

## **APP CUSTOMIZATION**

## Welcome to Parent Cue App Customization!

Your Orange Apps: Parent Cue App subscription provides a way for you to make the Parent Cue App uniquely yours.

You can customize your lesson to fit exactly what you are teaching on the weekend. You can use the Orange curriculum or add a new Bible story.

You can change the **order of XP3 series** for your students or add your own content.

You can send customized notifications within the app to specific groups of parents.

You can also customize the content in Spanish.

Your parents will now be prompted to set up an individual account for their family. They will be asked to identify their church, which means you'll see a roster of your families. This account will also transfer to new devices they use in the future.

### OK, let's get started!

## **Get Started**





- 1. Go to OrangeApps.church.
- 2. In the menu at the top of the page, select LOGIN.



3. Enter your username and password you created when you purchased your Parent Cue App customization. (Don't remember it? Don't worry. There's a "forgot" option.)

Got multiple ministries at your church who need access?

You can add additional users to your account. See the ADMIN instructions in the YOUR ACCOUNT section of this guide.

## **Your Account**

To manage your account, click on the profile icon in the top right corner. You will see three options—Settings, Help, and Logout. Click on Settings.

❷ orange apps		Dashboard	Admins		Tim Walker
					Settings
lead small. ∞-				PARENTCUE	Help
				Go →	Logout
		✓ Unlocked			Unlocked

On the next screen, the page you are seeing is the Age Group Settings page. (We'll talk more about that in a minute.)

Also, on the sidebar on this page, you will see menu options for both Team Settings and Team Billing.

Select Profile under Team Settings.

❷ orange apps	Dashboard	Admins					Т	im Wal	ker
	Lead Small Start Day Select the day you want to del		fferent Lead S	Small a	ge gra	ups be	łow.		
	Name	Age Group	S	М	Т	W	Т	F	S
Eagle Watch Community Team Settings	Preschool Delete	Threes to Fives		0					
☞ Profile ● Age Group Settings	Elementary Delete	K-1		0					
Contraction of the settings	Fourth & Fifth Delete	4-5 (Preteen)	0	0	0	0	0	0	0
Team Billing	Middle School Delete	MS		0					
	High School Students Delete	HS					0		
Payment Method	High School 2 Delete	HS		0					
D Invoices	K-1 Test Delete	K-1		0					
	K-5 Delete	K-5 (Starter)	0	0	$^{\circ}$	0	0	$^{\circ}$	0
	Add New Age Group Parent Cue Start Day Select the day you want to del		fferent Parent	: Cue a	ge gro	oups b	elow.		
		,			_			-	<i>c</i>
	Age Group		S	Μ	Т	W	Т	F	S

#### **TEAM SETTINGS: PROFILE**

In PROFILE, you can adjust the contact information (name and email address) for the primary user on the account, change your password, and edit your team name. You can even add a profile photo if you want.

Set up your Team Name. Even though it seems minor, this is an important step. When you invite users to the account, you need your Team Name to appear on the email invite.

orange apps	Dashboard Admins	Tim Walker	
	PROFILE		
	Profile Photo		
Eagle Watch Communit Ø Profile Mage Group Settings Team Billing Subscription EPsyment Method D Invoices	Team Settings Select New Photo Choose File no file selected		
	Contact Information		
	Name Tm Walker		
	E-Mail Address		

#### **TEAM BILLING**

Next, under Team Billing on the sidebar menu, select SUBSCRIPTION. If you are the Team Owner, this where you could add another Orange Apps subscription (for example, Lead Small) or cancel your subscription. (Only the Team Owner has acces to these items!)

Click on PAYMENT METHOD to change your subscription to a different credit card.

Click on INVOICES to print out an invoice for your monthly or annual bill.

