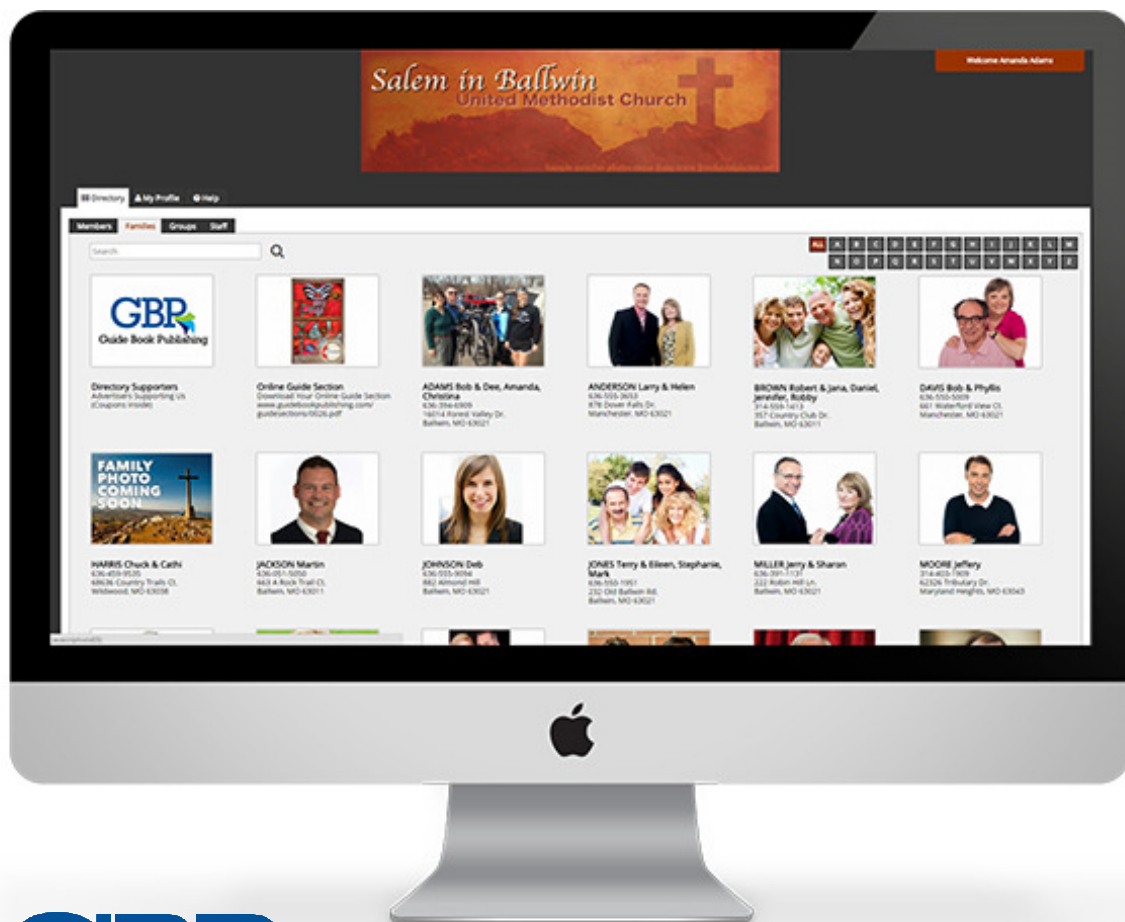# Online Directory & Mobile App

Group Administrator Instruction Manual

Guide Book Publishing

Welcome

Congratulations on being assigned as a Group Administrator within your congregation's Online Directory & Mobile App! You have been given administrative rights for one or more Groups on the Groups Tab by a Directory Administrator. This document will give you an overview of all of the things you can do within those particular Groups.

Table of Contents

Terminology

Directory Overview:

Tabs: There are four Tabs in the Online Directory & Mobile App. They are the Members Tab, Families Tab, Groups Tab, and Staff Tab.

