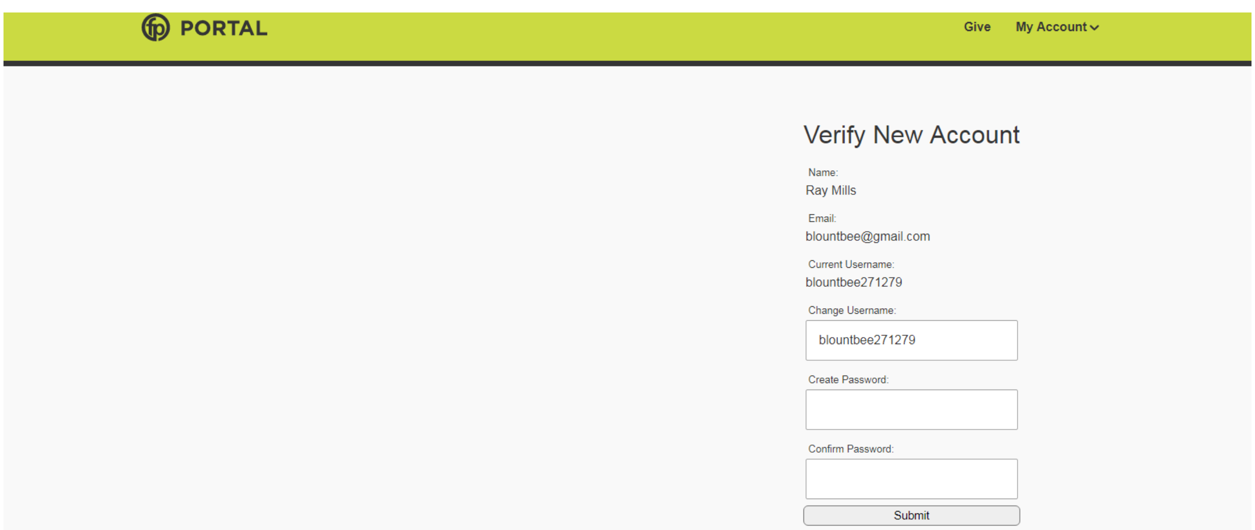
If you receive the following error message, this means you have already created an account. If you do not remember creating the account or if you do not remember the password you registered, please select the “Reset Account” link below.



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



Step 4: Create your password and log-in.