₂gle Watch Community Team Settings ?Profile	UPDATE SUBSCRIPTION								
Age Group Settings	You are currently subscribed to the Orange Apps Monthly (Monthly) plan.								
	Lead Small Monthly								
am Billing									
Subscription	Parent Cue Monthly	☆Plan Features	\$20.00 / Monthly						
Payment Method									
Invoices	Orange Apps Monthly	☆Plan Features	\$30.00 / Monthly	✓Current Plan					
	Cancel Subscription								

### ADDING ADDITIONAL TEAM MEMBERS TO YOUR ACCOUNT (ADMINS)

Want to add additional users to this account? Click on "Admins" in the top navigation bar.

Select "Add Admin."

Enter the first name, last name, email, and phone number of the person you want to add. Select whether you want that user to have access to Lead Small or Parent Cue, or both. Then click SAVE.

The system will send that individual an email inviting them to join the site.

0	orange apps 🗸		Dashboard	Admins			Tim Walker	Ω
					Add Admi			
	Name	Email			Lead Small	Parent Cue	Edit Admin	
	PENDING ADMINS							



Select the Age Group for your content.	You can choose from one of the following:
Baby (0 yrs)	Preteen (4th & 5th Grade)
Toddler (1 yrs)	Middle School (6th-8th Grade)
Preschool (2-5 yrs)	High School (9th-12th Grade)
Elementary (K- 3rd Grade)	

To the right of the Age group is the dates of the current week. Select the arrow for the drop-down menu, and then select the week you want to review/customize. Parent Cue content is posted weekly, not daily or monthly. (We don't want parents to get overloaded with information.)

PARENTCUE ~	Content	Notification	ons Families FAQ	
	Select Age Group	~	Apr. 8 - Apr. 14 ~	
	Baby (0 yrs)			
	Toddler (1 yrs)			
	Preschool (2 - 5 yrs)			
	Elementary (K - 3rd Grade)			
	Preteen (4th & 5th Grade)			

## Want to launch your content on another day besides Sunday? No problem!

Orange Content will default to start on Sunday, but you have the option to choose another day for specific age groups. Simply select "Manage Start Dates" (see above image) and you can adjust the start date for all, or just some age groups. For example, if your Student Ministry meets on Wednesday nights, but your Children's Ministry meets on Sundays, you can select a different start date for each to reflect when they meet. Once you select the content, the fields for that particular age group will automatically populate each section. You can then customize your content.



### Parent Cue Start Days

Select the day you want to deliver new content to your different Parent Cue age groups below.

Age Group	S	Μ	Т	W	Т	F	S
Baby (0 yrs)	0	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$
Toddler (1 yrs)	0	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$
Preschool (2 - 5 yrs)	0	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$
Elementary (K - 3rd Grade)	0	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$
Preteen (4th & 5th Grade)	0	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$
Middle School (6th - 8th Grade)	0	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$
High School (9th - 12th Grade)	0	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$
Update Start Days							

As you start customizing content, here are some things to keep in mind:

• For Toddler, Preschool, Elementary, and Preteen, there is a **WATCH THIS** section. This section links to a video created by Orange.

ADDING A CUSTOM VIDEO. To replace the default Orange video with your own video, load the YouTube ID of your own video. (The YouTube ID is not the entire URL of the video you uploaded to YouTube. It's only the last part of your YouTube URL or link. Just select and copy everything past the "v" in the link and paste it into Orange Apps. https://www.youtube.com/watch?v+[COPY THIS PART]



NOTE: Adding custom video ONLY works with videos loaded to YouTube since the video player in the app is made by YouTube.

REPLACING THE BIBLE STORY. If you choose to change the Bible story content, the video box will disappear and the box will become READ THIS. You will then be able to enter the Bible story title and reference of your choice.

