

Church Center App Training

Home:

The first screen you come to is the **Home** screen. This is Trinity's Welcome/Month Theme location.

Bell:

In the top right corner, you will see a **bell**. This is a quick place to find all your messages from all the groups you participate in and any church wide message the office may send. The unread messages are at the top and filter down and after you read them. These messages will delete after 90 days.

Check-in:

This section is where parents can check their children in for nursery, King's Kids and youth church before you arrive at Trinity. Volunteers cannot check in thru the app; only children. Once your children are checked in you will receive a QR code. Scan the QR code at the check in station to receive your child's labels. You will also use this QR code to check your child out after service. We recently redesigned our app check in and if you try to check in a child on a day that we are not having King's Kids it will not let you check them in.

Signups:

This is the section where you can sign up for Trinity events. Some are free events and some take payments. If an event takes a large payment you will be able to make payments toward an event. Example: Youth Arise Conference. Each time you click on the signup it will show you what you owe on the pay off and you can make as many payments as needed.

Give:

This is the section where you can tithe and give to special offerings. Click **Give**, enter amount & click **Next**, the system defaults to tithe but you can click the dropdown beside the word tithe and select any area to give, then select if it is one time or you want a reoccurring giving, enter your debit card or bank account, and if you want 100% of your tithe to go to the church you can click the to pay for the fees. This is not required but will help Trinity decrease our processing fees greatly, then click **Give \$"amount" now**.

Groups:

To get to groups look across in bottom of the app to the far right and click **More** and then click **Groups**. The group pictures you see at the top are the groups you are currently a part of. Everything below are the groups you can request to join and be a part of or serve in. Click on any category **Adult Ministry, Serving Opportunities** etc, then click the group you want to join, then click **Request to join** and a representative will be in touch with you.

How to navigate in the groups you are a part of:

Messages:

Once inside your group the first tab at the top left is Messages. This is where your group leader will send messages of details you may need to know. We have ask admins to turn off group replies in order to stop the volume of messages you will receive. But in the rare instance where a

group leader needs a reply you can mute the replies inside the message thread by tapping the ... in the upper right corner and clicking **Mute**.

Events:

The second tab is Events. If your group is a class then this is where all the class dates will be listed, if your group is something like Leadership of TBC the events tab shows our meeting dates, if your group is choir the event tab will show all the choir/praise team practices.

If you get a message in your group about an upcoming event or meeting you will go to this event tab, click on the date of the class/meeting, click respond and then rsvp. If you do not receive a message to rsvp then you do not have to. Example: we do not need to know who will be coming to ladies class, men's class each week but we will need to know headcounts for meeting and certain things a class may be doing so you only need to rsvp when you are asked to.

Resources:

The next tab is **Resources**. We have not yet setup this part of the app but it will be where we list any books etc for your class. Once some priority areas of the app are setup the office will come back to this section and send you an email how to use it.

Members:

The next tab is members. These are all the people in a given group. You are at the top of the list and the system defaults that all your contact information is private but if you want to change that so members in your group can contact you if needed you can do so by clicking the green words under your name "edit visible info". Please note Trinity, the office and our staff NEVER give out your contact information.

Other helpful information:

On Fridays the church office will send THIS WEEK AT TRINITY churchwide announcement. This is a short message letting you know everything going on at Trinity for that week to help you plan the events you want to attend and let you know about any new signups that have been added in your app that week. This is also where we will notify you if we are not having service due to weather or a death in our church family.

If you decide you no longer want to be a part of a group you can leave the group at any time and rejoin later as well.

To leave a group: click on the **Group** you want to leave, click on members, click the ... in top right corner, click **leave group**, it will ask "Are you sure you want to leave "group name", click **Leave**.