

**APP CUSTOMIZATION**

## **WELCOME TO LEAD SMALL APP CUSTOMIZATION!**

The Lead Small App includes features like small group curriculum, devotionals for small group leaders, curriculum overviews, news, and small group rosters—now customizable for your ministry!

If you use Orange curriculum, your lesson information is already there. This is our default content. If you edit the Orange curriculum or don't use it at all, you can edit, swap, and paste in whatever content you use.

If you use XP3 Curriculum, we've made it even easier for you to swap around your series and weeks. You'll see this option for any middle school or high school age group.

You're now able to send notifications through the Lead Small app too! These will show up within the app, and any unread messages will add a number "badge" on the More section of the app.

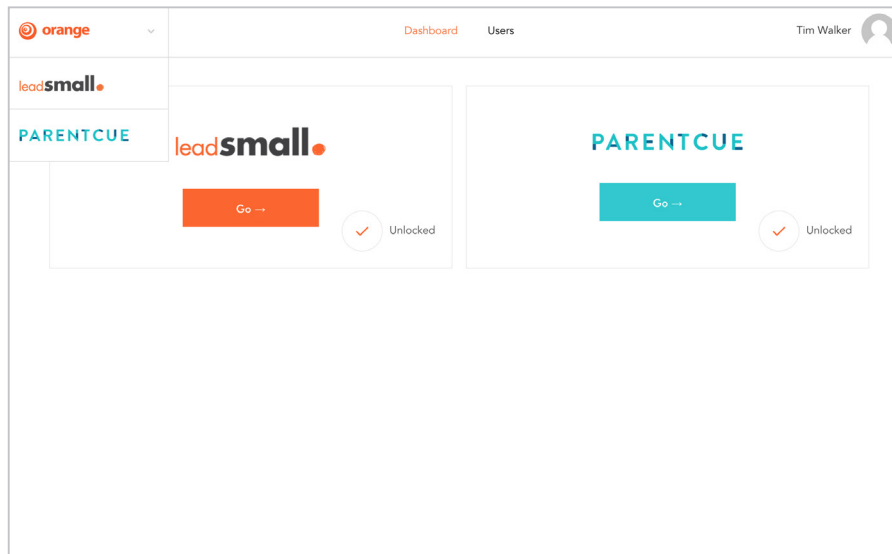
When your small group leaders download the app, they'll be prompted to set up an account. This allows us to keep your information even more secure as well as save the Group information so that it show up on any future devices they use. If you'd like your small group leaders to get group information, you'll need to make sure they create an account using the same e-mail address you have entered in your Orange Apps website.

We've created this Quick Start Guide to show you how to customize the Lead Small app and take advantage of all of its great new features.

***OK, let's get started!***

**GET STARTED**

1. To log in to your account, go to **OrangeApps.Church** and click **"Log-in."** (Tip: You might want to bookmark this page in your browser to make it easier to log in!)
2. After you log in, **select which app you'd like to start customizing.** Don't worry. You can always select a different app in the dropdown bar in the top left corner.



**YOUR ACCOUNT**

Whenever you want to manage your account, **click your name** in the top right corner of the screen. And then **click on the "Settings."**

You'll see three options:

**Profile**

**Organization Settings**

**Security**

## PROFILE

In profile, you can adjust the contact information (name and email address) for the primary user on the account.

## ORGANIZATION SETTINGS

In organization settings, you can do several things: edit your **Organization Name**, change your **start days** for content, and edit your **billing information**.

The screenshot displays the 'ORGANIZATION SETTINGS' page for 'Avengers Team Settings'. The left sidebar contains navigation links: Team Profile, Your Settings (active), Team Billing, Subscription, Payment Method, and Invoices. The main content area includes three sections: 'Update Team Name' with a text input field containing 'Avengers' and an 'Update' button; 'Lead Small Start Days' with a table for selecting start days for 'Tiny Tots' and 'The Brat Pack' age groups, and an 'Update Start Days' button; and 'Parent Cue Start Days' with a similar table and an 'Update Start Days' button. The top navigation bar shows 'Dashboard', 'Users', and the user profile 'Tim Walker'.

Name	Age Group	S	M	T	W	T	F	S
Tiny Tots	K-1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The Brat Pack	HS	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Age Group	S	M	T	W	T	F	S
Parent Cue (Lead Small)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Organization Name**—Even though it seems minor, this is an important step. When you invite small group leaders to your account, your Organization name will appear on the email invite.