Family Profile Page: This is useful for telling which Smith members belong to the same family unit. The Family Profile Pages will appear on the Family Tab of the Online Directory & Mobile App. Information on this page includes a family photo, mailing address, and home phone number.

Member Profile Page: The Member Profile Pages are linked within the Family Profile Page, and stand alone on the Member Tab of the Online Directory & Mobile App. Information on this page includes a member photo, mailing address, home phone number, cell phone number, and email address.

Levels of Administration:

Directory Administrator: This is the top level of administration within the Online Directory & Mobile App. Your congregation may have an unlimited number of Directory Administrators.

Group Administrator: This is the second level of administration within the Online Directory & Mobile App. These members receive special administrative rights for specific groups on the Groups Tab.

Group Member: This is a member whose Member Profile Page has been connected to the specific Group.

Directory Member: This is a member that has a Member Profile Page, but is not connected to the specific Group as a Group Member.

Levels of Access: Determined by the Directory Administrator

Open Mode: Users may make changes to their own Member Profile Page and Family Profile Page.

Admin Mode: Only Directory Administrators may make changes to any Member Profile Page and Family Profile Page. Members may not update their own information.

Private Directory: This sets up each member with their own Username and Password to gain access to the Online Directory & Mobile App. This allows Directory Administrators to add access to and remove access from individual members.

Limited Directory: This sets up the entire church on one Privacy Key to gain access to the Online Directory & Mobile App. This means that you cannot restrict access from an individual member without changing the Privacy Key for the entire church. Members may not make changes to Profile Pages without a unique Username and Password when using the Limited Directory.

Group Messaging Features:

Message Group: This optional button, when clicked on, allows the person to send an email to every connected Member Profile Page (that contains an email address) for that Group. All members will have the option to opt out of receiving emails through their Member Profile Page.

Mobile Notification: This optional button, when clicked on, allows the person to send a mobile notification to every connected Member Profile Page's mobile devices for that Group. All members will have the option to opt out of receiving notifications through the log-in screen.

Contact Us

If you have a question that your Directory Administrator cannot answer, feel free to contact GBP by email at amandavogt@guidebookpublishing.com or call us toll free at 800-597-3037 and ask for Amanda Vogt. We are available to help you Monday-Friday 9:00-5:00 CST.

Advertising

Advertising space is available within your Online Directory & Mobile App. GBP sells Banner Ads and Sponsor Ads to cover the cost of your free-to-use Online Directory & Mobile App. If a member of your congregation or a local business owner is interested in advertising, have them contact GBP at 800-597-3037, and give them the four digit number for your publication so we can direct them to the right person.

Advertisers in the Online Directory & Mobile App do NOT have access to view your Online Directory & Mobile App unless they are a member of your congregation (through their Member Profile). We do not give advertisers access in order to protect your members from the possibility of spam emails.

There are four Banner Ads available, one for each tab. These spaces are sold on a first-come basis each year. In renewal years, the spaces are offered first to those currently advertising in those Banner Ad spaces. Banner Ads are visible on computers, but not on all mobile devices due to space constraints.

Sponsor Ads are unlimited in number. The Sponsor Ads appear as Member Profile Pages. These profiles will always appear at the top of the Members tab. Please do not try to edit these profiles. These businesses have paid to put those images and information within their Member Profile Page. The Sponsor Ad Member Profile Pages will also appear as the first Family Profile, and the first Group on the Groups tab.

As this is an interactive Online Directory & Mobile App, advertisers may change throughout the year if a business requests GBP change their image or if new businesses wish to advertise. If an advertiser or potential advertiser contacts you about advertising part way through the year, please direct them to contact GBP.

Quick Links

Online Directory Access:

Your Directory Administrator should give you access to the Online Directory during the launch process. If you need a Username and/or Password, contact them for this information. The website URL will be listed within the Guide Section of your printed Guide Book & Directory starting the launch year.

Download the Mobile App:

The Mobile App is available for Apple, Android, Windows devices, along with the Kindle Fire tablets. To download the Mobile App, search for "Guide Book Publishing" by Liebermann Technologies in your app store.

