



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.

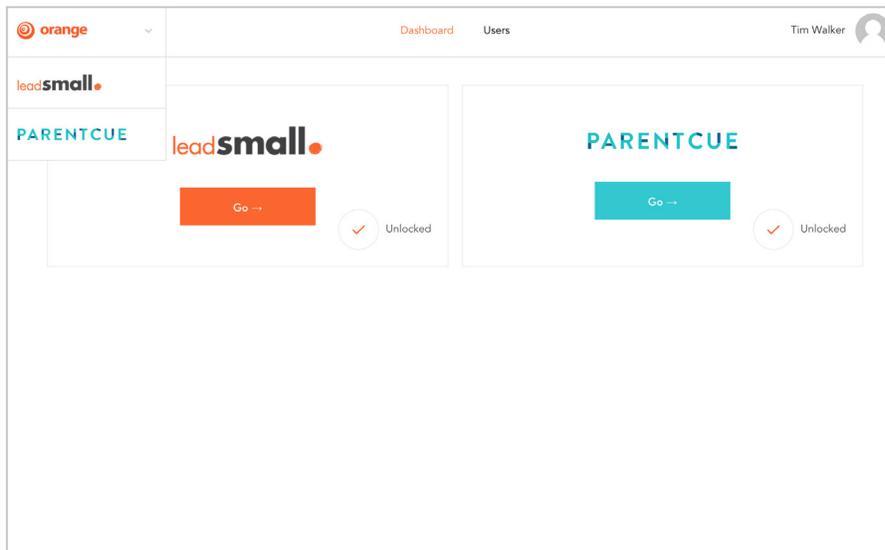
When your small group leaders download the app, they'll be prompted to set up an account. This allows us to keep your information even more secure as well as save the Group information so that it show up on any future devices they use. If you'd like your small group leaders to get group information, 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 in the Orange LMS. The top navigation bar includes the Orange logo, 'Dashboard', 'Users', and the user's name 'Tim Walker' with a profile icon. A left sidebar lists settings for 'Avengers Team Settings', including 'Team Profile', 'Your Settings', 'Team Billing', 'Subscription', 'Payment Method', and 'Invoices'. The main content area is titled 'ORGANIZATION SETTINGS' and contains three sections:

- Update Team Name:** A form with a text input field containing 'Avengers' and an 'Update' button.
- Lead Small Start Days:** A section with the instruction 'Select the day you want to deliver new content to your different Lead Small age groups below.' It features a table with columns for days of the week (S, M, T, W, T, F, S) and rows for age groups 'Tiny Tots' (K-1) and 'The Brat Pack' (HS). Radio buttons are used to select start days; for 'Tiny Tots', Monday (M) is selected, and for 'The Brat Pack', Tuesday (T) is selected. An 'Update Start Days' button is located below the table.
- Parent Cue Start Days:** A section with the instruction 'Select the day you want to deliver new content to your different Parent Cue age groups below.' It shows a table with columns for days of the week (S, M, T, W, T, F, S) and a row for an age group 'R-3rd (3-5y)'. The Monday (M) radio button is selected.

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.

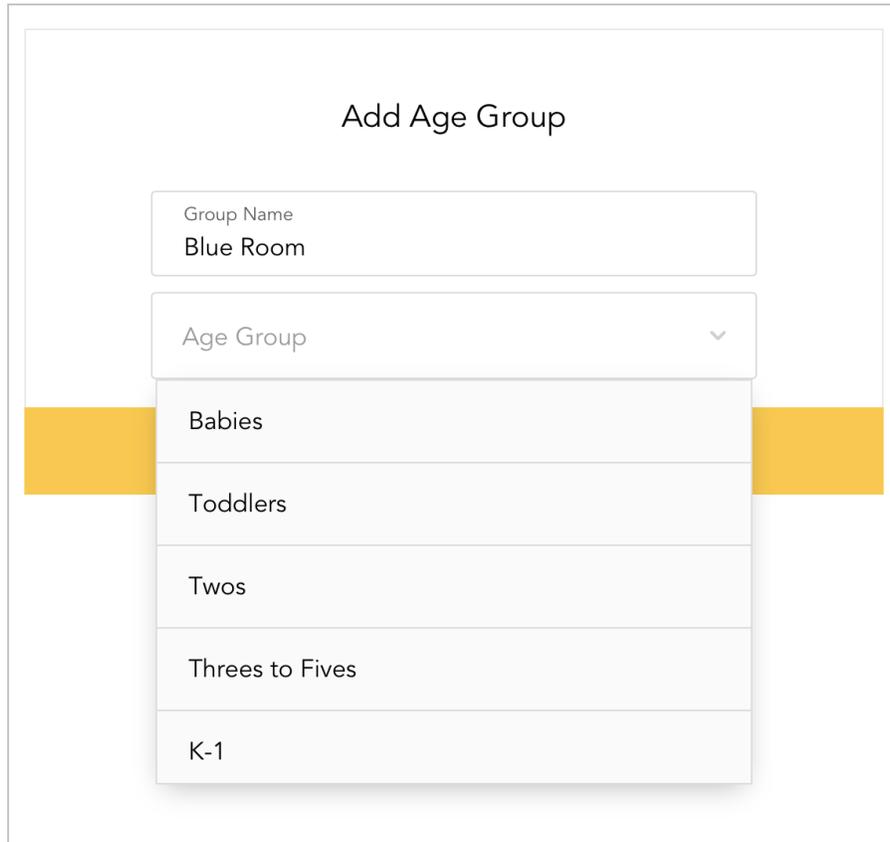
An age group is really just a set of content. If you have content for preschool and different content for elementary, you could make two age groups and call one "preschool" and one "elementary." If you have content for Kindergarten to Third Grade and different content for Fourth and fifth grade, create 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 image shows a form titled "Add Age Group". It contains two input fields. The first is a text box labeled "Group Name" with the text "Blue Room" entered. The second is a dropdown menu labeled "Age Group" with a downward arrow. 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 enclosed in a light gray border.