Select Age Group Toddler (1 yrs)	
Read This	Use Video? Off
Content 0/300 Enter text	
	<i>"</i>

The other fields for customization are Remember This, Think About This, and Do This. These sections provide a unique customization open. In these sections, you can:

- make text BOLD
- make text ITALIC
- underline text
- add a hyperlink

Do This					
	в	I	U	90	
Content 375/5	~	^	_		

Add two dolls or action figures to bath time. Tell your chili doll'action figure and you are going to follow what he/she wash your doll/action figure. Thank your child for showing your doll/action figure. Talk about how God sent Jesus to love people. When we follow Jesus, He always leads us th

To view these options, simply highlight the text you want to format with your cursor. A hyperlink is a good option for those of you who want to provide parents with resources to help them do what you are mentioning, or even alternate videos you may want them to see—since video can't be uploaded to the app.

Let's take a closer look at the other sections.

• **Remember This:** Remember This is the section for the Bible verse. If your church uses a different translation of the Bible verse provided by Orange, this is an easy way to make sure things are aligned internally. This section does offer formatting tools for the content, but not the Bible reference.

• **Think About This:** This section provides additional information or instruction to parents to help them help their child or teen process the information being taught.

• **Do This:** The Do This section encourages parents to make the most of the moments they have every day with their child. Every week, we provide a specific cue to encourage parents to seize a moment that is already a part of their everyday rhythm (like Meal Time, Drive Time, Bed Time, etc.). If you decide to replace the cues provided, then this section becomes simply a "Do This" section that will allow you to enter whatever content you choose.

I	Do This	Reset Content
	Content 220/500 As you drive, look for people through the windows. When you or sees someone, cup your hands around your mouth and say, "Big Jesus is alive!" (Mom or Dad can cup one hand since the other is wheel.)	news!
	Do This Time: Drive Time	

### DID YOU ENTER CONTENT INTO THE APP BUT CHANGED YOUR MIND?

**No problem.** The "reset content" button is above each entry field when you start replacing content, and once selected, the default Orange content will appear again in the text fields.



			Tim Walker		
To view Spanish Parent Co the settings in your Orang	ue content, you must first adjust ge Apps account.	Settings			
Select your name in the top right corner and choose Settings from the drop-down menu.					
		Logout			
Eagle Watch Community Team Settings	Once in Settings, select Age Group Sett	ngs from	the menu on the left.		
<ul><li>☑ Profile</li><li>☑ Age Group Settings</li></ul>	Then, scroll down to the bottom of that page, until you see "Manage Parent Cue Supported Languages." Check the box next to Spanish.				

- Team Billing
- Subscription
- D Invoices

This will now allow you to view the pre-loaded Spanish content for the Orange curriculum.

) orange apps 🗸	Dashboard Admins						Tim W	alker
	Baby (U yrs)	U						
	Toddler (1 yrs)	0	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$
	Preschool (2 - 5 yrs)	0	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$
	Elementary (K - 3rd Grade)	0	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	0
	Preteen (4th & 5th Grade)	$\circ$	0	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	0
	Middle School (6th - 8th Grade)	$\circ$	$\bigcirc$	$\bigcirc$	0	$\bigcirc$	$\bigcirc$	0
	High School (9th - 12th Grade)	0	0	0	0	0	$\bigcirc$	0
	Manage Lead Small Custom Fields							
	Preschool							
	Elementary							
	Fourth & Fifth							
	<u>Middle School</u>							
	High School Students							
	High School 2							
	K-1 Test							
	• K-5							
	Manage Parent Cue Supported Lan	guages						
	🛛 Spanish							

Go back up to the top left corner and underneath the Orange Apps logo, select Parent Cue.

Select Content and then select an Age Group. You will view the pre-loaded content. You will also see a new drop down menu located on the right hand side, that allows you to view the English or Spanish pre-loaded content.

If you wish, you have the ability to customize both English and Spanish content. This works for all age groups, but there are a few additional things you will need to know if you customize Middle School and High School content. We'll cover that in a minute.

