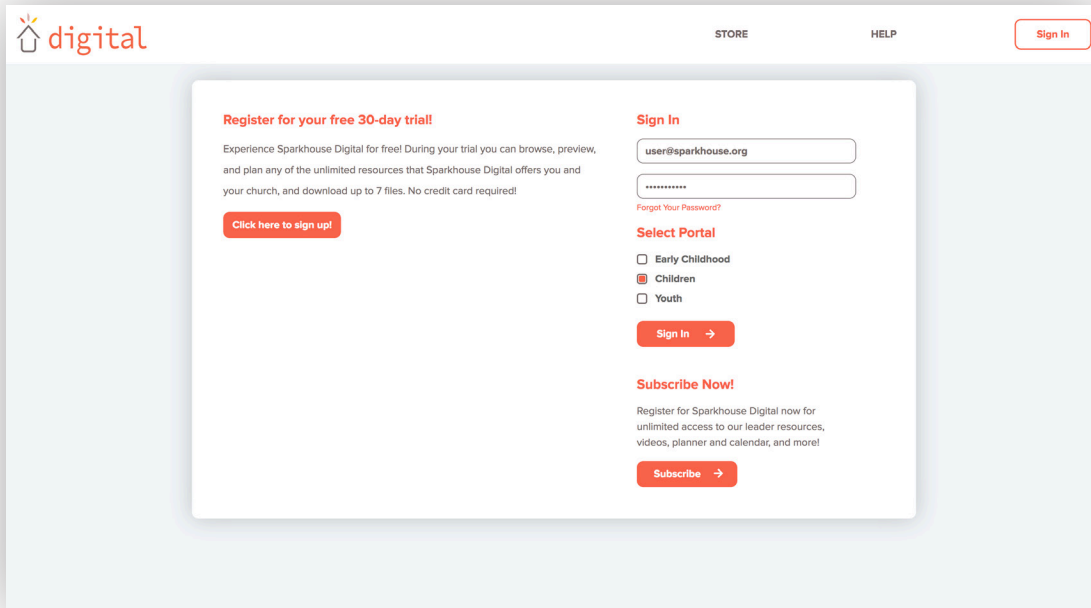


Directors, welcome to Sparkhouse Digital!

This guide is designed to assist directors using Sparkhouse Digital. There is an additional guide for those assigned with a leader role. To download, please visit SparkhouseDigital.com.

What you'll find in the Getting Started Guide for Directors:

Initial login and setup	2
Library	3
Downloading resources	4
User roles	5
My account	6
Using the planner	7
Using the calendar	10



Initial login and setup

Log in to Sparkhouse Digital

1. Go to the Sparkhouse Digital login page:
members.sparkhousedigital.org.
2. Enter your email address and password and select the age group you are subscribed to.
3. If you're subscribed to more than one, select the age group you'd like to access.
4. Click 'Sign In.'

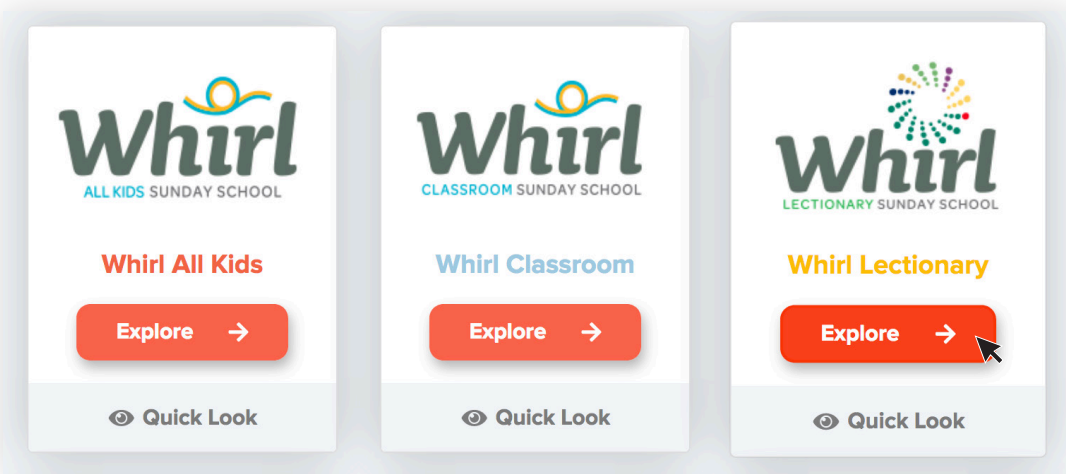
Validate your church's basic information

5. Go to 'My Account' and click on 'Subscription.'
6. Review the information about your church to make sure it's correct. Your church name and primary contact should be listed.
7. Update if necessary.