**Start Days**—You can adjust the start day for your content here! You can even select a different start day for each age group you've created. Monday is the default start day, but if you want to change that, you can click the day you want to start delivering new content for the rest of the week. If you meet on Mondays, you'll want to make sure Tuesday is selected. If you meet on Wednesdays, you'll select Thursday. This gives your small group leaders a whole week to prepare for their next group conversation.

**Billing**—Through the Billing pages, you can update your subscription and credit card information. You can also get your receipts here! Just click "Invoices."

## **SECURITY**

This is where you can change the password for the primary user of the account.

## **USERS**

Want to add additional users to edit the content and groups in your account? Click on "users" in the top navigation bar. Then select "Add User" and enter their information. You can also select whether you want that user to have access to just Lead Small, just Parent Cue, or both. Remember to click save!

Your new user will receive an email inviting them to join the site.

**CONTENT**



Before you start customizing content, you'll need to create your custom age groups.

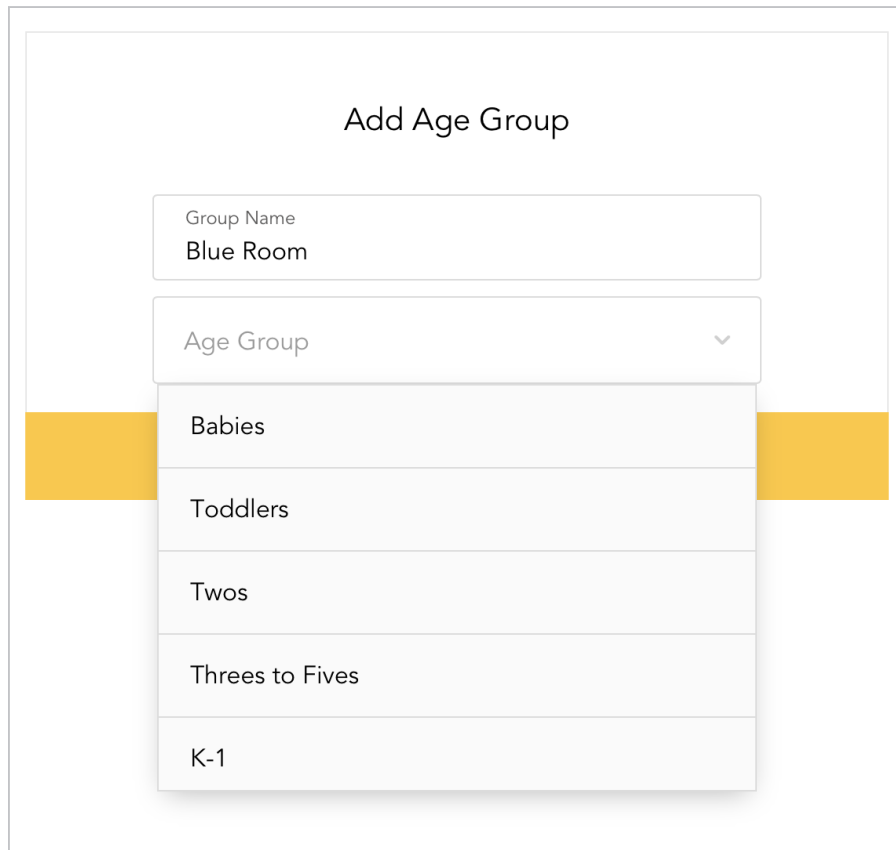
An age group is really just a set of content. If you have content for preschool and different content for elementary, you could make two age groups and call one "preschool" and one "elementary." If you have content for Kindergarten to Third Grade and different content for Fourth and fifth grade, create two different age groups for that content.

### Add Age Group

▼

Save

When you create an age group, you'll be able to name it and then select which content you'd like to show up as default content. Select which age group your custom age group is most like.



The screenshot shows a form titled "Add Age Group". It contains two input fields. The first field is labeled "Group Name" and contains the text "Blue Room". The second field is a dropdown menu labeled "Age Group" with a downward arrow icon. The dropdown menu is open, showing five options: "Babies", "Toddlers", "Twos", "Threes to Fives", and "K-1". The "Babies" option is highlighted with a yellow background. The form is set against a light gray background with a white border.

Once you've set up your custom age groups, you can select those age groups in the first drop down on the Content page.

In the next dropdown, select which week you'd like to edit. Click "Manage Start Days" here to be taken to your Age Group Settings.

In the last dropdown, select which type of content you'd like to edit.

Edit, delete, or paste in completely new content, and then click "Save" at the bottom.