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

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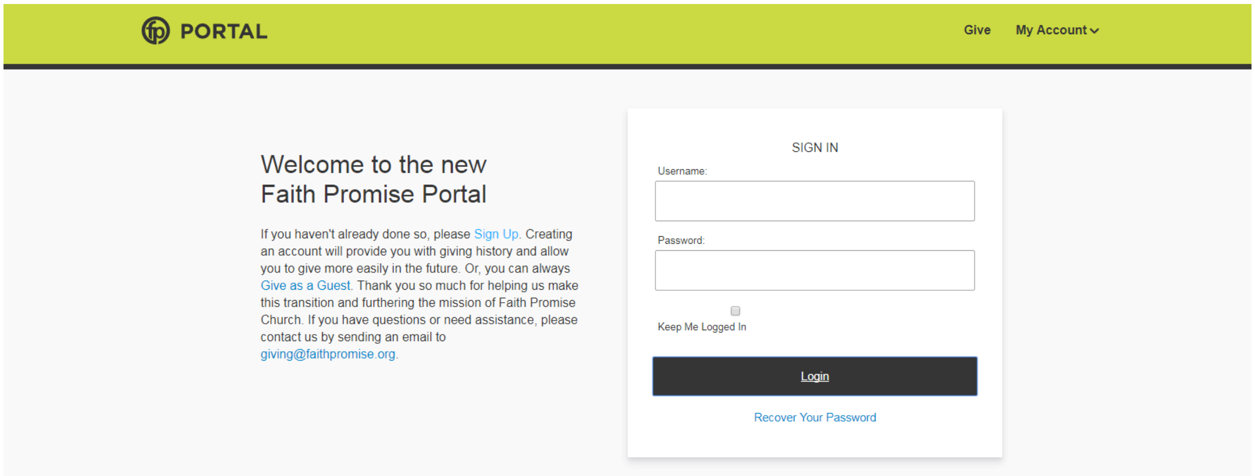
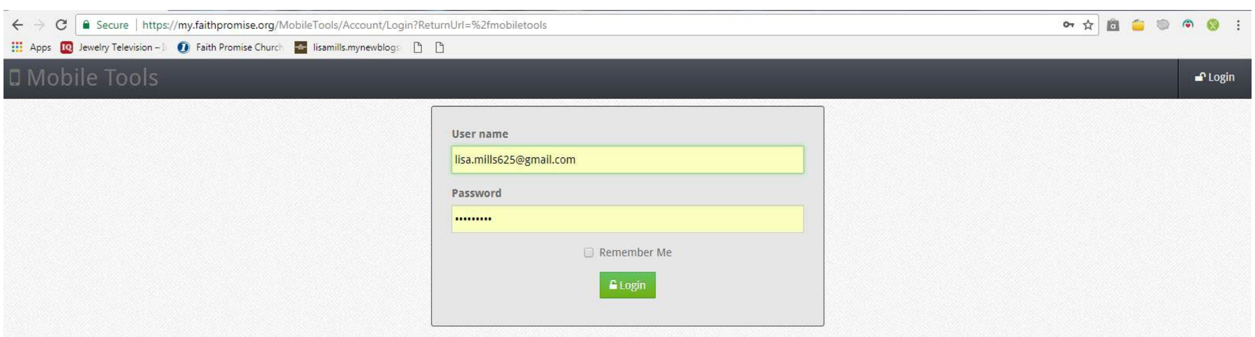
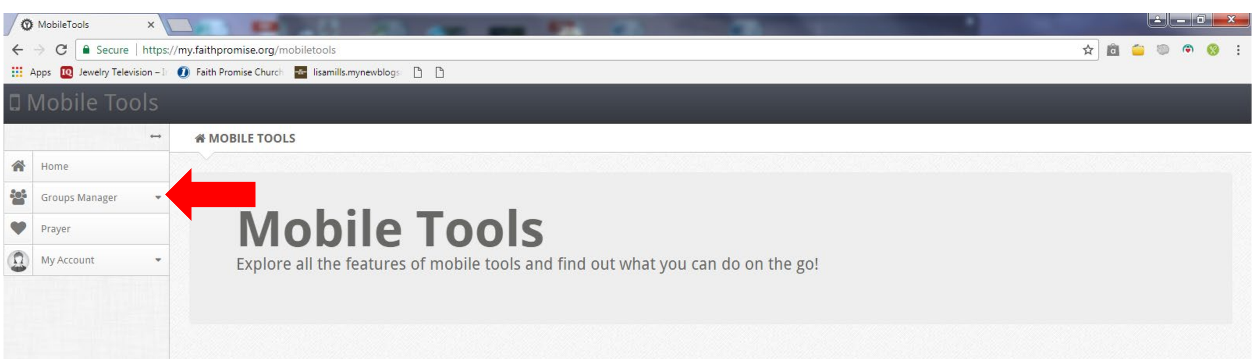
Test your log-in before continuing to the next step.