Once downloaded an Allow Notifications option will appear. Select ALLOW if you wish to use the Mobile Notifications feature within the Online Directory & Mobile App. You will then be asked for a Mobile Privacy Code. This is the first part of your Online Directory URL.

    Example URL: https://firstumc.gbpd.co

    Mobile Privacy Code: firstumc

Online Directory Tutorial Videos:

Directory Member Videos: www.guidebookpublishing.com/membertutorial.html

Group Administrator Videos: www.guidebookpublishing.com/groupadminvideo.html

Tutorials: General Information
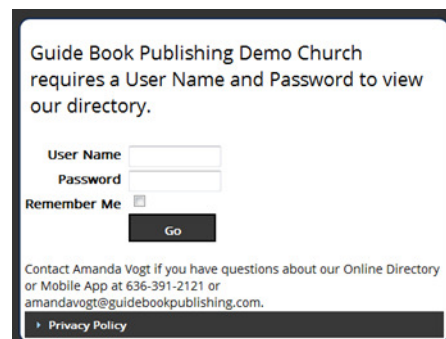
Topics

Computers: Log In Information

1. Log in with the username and password that were provided to you
2. Click *Remember Me* if you want your username and password saved for you on this computer
3. Click *Go*

Note: Forgot your username and password? Directory Administrators can reset your information for you.

Mobile Devices: Log In Information

1. Log in with your username and password that were provided to you
2. If you do not want to receive Mobile Notifications on this device, check the box for Mobile Notifications
3. Click *Remember Me* if you want your username and password saved for you on this device
4. Click *Go*

Troubleshooting Texting

Cell phone doesn't show the option to text on mobile devices:

When using the Mobile App, users are given the option to call or text cell phone numbers. This feature works when numbers are listed in the Cell Phone field which is located in the Member Profile Page.

Photo Specifications

You may upload high quality images, up to 9MB in file size. The program will allow you to crop the images to fit into the Online Directory & Mobile App.

Family & Group Profile Images: 350 x 263px
Member Profile Images: 350 x 350px

Online Directory: Upload/Change Photo

1. Open your Member, Family, or Group Profile Page
2. Select *Change Photo* below the photo
3. You have three options:
   - **Edit Photo** allows you to crop and rotate your existing photo. To crop position your cursor on the photo, then click and drag the cropping tool. When complete, click *Update*.
   - **Upload New Photo** allows you to upload a new photo. Follow the prompts to choose, crop, and save a photo.
   - **Remove Photo** will delete your photo and replace it with the default "No Photo" image.
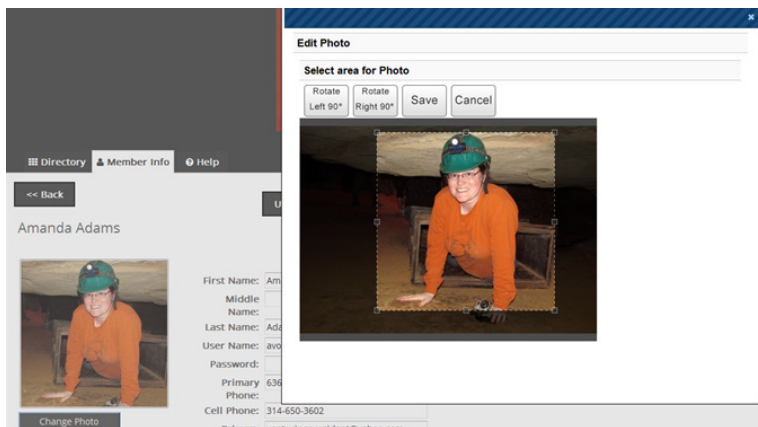
Mobile App: Upload/Change Photo

1. Open your Member, Family, or Group Profile Page
2. Select *Change Photo* below the photo
3. Upload New Photo allows you to upload a new photo from either your camera or photo gallery. Drag your finger to position the cropping tool, click *Update*.

Search Feature

In the Search field, type all or part of the name of the individual, family, or group you are seeking.

