

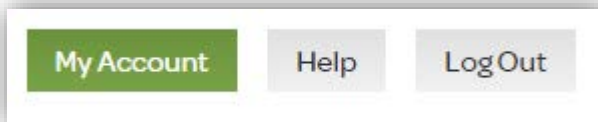
## New sundaysandseasons.com User FAQ

**What browsers work best for sundaysandseasons.com?** Google Chrome and Safari work best.

**Can more than one person be on the site at one time?** Yes, but only one person can be editing a plan at a time. We also encourage all users to have their own individual and unique logins. Any user can add or update other users within the My Account tab.

**How do I get back to the home page from other screens?** Clicking the sundaysandseasons.com logo above the banner will take you back to the home page. Clicking TODAY on the calendar will take you back to the homepage for the current week.

**How do I find plans and templates I've already created or used in the past?** All your previous plans and templates are still there. You will need to import them from the My Account tab.



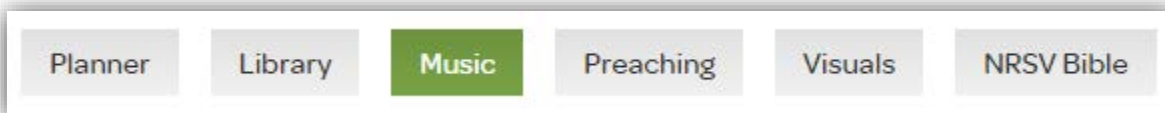
### Import Plans and Templates

Click the button below to view a list of all of the Plans and Templates you created on the old sundaysandseasons.com. Use the "Import" link in the right column of either list to import that Plan or Template to this site. Once imported these Plans or Templates will appear in the lists on your Home page.

Import Plans or Templates

**Why don't my imported plans and templates match the work I saved on the old site?** Technically speaking, everything from the previous site has to be translated from an outdated computer language to one that is more stable and widely used today. We are aware of glitches occurring in this process and are working with the site developer to resolve them as quickly as possible. Updates to the site will be posted in Subscriber News.

**Where do I find hymns and songs?** The Hymns and Songs tab on the old site has been renamed Music. Suggested hymns and songs for a particular day have been moved from Day Resources to the new Music area.



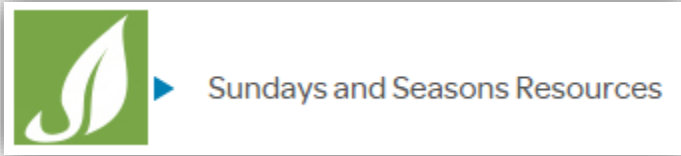
**Where are the PowerPoint slides and clip art?** PowerPoint slides and clip art have moved from the Library to Visuals.



**Where are the children's bulletins?** Children's bulletins can be downloaded from the Library by searching by lectionary date or you will have the option to download the corresponding children's bulletin when you download your plan.