After you've customized, you'll always have the option to "Reset Content" back to the default.

leadsmall

Content Groups Notifications FAQ Afton Manny

Select Age Group: Blue Room Apr. 16 - Apr. 22 Select Content Type: Small Group Guide

Apr. 16 - Apr. 22

### Small Group Guide

**B I U** [Link] [List] [Table] [Image]

*April 16 - April 22, 2018*

**GUIDE**

**What You Do:**

Say the following rhyme as you rock or change the baby.

*Hosanna. Hosanna.*

*Yay, Jesus!*

*Hosanna. Hosanna.*

*Yay, Jesus!*

**What You Say:**

"Baby, Jesus wants you to follow Him. You can follow Him and be His friend FOREVER. I am so thankful for Jesus!"

Currently editing the Small Group Guide for Blue Room for Apr. 16 - Apr. 22 Cancel Changes Save ✓

If you are customizing content for middle or high school groups, you'll see another set of options appear at the top. You'll be able to select a series of Middle or High School content in the current season, select a week, and then load that content. This makes it easy for you to switch around your student lessons if need be.

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Content Groups Notifications FAQ Afton Manny

Select Age Group: Ignite Apr. 16 - Apr. 22 Select Content Type: Small Group Guide

Select Series: Tricked- MS Select Week: Week 1 Load Content

Apr. 16 - Apr. 22

### Small Group Guide

**B I U** [Link] [List] [Table] [Image]

**TRICKED: Week 2**

**SCRIPTURE:** Psalm 51:9-10 NLT

**GOAL OF SMALL GROUP:** To encourage students to embrace forgiveness after they've given in to temptation.

**THINK ABOUT THIS:** Forgiveness isn't easy for anyone, but especially for middle schoolers! And when students in this phase make mistakes, they tend to find it easier to hold on to feelings of sadness, anger, guilt, and shame that accompany those poor decisions than they do asking for or receiving forgiveness. Grasping the fact that God's forgiveness is available to them no matter what may be difficult for your few, but when they experience forgiveness from another person, they can better understand the forgiveness that Jesus provides.

**DISCUSSION QUESTIONS:**

1. What are some common temptations middle schoolers give in to?
2. How might a middle schooler feel when they give in to temptation?
3. What could those feelings make them think about themselves?

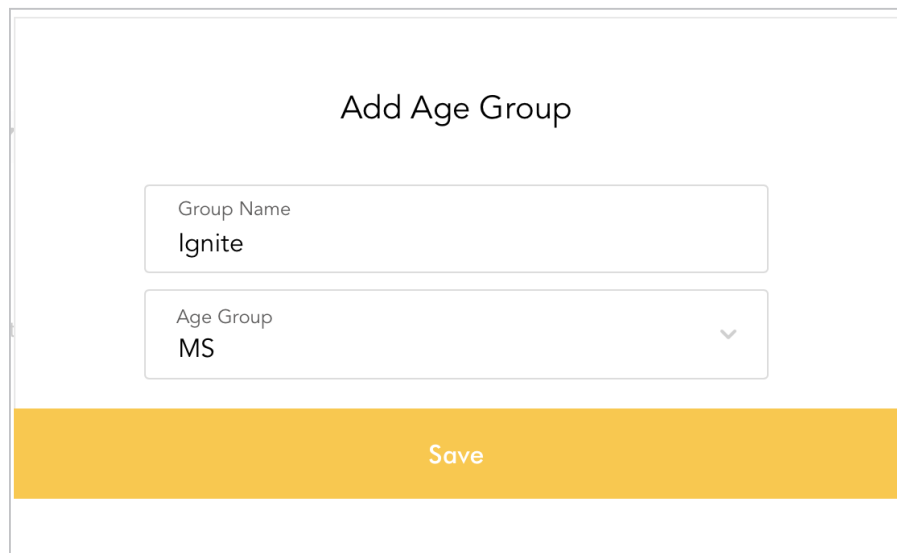
Currently editing the Small Group Guide for Ignite for Apr. 16 - Apr. 22 Cancel Changes Save ✓

You can customize your content as far into the future as you'd like. Default Orange curriculum is loaded into the system two months in advance.

**GROUPS**

Now you can upload your kid and teen information into the Group tab so that it shows up directly in your small group leader's device! Here's how it works:

1. Click "Add Group."
2. Enter in the Age Group associated with this group. That's how we'll know which custom content they get.
3. Enter the Group Name. It may be something like "Sarah's 3rd Graders."
4. Enter the Email Address of that leader.



The screenshot shows a web form titled "Add Age Group". It contains two input fields: "Group Name" with the text "Ignite" and "Age Group" with a dropdown menu showing "MS". Below these fields is a large yellow button labeled "Save".