Toddler (1 yrs)	Apr. 21 - Apr. 27	∽ English	~
Watch This	Use Video? On	Remember This	
Preview Video		Content 30/200 "A friend loves at all times."	
Title Jesus dies, is buried, and comes back, just like He promise our friend forever.	ed, so He can be		
Bible reference			
Matthew 26:20-30; 27:45-50; 28:1-7		Bible Reference Proverbs 17:17 NIrV	
Say This		Do This	
Content 45/200 "Whose way is perfect? God's way is perfect."		Content 326/500 Cuddle up with your child this month and pray, "Dear God, I know You love us and Your way is perfect. Help me to trust and follow Your way so I can lead [child's name] to follow Your way too. I want [him/her] to know that because You love us so much, we can always trust to go Your way. I love You, God. In Jesus' name, amen."	
Select Age Group Toddler (1 yrs)	Apr. 21 - Apr. 27	Spanish	~
	Use Video? On	Remember This	
		C + + 20/000	
		Content 30/200	
Preview Video		"En todo tiempo ama el amigo".	
	ó, para que pueda		
Preview Video Title Jesús muere, es sepultado y regresa, tal como lo prometio ser nuestro amigo por siempre. Bible reference	ó, para que pueda		
<u>Preview Video</u> Title Jesús muere, es sepultado y regresa, tal como lo prometio ser nuestro amigo por siempre.	ó, para que pueda		
Preview Video Title Jesús muere, es sepultado y regresa, tal como lo prometio ser nuestro amigo por siempre. Bible reference	ó, para que pueda	"En todo tiempo ama el amigo". Bible Reference	

Also, note, the video that Spanish users will see for toddlers, preschool, elementary, or preteen is shown in English. There isn't a Spanish version of the video.

If you don't customize Spanish content, the default Orange content will be sent in Spanish to those parents whose phone language is set to Spanish, or they can choose to receive the content in Spanish within the app settings. However if you customize your English content, make sure to customize your Spanish content as well so they will match.

## **VIEWING & CUSTOMIZING XP3 MS & HS CONTENT**

ENTCUE ~	Content Notifications	Families Help	Tim Walker
Select Age Group Middle School (6th - 8th Grade)	Apr. 24 - Apr. 30 Default Content: Best for Last, Week S	5	Spanish
Select Series ~	Select Week	~	Load Content
Read This	Re	emember This	
Content 49/300 Tus fracasos no hacen que Jesús te quite su amor.			lo que quites esta copa de sufrimiento de mí. Sin haga tu voluntad, no la mía".
Bible Reference Juan 21:12-17 NTV		Bible Reference Lucas 22:42 NTV	

Select Content. Scroll down within this box to see all the age groups. Select Age group, and then Middle School or High School.

You will then see content pre-loaded from our XP3 Middle School and XP3 High School curriculum teams that corresponds with the recommended scope and cycle.

If you choose to do nothing, parents will receive middle school and high school content either in English or Spanish according to the scope and cycle, and according to the language settings on their phone.

	Content Notification	ns Families Help	Tim Walker
Select Age Group Middle School (6th - 8th Grade)	Apr. 24 - Apr. 30 Default Content: Best for Last	Week 5	Spanish v
Select Series Underestimated	Select Week Week 1		Load Content
Content 49/300 Tus fracasos no hacen que Jesús te quite su amor.	Any custom content you hav XP3 content.	e entered will be replaced with Cancel OK	que quites esta copa de sufrimiento de mí. Sin aga tu voluntad, no la mía".
Bible Reference Juan 21:12-17 NTV		Bible Reference	
		Do This	

However, if you wish to customize the content, make sure you make the changes in both English and Spanish. Otherwise, your content won't match.

If you decide to reorder XP3 content and do an XP3 series in a different order than the scope and cycle, you'll need to select a series and a week other than the pre-loaded content, and load it. You will have to do this for both the English and Spanish version of the series as well. Otherwise, your content won't be the same for that week in the series.

# Notifications

The customized version of the Parent Cue App offers push and in-app notifications. This tool is a great way for your church to send messages to the families connected to your church, with content tailored to different age groups in your church about specific events or information.