# New sundaysandseasons.com User FAQ

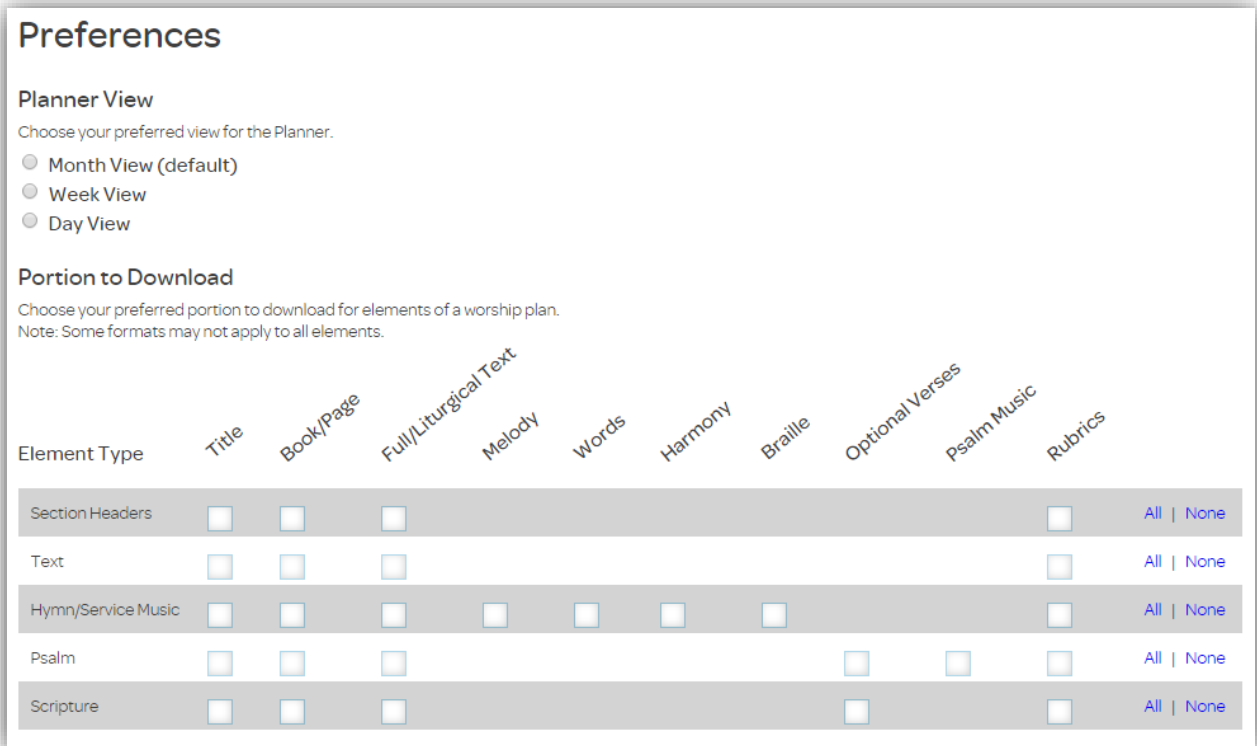
**Where are the seasonal resources?** Seasonal resources are in the Library under Sundays and Seasons Resources.



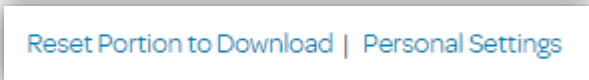
**Not all the elements of my plan downloaded. How do I correct this?** You can set the portion to download from the Planner,



or with the preferences in your Personal Settings within the My Account tab.



Once this is done you may need to click Reset Portion to Download within the plan.



# New sundaysandseasons.com User FAQ

## What do the icons in the Library mean?



Preview



Download



Copy to clipboard

## What do the icons in the Planner mean?



Preview



Insert



Cut

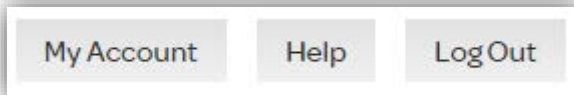


Replace



Edit

**Where can I get more help using sundaysandseasons.com?** The Help tab will direct you to a comprehensive help tool with a search function.



## Have a Question?

*If you have any question you can ask below or enter what you are looking for!*

**Welcome** to Sundays and Seasons.com Help. Use the links below to find the topic you want to explore.

- FAQs
- Tips and Tricks

### General Features

- Header Menu
- The Lectionary Banner

### Main Site Pages

- Home Page
- Planner (see the list below under Planning Tools)
- Library
- Music
- Preaching
- Visuals
- NRSV Bible
- My Account

### Planning Tools

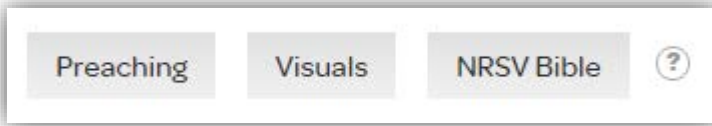
- Calendar
- Day Texts and Day Resources
- Creating a Worship Plan step one: choose a type of service
- Creating a Worship Plan step two: select a base liturgy
- Creating a Worship Plan step three: edit your worship plan
- Creating a Worship Plan step four: downloading

### Categories

- > Account
- > General features
- > Home page
- > Libraries
- > Library
- > Music
- > NRSV Bible
- > Planner
- > Preaching
- > Visuals

## New [sundaysandseasons.com](http://sundaysandseasons.com) User FAQ

A small question mark appears to the right of the NRSV Bible tab on several pages in the site. Click on the question mark to display a help screen. Click again to return to the page you were on.



**Where can I find technical support?** You can reach web help at 800-328-4648 or [webhelp@augzburgfortress.org](mailto:webhelp@augzburgfortress.org).