Add Age Group

Group Name  
Ignite

Age Group  
MS

Save

When you click "create," your small group leader will get an email inviting them to view their group and content in the Lead Small app. They'll need to make sure they create their account using the same e-mail address you entered for them.

Now that the group is created, you can start adding members! Here's how:

1. Click "0 Members."
2. Click "Add Member."
3. Fill in the information about that kid or student.
4. Select "Create."

The screenshot shows the Lead Small web interface. At the top, there's a navigation bar with the 'leadsmall' logo, a user profile for 'Afton Manny', and links for 'Content', 'Groups', 'Notifications', and 'FAQ'. The main content area is titled 'Middle School Girls'. A modal window titled 'Add Member' is open in the center. This form contains several input fields: 'First Name' (Johnny), 'Last Name' (Appleseed), 'Address' (1234 Street Pl), 'Allergies' (Peanuts), 'School Name' (Hogwarts), 'Mother First Name' (Jane), and 'Mother Last Name' (Appleseed). A large orange 'Create' button is at the bottom of the form. To the right of the form, there's a sidebar with a 'Member' header and an 'Edit Member' link.

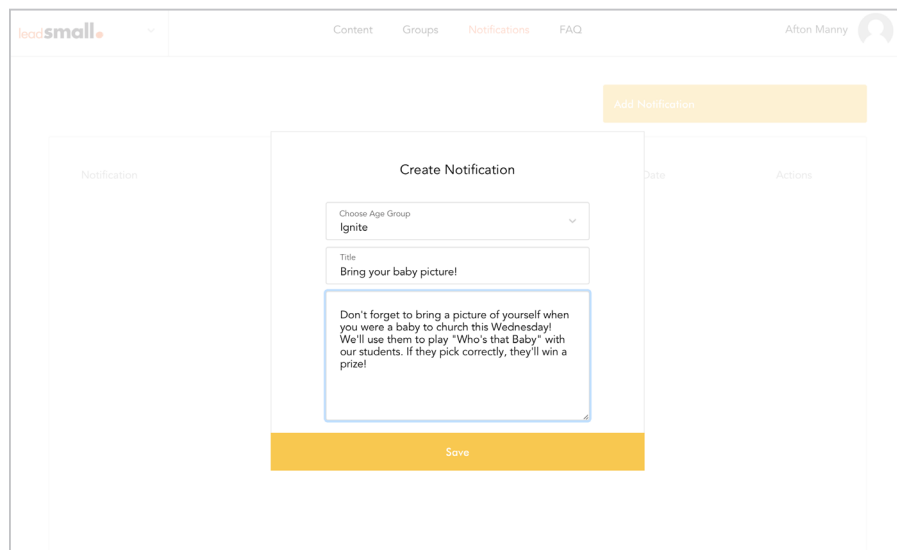
Create a profile for every member, and those profiles will show up on your small group leader's device.

Enter all your groups here so your small group leaders can take attendance, remember birthdays, and even group message the parents of their few!

**NOTIFICATIONS**

You can send a message through the app by clicking “Notifications” in the top navigation. Here’s how it works:

1. Click “Add Notification.”
2. Select the Age Group you’re messaging.
3. Create a Title for your message.
4. Enter your message.
5. Click “Save.”



The screenshot displays the 'leadsmall' app interface. At the top, there is a navigation bar with the 'leadsmall' logo on the left and links for 'Content', 'Groups', 'Notifications' (which is highlighted in red), and 'FAQ' on the right. A user profile for 'Alton Manny' is also visible in the top right corner. Below the navigation bar, a yellow button labeled 'Add Notification' is positioned in the upper right area. The main content area features a 'Create Notification' modal form. This form includes a dropdown menu for 'Choose Age Group' with 'Ignite' selected, a 'Title' field containing 'Bring your baby picture!', and a larger text area with the message: 'Don't forget to bring a picture of yourself when you were a baby to church this Wednesday! We'll use them to play "Who's that Baby" with our students. If they pick correctly, they'll win a prize!'. A yellow 'Save' button is located at the bottom of the modal. In the background, a table with columns for 'Notification', 'Date', and 'Actions' is partially visible.

The message will be sent automatically, but you can edit the message later if you need to!



# FAQS

Have a question? We're here to help!

**[Check out our FAQs page here!](#)**

There are separate pages for FAQs for Lead Small and FAQs for Parent Cue in Orange Apps.

Question still not answered?

Click the form on our FAQs page to send us a message.