PARENTCUE ~	Content	Notifications	Families FAQ	Tim Walker
	Go to the Notifications Tab at the to	p. Then a	lick on the Add Notification buttor	1.

## **Add Notification**

rou are now ready to create your notification. rou can send notifications to parents of a child in a specific age group, or you can "Select All" and send a notification to everyone connected to your church through the Parent Cue App. You can also select two or more age groups if you choose. **Push notifications will be sent to people connected to your church AND who have push notifications turned on.** In-app notifications will be sent to all people connected to your church.

For families of children with mild or moderate special needs, you also have the ability to send a notification just to them.

Selecting one or more (or all) age groups is required for each notification.

If you are sending a notification to families with children with mild or moderate special needs, select one or all.

My Age Groups (Required)	
Select All	<ul> <li>Baby (0 yrs)</li> </ul>
🗆 Toddler (1 yrs)	Preschool (2 - 5 yrs)
🗆 Elementary (K - 3rd Grade)	Preteen (4th & 5th Grade)
□ Middle School (6th - 8th Grade)	High School (9th - 12th Grade)
Special Needs Groups (Optional)	
Select All	Mild
□ Moderate	
Title	
⊃ ⊂ B I <u>U</u> ≣- ≔	i≡ ▼ %

My Age Groups (Required)		
Select All	<ul> <li>Baby (0 yrs)</li> </ul>	
Toddler (1 yrs)	Preschool (2 - 5 yrs)	
<ul> <li>Elementary (K - 3rd Grade)</li> </ul>	Preteen (4th & 5th Grade)	
Middle School (6th - 8th Grade)	High School (9th - 12th Grade)	
Special Needs Groups (Optional)		
Select All	Mild	
Moderate		
Title		
noe		
○ ○ B <i>I ∐</i> ■• Ⅲ •	ji • %	
Type something		

Create a title for your notification. Then in the text box, type your message. You can format your text (bold, underline, italic, bullet points, centering, etc.) but you do not have the option to add images. You can also add a link (select the chain icon) in your notification in case you want to direct parents to a specific web page, resource, or sign up page.

Once you've created your notification, you can send it now or schedule it to be sent later. You also have the option to schedule an expiration date if you want the notification to automatically delete on a certain date (like after an event).

Special Needs Groups (Optional)  Select All Mid Mid Mid Moderate  Title  C C B I U Expiration Date (optional)  Ut times are Eastern Time (EST)	Middle	School (6th	n - 8th G	orade)			High School	l (9th - 12th )	Grade)	
□ Moderate Title □ C B I U E E E E E E E E Type something Expiration Date (optional)	Special N	eds Groups	s (Optio	onal)						
Title       C     B     I     II     III     IIII     IIII     IIII     IIII     IIII     IIII     IIIII     IIIIII     IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII							Mild			
Type something Expiration Date (optional)										
Type something Expiration Date (optional)		B I	U	≡ v	 	• •				
Expiration Date (optional)										
Expiration Date (optional)	Type some	thing								
	Type some	thing								
times are Eastern Time (EST)	Type some	thing								
			onal)							

If you wish to send your notification immediately, choose your expiration date or leave it blank, and simply press SEND NOW.

If you wish to schedule it, click on the box named SEND LATER and the a box marked "Schedule (optional)" will appear.

Select All     Mild     Moderate	×
Title	
⊃ ⊂ B I U ≡• ≡• ₩• %	
Type something	
	0
Schedule (optional)	
All times are Eastern Time (EST)	
Expiration Date (optional)	
All times are Eastern Time (EST)	
Send Later	

You will then be directed to the following screens where you can schedule your notification to be sent on a specific date and at a specific time. All times shown are Eastern Standard Time.

2020 Ju	) Iy 2	22				
<		Jı	uly 202	20		>
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
			c	Cancel		Ok

Once you click Ok on the time you want the notification to be sent, your notification is then scheduled.