The Search field operates within the Tab selected. For example, if you search Jane:
- Members Tab: All members named Jane will appear (ie. Jane Doe, Jane Smith)
- Families Tab: All families with Jane listed in the Family Name will appear (ie. DOE, John & Jane)
- Staff Tab: All staff members named Jane will appear
- Groups Tab: You can search by Group Name (ie. Trustees)

Mobile App Note: Use the Navigate To menu to select which Tab to view.

Additional Information/Custom Fields

Additional fields can be added to Member Profiles and Family Profiles. Each profile can accommodate up to ten custom listings.

1. From within the Profile Page, scroll down and locate Additional Information: Add New Information
2. In the Label box, type the category of information you are adding (ie. Hobbies)
3. In the Detail box, type the specific information (ie. Knitting)
4. In the Order box, type the order you want the additional information to appear
5. Click *Update* to save changes between adding each listing

Note: To delete additional information listings, select the Remove box below the custom field you wish to delete, and click *Update*.

Profile Visibility

Within the Online Directory & Mobile App, you control how much of your contact information others can see. Any information typed in the fields on your Member Profile and Family Profile is visible to other members of the congregation.

If you would like to use the system, but would like your information to not be visible at all to other members of the congregation, contact the Directory Administrators. They can set your Profile Pages to Not Visible.

If you would like to be removed from the system altogether, so that you may not log back in, the Directory Administrators can delete your Profile Pages from the system. This will remove you completely, and you will not receive any messages or notifications, or be able to use the system.

Tutorials: Members Tab

Topics:

Search Feature

To find a member quickly, either type their name into the Search Bar on the left, or click on the letter of their last name to the right of the screen.

Updating Profile Pages

To update your information, please note that you must make the update on both the Family Profile Page and the Member Profile Page for each family member as needed. Search for the Profile Pages via the Families Tab and the Members Tab. Type in the new information and click *Update* to save.

Uploading/Changing Profile Photo

To edit or change a Profile Photo, click the *Change Photo* button and follow the prompts to select and crop the photo. See page 9 for more details.

Password

It is highly recommended that you change your Password the first time you login. If in the future you forget your Password, the information can be reset by a family member listed on the same Family Profile Page, or by contacting a Directory Administrator.

Steps to Change Your Password:

1. Log into the Online Directory or the Mobile App
2. Click on *My Profile* or use the search bar on the Members Tab to find your Member Profile Page
3. Type a new Password in the Password field (maximum of 12 characters, case sensitive)
4. Click *Update* (if the text in the Password field disappeared, then it worked)

Steps to Change a Family Member's Password:

1. Log into the Online Directory or the Mobile App
2. Use the search bar on the Members Tab to find your family member's Member Profile Page
3. Type a new Password in the Password field
4. Click *Update*

Tutorials: Families Tab

Topics:

Adding/Removing Members from Families

To add or remove a member from an existing Family Profile Page, contact a Directory Administrator. This is used if you have any children you would like added or if a family member would like to be removed from the system.

Search Feature

To find a family quickly, either type their name into the Search Bar on the left, or click on the letter of their last name to the right of the screen.

Updating Profile Pages

To update your information, please note that you must make the update on both the Family Profile Page and the Member Profile Page for each family member as needed. Search for the Profile Pages via the Families Tab and the Members Tab. Type in the new information and click *Update* to save.

Uploading/Changing Profile Photo

To edit or change a Profile Photo, click the *Change Photo* button and follow the prompts to select and crop the photo. See page 9 for more details.

Family Editor Feature

A Family Editor set to "Yes", allows that member to edit other family members' Member Profile Pages and reset their usernames and passwords as needed.