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



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



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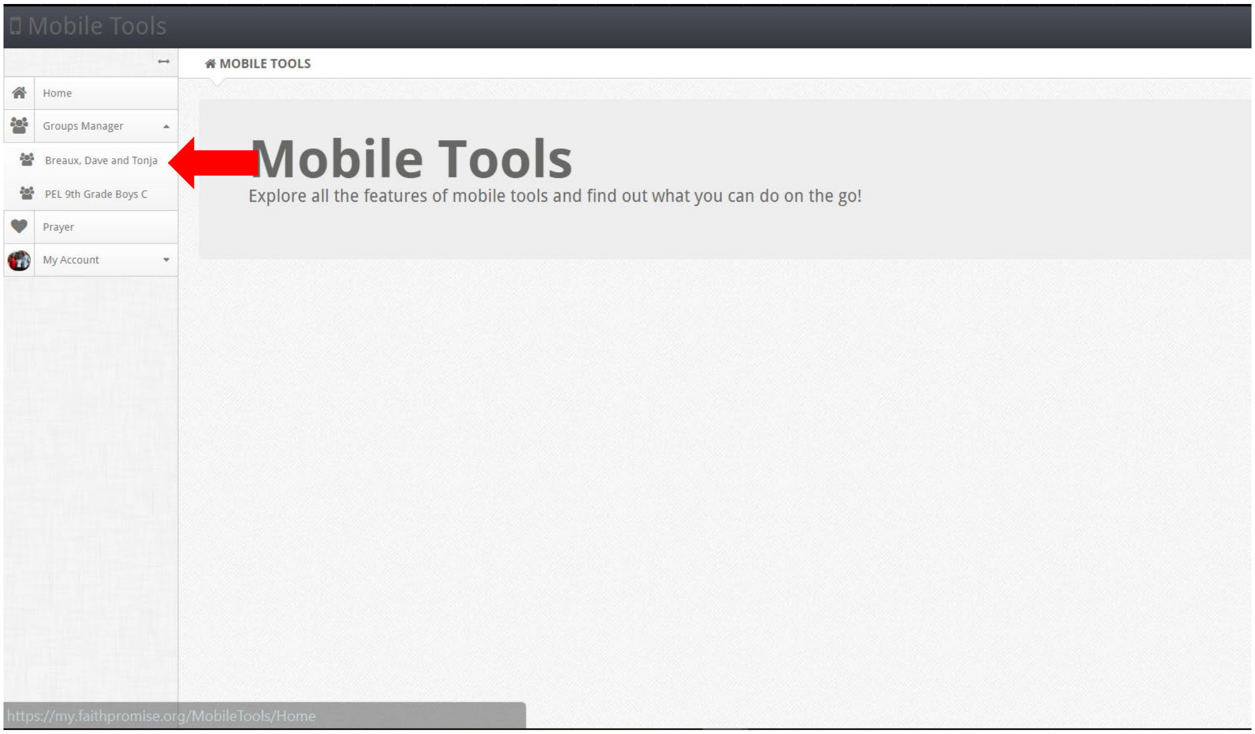
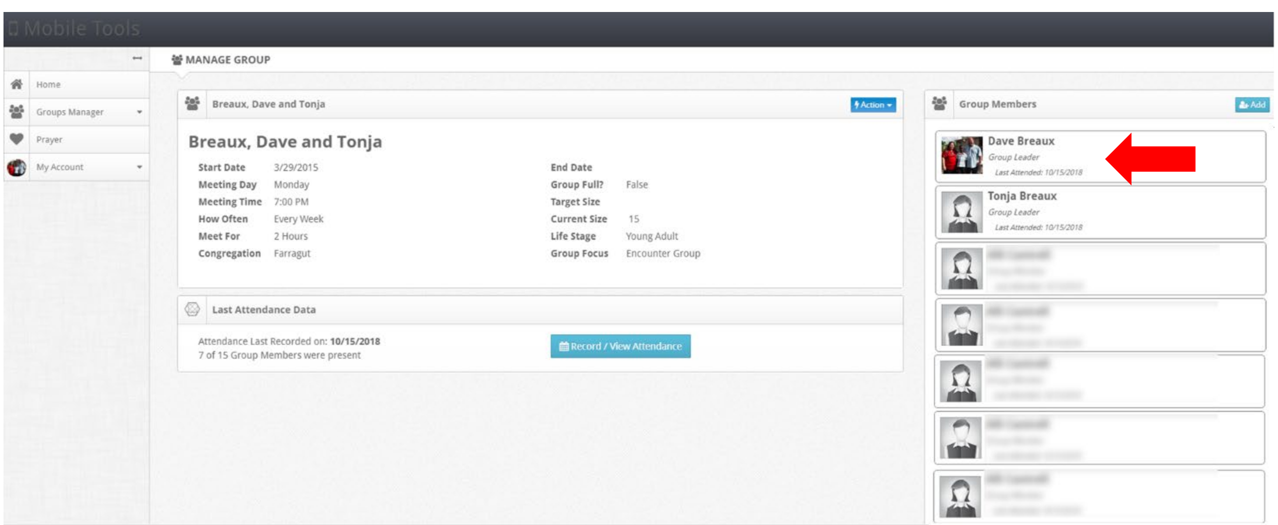
Step 7: Clicking on Groups Manager will show you all of the groups that you are currently listed as the leader or as a Primary Contact for. Select the groups you want to access.