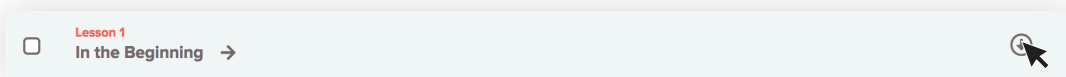
Library

When you first log into your Sparkhouse Digital subscription, you will find yourself in the library of resources for the age group you are subscribed to.

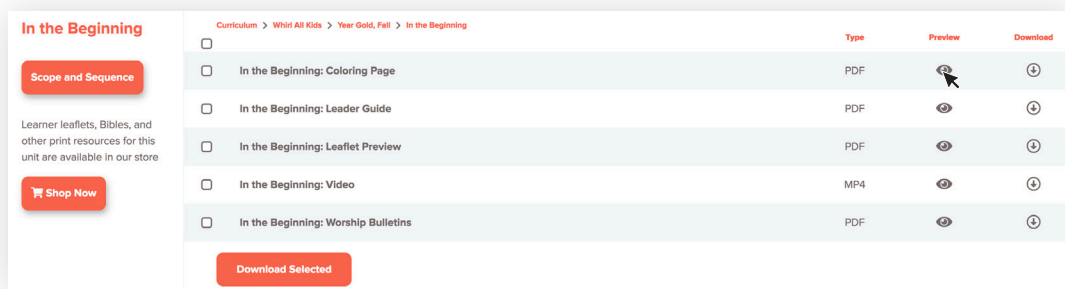
1. Click 'Explore' on the curriculum you'd like to use.



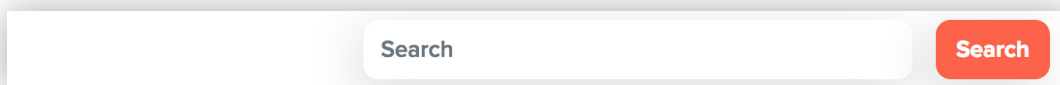
2. Select a quarter or unit.
3. From here you may download complete lessons by selecting multiple lessons and clicking 'Download Selected' or by downloading individual lessons by clicking the download icon next to the lesson.



4. You may also click into any lesson to view resources at the grade level or individually. From here you can preview resources by clicking the preview icon or download individual lesson components.



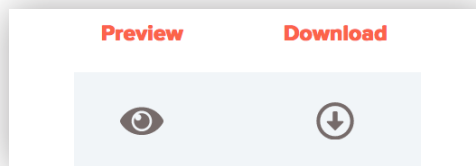
5. Not sure what you're looking for? While in the library, you can use the search function to find what you need by searching by scripture, theme, or topic.



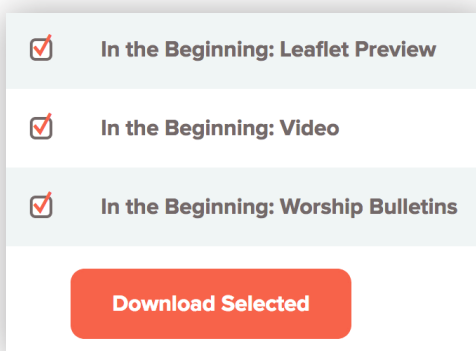
Downloading Resources

When you first log into your Sparkhouse Digital subscription, you will find yourself in the library of resources for the age group you are subscribed to.