To view/adjust this setting for each member of the Family Profile Page:

1. Go to the Family Profile Page
2. Scroll to the bottom where each Member Profile Page is listed
3. Make sure the Editor dropdown is set to "Yes" or "No" as needed
4. *Click Update*

Display Order Feature

Member Profile Pages will default to Alphabetical within each Family Profile Page. To set the order for which the Member Profile Pages appear within a Family Profile Page differently:

1. Go to the Family Profile Page
2. Scroll to the bottom where each Member Profile Page is listed
3. Adjust the Order box numbers (1 for first, 2 for second, etc)
4. *Click Update*

Tutorials: Groups Tab

Topics:

Group Photo

Upload/Change Group Photo

1. Go to the Group page

2. Select *Change Photo* under the photo

3. You have three options:

> **Edit Photo** allows you to crop and rotate the existing photo. To crop, position your cursor on the photo, then click and drag the cropping tool. When complete, click *Update*.

> **Upload New Photo** allows you to choose, crop, and save a photo.

> **Remove Photo** will delete your photo and replace it with the default "No Photo" image.

Group Description

Add/Change the Group Description

1. Go to the Group page

2. Click on the text box to the right of the photo

3. Edit the message displayed as needed, then select *Update*

Note: Any URLs put into the Group Description box will work as hyperlinks

Adding Members

To add a member to a Group, they must first be a member of the Online Directory & Mobile App. If they are not, a Directory Administrator must add them to the Directory first.

1. Go to the Group page

2. Select *Add Member to Group* under the photo

3. You have two options for Member Type:

> **Group Admin** gives the member the Group Administrator rights, allowing them to make the same changes as you can in this Group.

> **Group Member** simply adds their profile page to the listing of members in the Group and allows them Group Member rights.

4. In the Member Search box, type in the name of the person you want to add to the Group, select that Member from the dropdown list, then select *Save*.

Removing Members

To remove a member from a Group, but not the Online Directory & Mobile App as a whole.

1. Go to the Group page
2. Scroll down to the list of Member Profiles at the bottom of the screen
3. Under the member you want to remove, select the Remove checkbox
4. Select *Update*

Adding Position Titles

To add a position title to a Group Member, first make sure they are a member of the Group.

1. Go to the Group page
2. Scroll down to the list of Member Profiles at the bottom of the screen
3. Type their position title in the Title box under their name, select *Update*

Removing Position Titles

To remove a position title from a Group Member.

1. Go to the Group page
2. Scroll down to the list of Member Profiles at the bottom of the screen
3. Under the member delete the text in the Title box, select *Update*

Message Group

This feature is turned on and off by the Directory Administrator. If the button does not appear on your Group, then this feature has been turned off for Group Administrators.

1. Open the Group and select *Message Group*

2. Locate the menu that says Group Email and select the box for the Group you would like to email
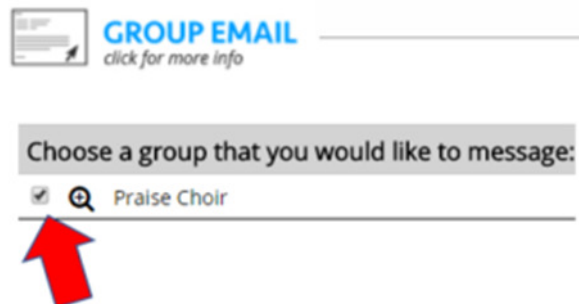
3. Your email will be sent to members of the selected group who have an email address listed in the Online Directory and who have given permission to receive emails. Select the Magnifying Glass to see who will receive your email. (A green check mark indicates the member will receive your email. A red X indicates they will not receive your email.

4. Compose your message. Enter your Email Subject, type the body of the Message, and select *Preview Email*.

5. Preview your message, and select *Send*.

6. Messaging results will tell you if your message was successfully sent or if it failed to send. You will receive a copy of the email, sent to the email address in the profile you are signed in with to the Online Directory & Mobile App.

Group Messages are sent through your directory, not through your personal email program. When a Group Message is sent, the sender's name is taken from the profile with which the member is signed in to the Online Directory & Mobile App. In the example of an email sent as *Sally Smith of First UMC*, Sally Smith is taken from Sally's Member Profile, and First UMC is the name of her Online Directory. When Group Members reply to her email, their reply will be sent to the Primary Email address listed in Sally Smith's Member Profile. Sally will also receive a copy of the email.