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.



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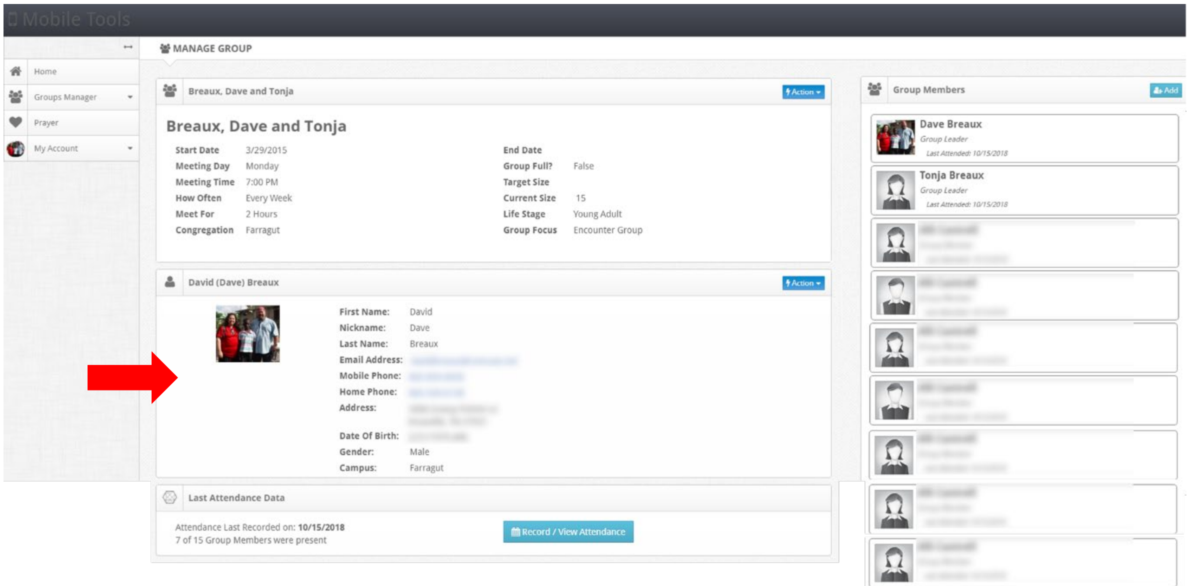
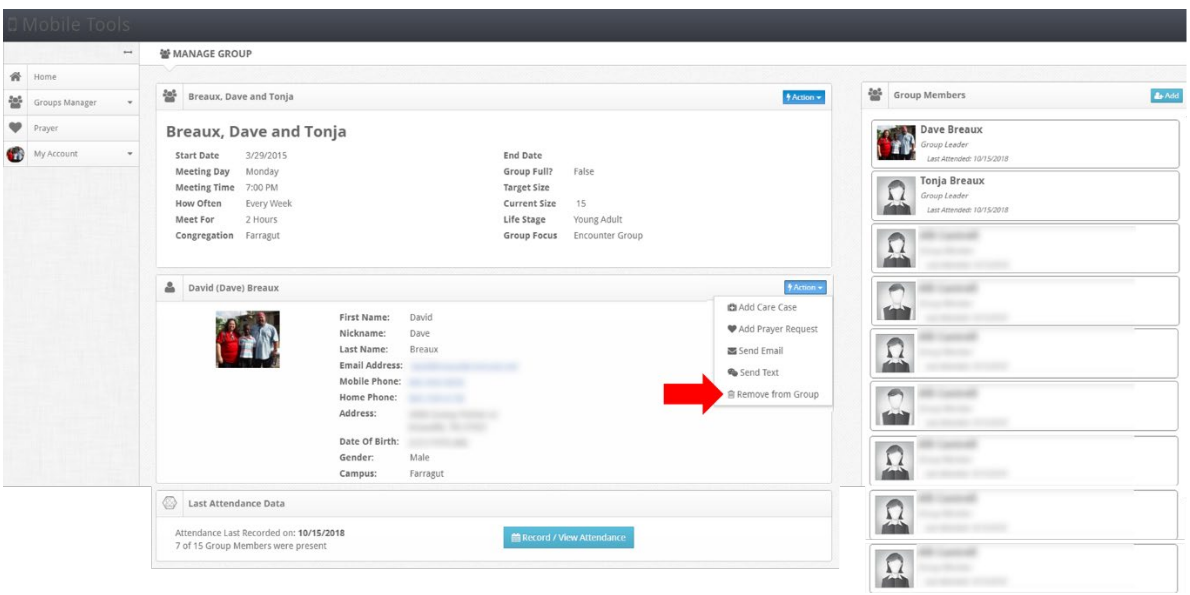
Step 9: Clicking on a contact on the right will open up the contact info for that person in the main screen below the group info.