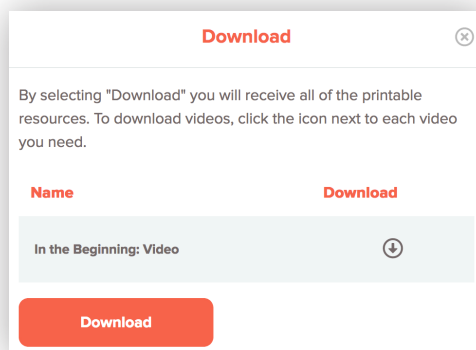
1. Resources can be previewed and downloaded through the Library at the lesson, grade level, and individual component level by clicking the preview or download icons.



2. You may download multiple lessons, grade levels, or lesson components by selecting the boxes on the left and clicking 'Download Selected.'



3. Many lessons contain video files which can be large downloads. You will be asked to select which video files you'd like to include in your download. Select the individual videos using the download icon on the right and then click 'Download' to finish downloading your printable resources.



4. Resources will download in a zip file and may need to be unzipped before using. Please ensure you have an up-to-date pdf viewer and media player.



User Roles

There are two user roles in Sparkhouse Digital – Director and Leader.

1. Director has full administrative control of the subscription. Directors can plan classes and modify the calendar, and have full access to the library, including unlimited downloads.
2. Leaders have full access to the library, including unlimited downloads. Leaders may view the calendar but cannot modify it or create plans.

My Account

Directors have full administrative control of their Sparkhouse Digital subscription. If you intend to use the planning features of Sparkhouse Digital, you will want to first set up your leaders in the 'My Account' section of the site. It is important to do these steps first before setting up any plans.

1. To add a new leader or director go to 'Leaders' and click 'Add New Leader.' Enter the new user's first and last name, email, and create a password for them. Users can reset their own password upon logging in.
2. Select which grade levels within the age group(s) you're subscribed to this leader will be leading. If you're unsure, or it varies, select All.
3. Within each age group you're subscribed to, assign this user to be either a director or leader.
4. Once finished, click 'Add.'

The screenshot shows a web form for adding a new user. At the top, there are two input fields for 'First Name' (containing 'Debble') and 'Last Name' (containing 'Director'). To the right of these is a red 'Delete' button. Below these is an 'Email' field containing 'director@wearesparkhouse.org' and a red 'Reset Password' button with a right arrow. Underneath is a section titled 'Age Group Access' with two expandable sections. The first section, 'Early Childhood', is expanded and shows three options: 'Nursery' (unchecked), 'Preschool' (checked), and 'Family' (unchecked). To the right of these is a 'Role' dropdown menu currently set to 'Director'. The second section, 'Children', is also expanded and shows five options: 'Ages 2-3' (checked), 'PreK' (checked), 'K' (unchecked), 'Grades 1-2' (unchecked), and 'Grades 3-4' (unchecked). To the right of these is another 'Role' dropdown menu also set to 'Director'.

5. Directors may edit user permissions and grade levels at any time.
6. Individuals may reset their own password at any time.

Using the Planner

There are two ways to plan your classes and programming within Sparkhouse Digital – a three-step planning tool for long-term planning and a quick, pop-out calendar for at-a-glance planning.

Curriculum Planning

1. Click 'Planner' in the tool bar.
2. Give your plan a name and assign a date range and day of the week.

Step 1

Select your dates

Plan Name

Start Date

End Date

Days of the week

S	M	T	W	T	F	S
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Next

3. In Step 2, select the curriculum you're using.

Step 2

Choose the Lessons you'd like to plan

Select Publication ▼

- Select Publication
- Whirl All Kids
- Whirl Classroom**
- Whirl Lectionary
- Spark All Kids
- Spark Classroom
- Spark Lectionary
- Spark Rotation
- Holy Moly
- Connect

- Next, choose the units and age levels you want to include.