But WAIT! Did you forget to do something? Did you want to make a change to the content or select different age groups? Do you need to send the message out sooner? No problem. Simply click on the pencil icon shown below and you can edit your notification.

You also have the option to delete old notifications once they are no longer needed by simply clicking the "X" to the right of the pencil icon.

Notification	Date	Actions
Sign up for VBS!	April 26th 2019, 10:52:02 am	ØX
Service this Sunday!	January 17th 2019, 11:42:12 am	ØX
Mission Trip Meeting	September 27th 2018, 8:14:22 am	Ø×
Fall Family Tailgate!	September 27th 2018, 8:07:01 am	(B) X

PLEASE NOTE: For push notifications to be received, the app user must have the push notifications button turned on for both the in-app settings (found in the settings menu in the Parent Cue app) and allow for notifications on their smartphone settings for iPhone or Android.

## Families

PARENTCUE ~		Content	Notifications	Families	FAQ			
Who are the families connected to your Parent Cue App?								

Click here to see their name, number of kids they've added to the app, and their email address.

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Tim Walker

PARENTCUE		Content	ntent Notifications Families		FAQ	Tim Walker	
	Families						
			_				
	Name Marria Manufadar			imail		# of Children	

Name	Email	# of Children
Marcus Manvinder	marcus@gmail.com	68
Steve Thorson	sonam@comcast.net	1
Sonam	sophiagrace@gmail.com	5
Sara	sarasakshismith@gmail.com	1
Marcus	marcust@gmail.com	14
steve	stevet@gmail.com	2
Caleb Kapil	caleb@gmail.com	2
Sakshi	sakshi@gmail.com	1
ith testing	ingrid@gmail.com	1
ith testing	caleb@gmail.com	1
ith testing	caleb@gmail.com	1
testing	ingridsmith@gmail.com	1
victor	victor@gmail.com	2
Caleb Kapil	caleb@gmail.com	1
testing	testing123@gmail.com	1
hello	hello@gmail.com	1
Sonam Singhal	sophiasmith@gmail.com	1
hello	hey@gmail.com	2
hello	hello123@gmail.com	1
Final build @222###&-jdjdndndndjjd hdjjdnsjdjsndn	victorhill@gmail.com	7
Sonam	sonam@comcast.net	2
amit	amy@gmail.com	1
caleb 10	calebkapil@aol.com	1

## Why is this list important?

This list is useful to you in several ways. It lets you know who is connected with you (and who isn't). This will allow you to monitor the reach of your app and to reach out to families who haven't joined you yet.



Got a question about Orange Apps customization?

We're here to help!

Go to <u>https://help.orangeapps.church/</u> or check out the FAQs section once you log into your account to find the answer you need.

There are separate FAQs for both the Lead Small and Parent Cue sides of Orange Apps.

PARENTCUE		Content	Notifications	Families	FAQ		Tim Walker
	FAQs					1	
	What should I do first?						
	What are the different age groups in the app? Can I	change them	?				
	What do the times mean in the "Do This" section of	the App?					
	What can I actually customize?						
	What do the different fields mean?						
	What if I don't want to use the videos you provide?						
	How does this work if I don't use Orange curriculum	?					
	How can I create notifications? Where do they appea	ır?					
	How do I tell families to sign up for our version of th	e Parent Cue	App?				
	Why do I run out of space when I'm entering my con	tent?					
	What if I replace the text provided by accident or ch	ange my mino	d and want to go l	oack to the p	rovided text	?	
	How does the content for Middle and High School w	ork?					



Be the parent you want to be.

ADDITIONAL "HOW TOS" CAN BE FOUND AT <u>http://</u> <u>help.orangeapps.church</u>

> INCLUDING: • VIDEO TUTORIALS OF MANY OF THE ITEMS IN THIS DOCUMENT

> > • WEBINAR CLASSES

• FAQS