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.



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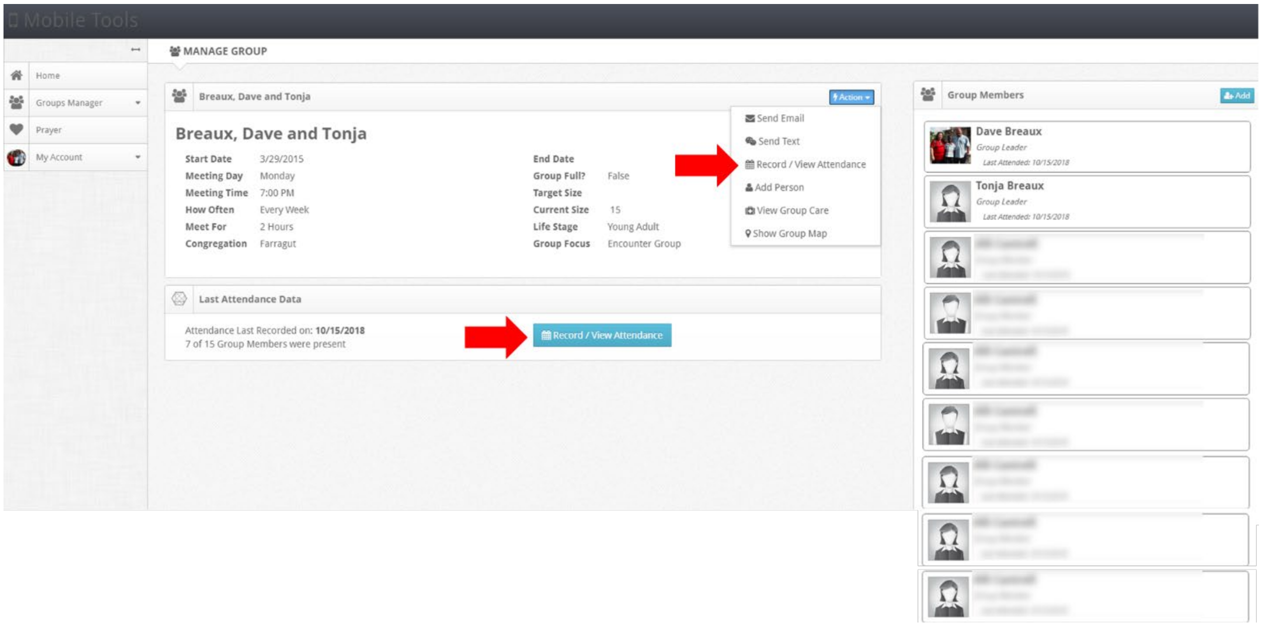
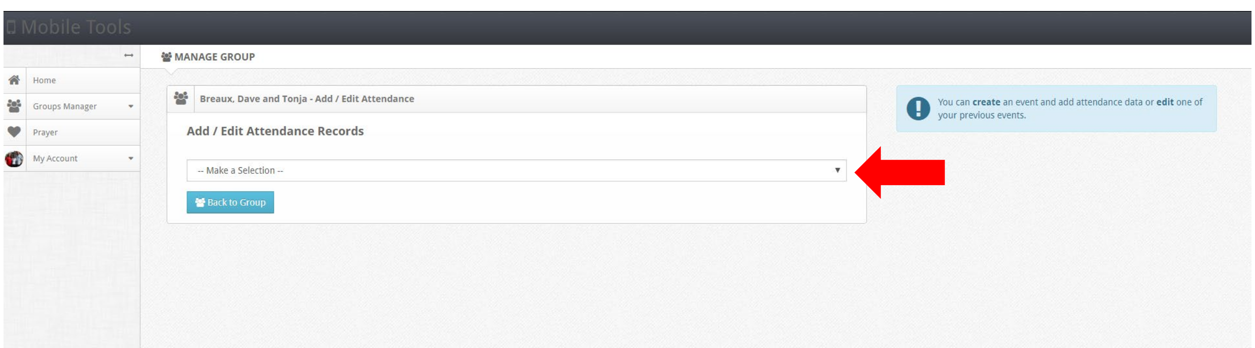
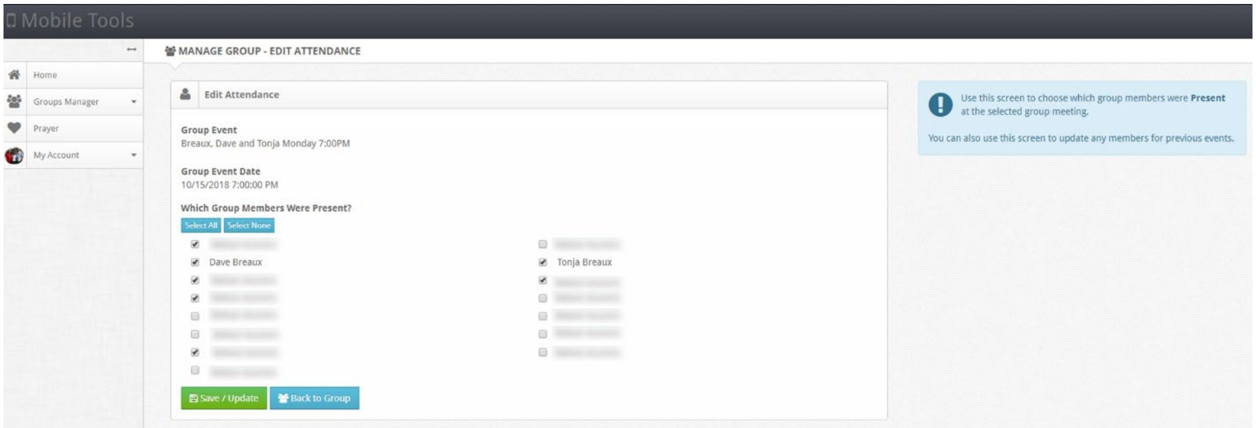
Step 10: You can record/view attendance from the action button in the group info box, or from the button at the bottom of the main menu. This should be used to view attendance only. Recording attendance is accomplished through the check-in function when students receive their name tags.