Step 2

Choose the Lessons you'd like to plan

Whirl Classroom

Choose the units you want to include:

☒ Year Gold, Fall

☐ Year Gold, Spring

☐ Year Blue, Fall

☐ Year Blue, Spring

☐ Music

☒ Year Gold, Winter

☐ Year Gold, Summer

☐ Year Blue, Winter

☐ Year Blue, Summer

Choose age levels you want to include:

☒ PreK-K

☒ Grades 1-2

☒ Grades 3-4

☒ Grades 5-6

Next

- In Step Three, drag and drop the lessons you want to use onto the corresponding day in your plan. *If you're using a Lectionary-based curriculum, the lessons will autofill to their corresponding Lectionary date.*

Step 3

Drag and drop each lesson onto the calendar to complete your plan

Director Tools

In the Beginning

God's Covenant with Noah

Abraham and Sarah

Rebekah and Isaac

Jacob

Joseph and His Brothers

Search in Event

Plan Name

< September 2018 >

Done

Delete

>	Sunday	In the Beginning	Edit
>	9/16/2018		
>	Sunday	God's Covenant with Noah	Edit
>	9/23/2018		
>	Sunday	Abraham and Sarah	Edit
>	9/30/2018		

6. Before completing Step Three, you may edit or add leaders to individual days by clicking Edit next to any lesson. Once finished, click 'Save.'

This screenshot shows a modal window titled 'Leaders' for assigning leaders to different age groups. At the top, there are filters for the date '9/30/2018', the classroom 'Whirl Classroom', the year 'Year Gold, Fall', and the lesson 'Abraham and Sarah'. The modal is divided into two columns: 'Ages' and 'Leaders'. Under 'Ages', there are five rows: 'PreK-K', 'Grades 1-2', 'Grades 3-4', 'Grades 5-6', and 'All'. Each row has a text input field for a leader's name (e.g., 'Linda Leader', 'David Schoenknecht', 'Debbie Director') and a dropdown menu labeled 'Leader' with an 'Add' button next to it. The 'Grades 5-6' dropdown is open, showing a list of names: 'Leader', 'Debbie Director', 'Linda Leader' (highlighted in blue), and 'David Schoenknecht'. At the bottom of the modal are three buttons: 'Cancel', 'Delete', and 'Save'.

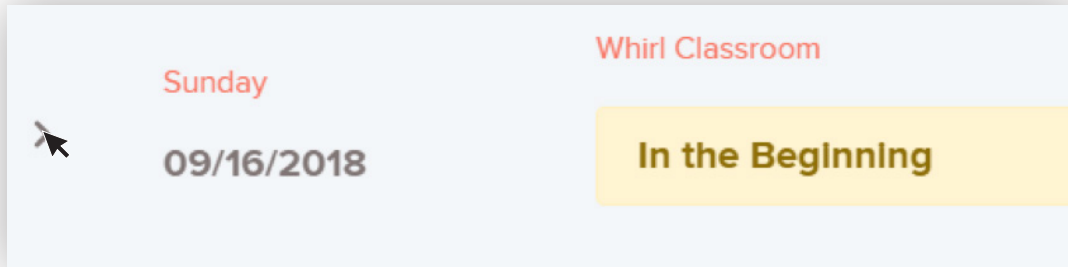
7. When you are finished making any changes to individual dates, click 'Done' to save your plan.
8. The plan will now appear on the Calendar.

This screenshot shows the 'digital' curriculum interface. At the top, there is a navigation bar with links for 'CALENDAR', 'STORE', 'HELP', 'CONTACT', and a 'My Account' button. Below the navigation bar, there is a calendar view for the month of 'September'. The calendar shows three dates: '09/16/2018', '09/23/2018', and '09/30/2018'. Each date has a yellow bar representing a lesson plan. The lessons are 'In the Beginning', 'God's Covenant with Noah', and 'Abraham and Sarah' respectively. To the right of each lesson bar, there is a 'Plan Name' label. The interface also includes a 'Week view' button and a '2018' year selector.

Using the Calendar

Once the calendar is populated with plans, leaders can access and download lesson materials quickly and easily.

1. To access and download lesson resources, click the carrot next to the date.



2. Leaders will now see the grade levels listed and who is assigned. Leaders may click the download icon to download all the necessary lesson content for this lesson.



For FAQs, video tutorials, and more information about how Sparkhouse Digital can work for you, please visit SparkhouseDigital.com

For further assistance, please contact webhelp at webhelp@wearesparkhouse.org or via phone at 877.702.5551.