Email one member works differently than Email Group. To email one member, open a Member Profile and touch or click the email address in blue. Your default email program will open a new message, with the recipient's email address auto-filled in the "To" field. The message will be sent from your personal email account.

Mobile Notification

What are Mobile Notifications? They are messages, sent by your church or organization, that appear on members' mobile devices. Members choose whether to allow notifications.

Who can send Mobile Notifications? Default settings allow only Directory Administrators to send notifications. If you see the Group Notification image when you click on the Message Group button within your Group, then they have turned on this feature for Group Administrators.

Who receives Mobile Notifications? Notifications are available on all smartphones and tablets that use the Guide Book Publishing mobile app. Members can choose to receive notifications on all, some or none of their mobile devices.

Members will receive Notifications if
They have the most updated version of the mobile app downloaded on their device

They have selected Allow when given the option to receive Notifications
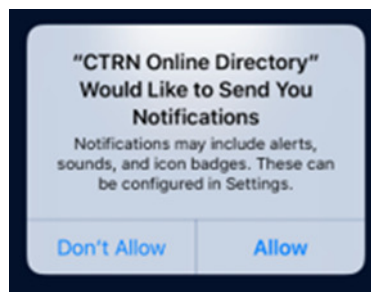
They have logged in with a username and password and did NOT check the box on the sign in page that says, "I do not wish to receive notifications on this device."

What if a member changes their mind, and wants to opt in or out of receiving notifications? To reset notification preferences, complete both steps below:

Open their device's Notification Settings menu and update the settings for the GBP Online Directory App. AND

Change their notification preferences on the directory's sign in page. To do this, select *Log Out* from the mobile app menu (in the upper left corner) and swipe the app closed. When they reopen the app, the sign in page will show the option to opt out of receiving notifications. Leave the box un-checked to allow notifications.

What will members see when a notification is sent? They will first see the notification on their device's lock screen. If they select the notification, their mobile app will open and the notification will appear within the Online Directory. They don't need to worry about missing a notification by accidentally swiping it away. If they receive multiple notifications, they will appear in the app one after another when each notification is closed.
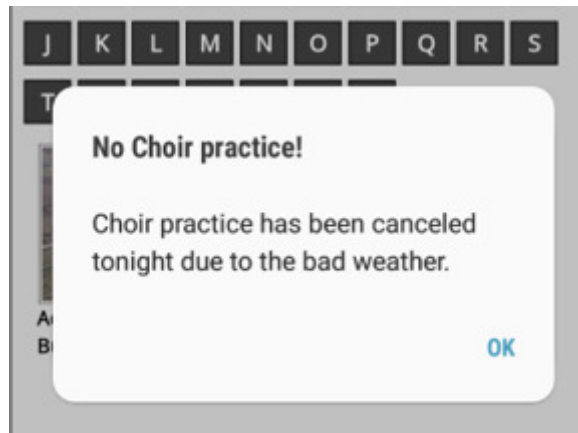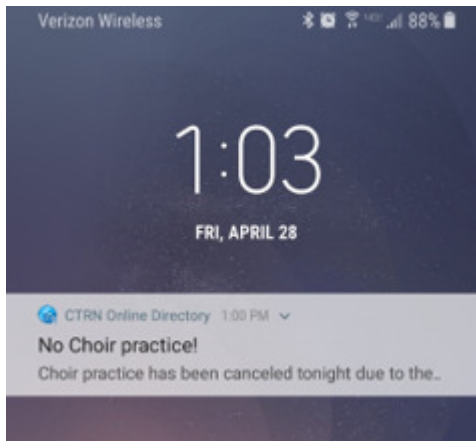
Can I send a notification to just one person? Notifications are for groups, not for individuals. You can contact individuals by text message. When viewing a Member Profile on your smartphone, phone numbers in the cell phone field show the option to call or text.

Can I reply to a notification? No

What are the character limitations when composing a notification?
Title: 55 Characters
Message: 240 characters

How do I create a Mobile Notification? Follow the same steps as a Group Message, except type your information into the Group Notification section once you click on *Group Message*.

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