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

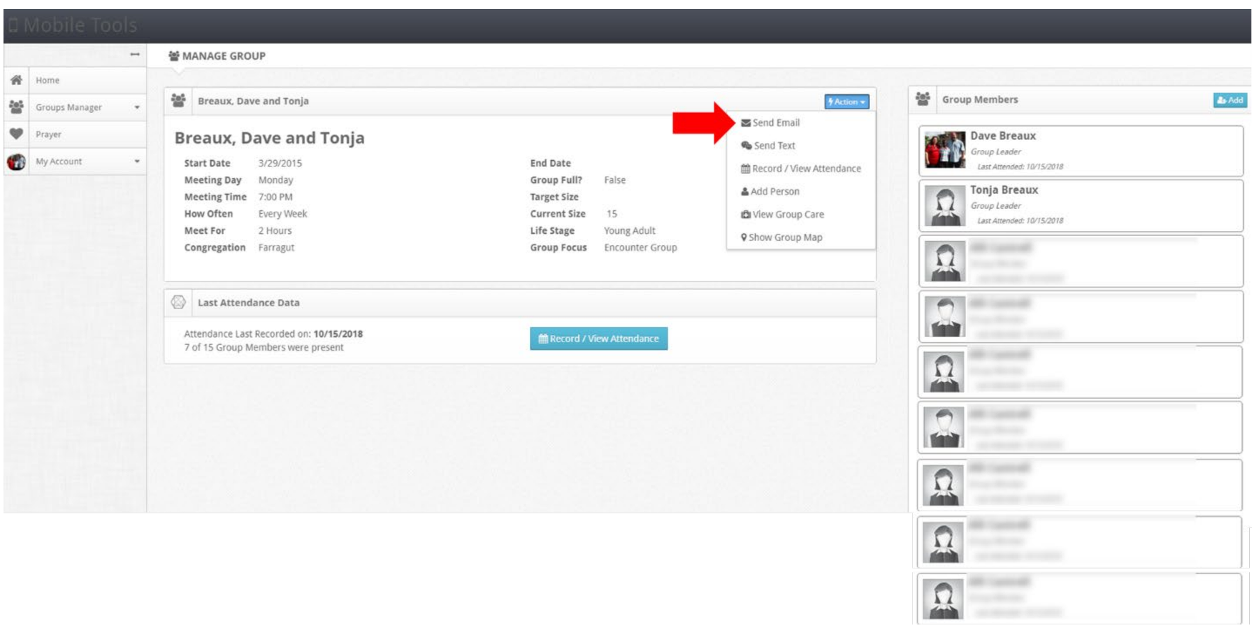


Once selected, you can view who actually checked in on the selected date.

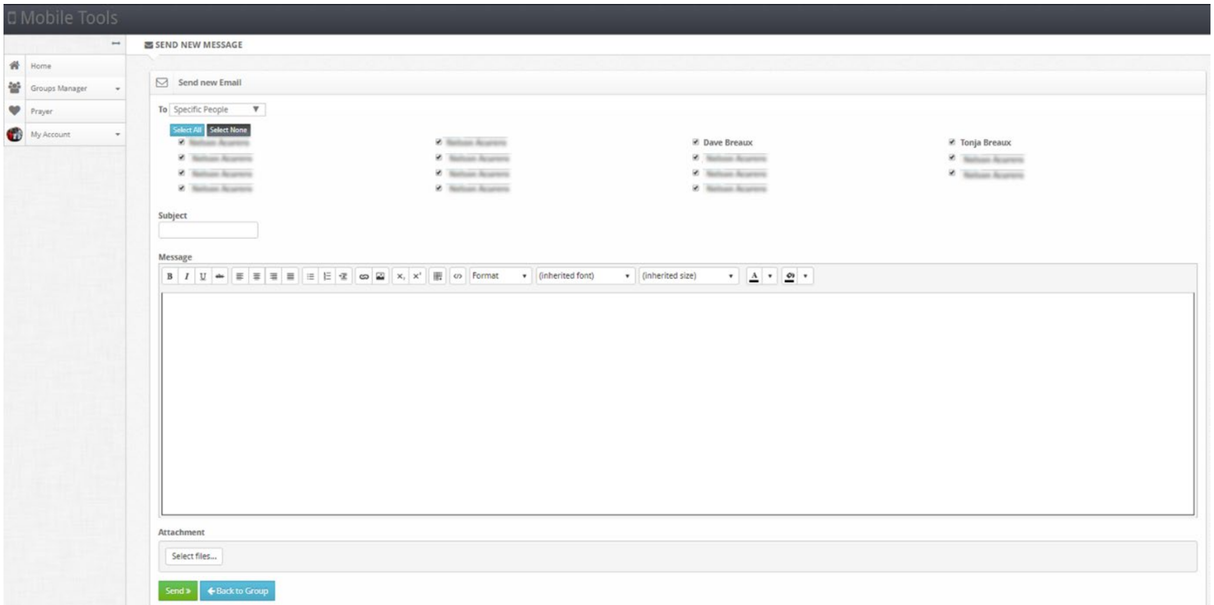


Again, this attendance should not be updated, it is established through check-in.

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.



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.



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.