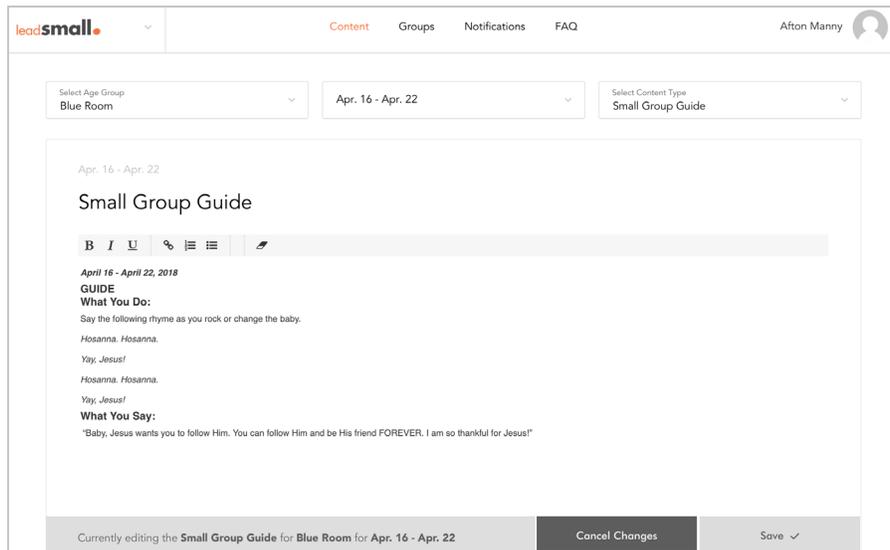
Once you've set up your custom age groups, you can select those age groups in the first drop down on the Content page.

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.

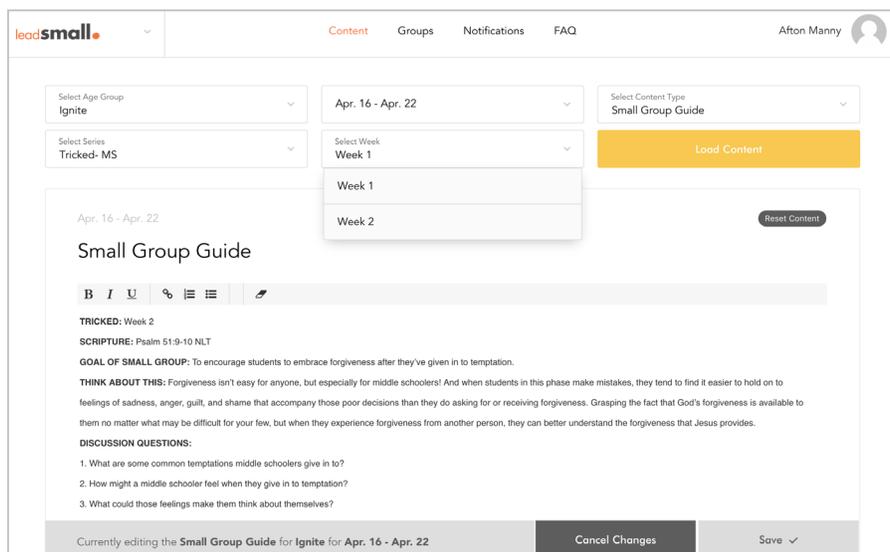
In the last dropdown, select which type of content you'd like to edit.

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.



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.

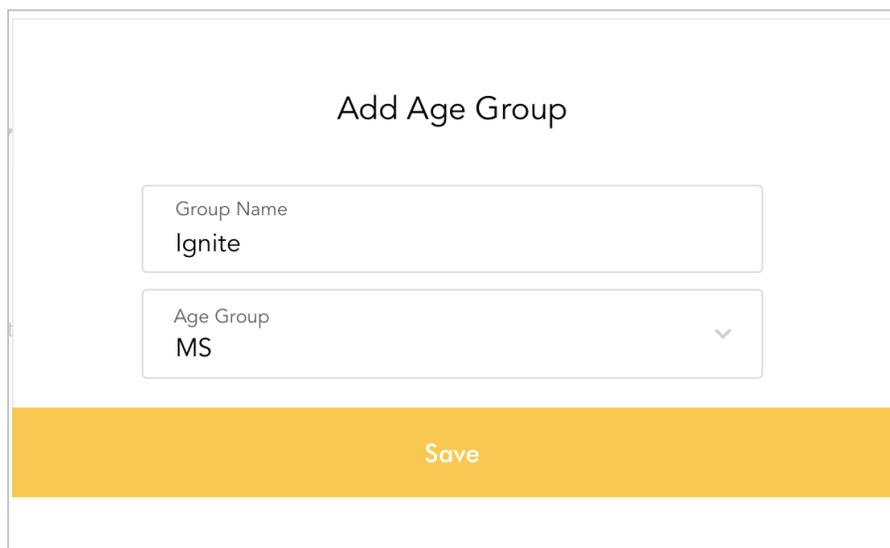


You can customize your content as far into the future as you'd like. Default Orange curriculum is loaded into the system two months in advance.

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 form titled "Add Age Group". It contains two input fields: "Group Name" with the text "Ignite" and "Age Group" with the text "MS" and a dropdown arrow. Below the fields is a large orange "Save" button.

Add Age Group

Group Name
Ignite

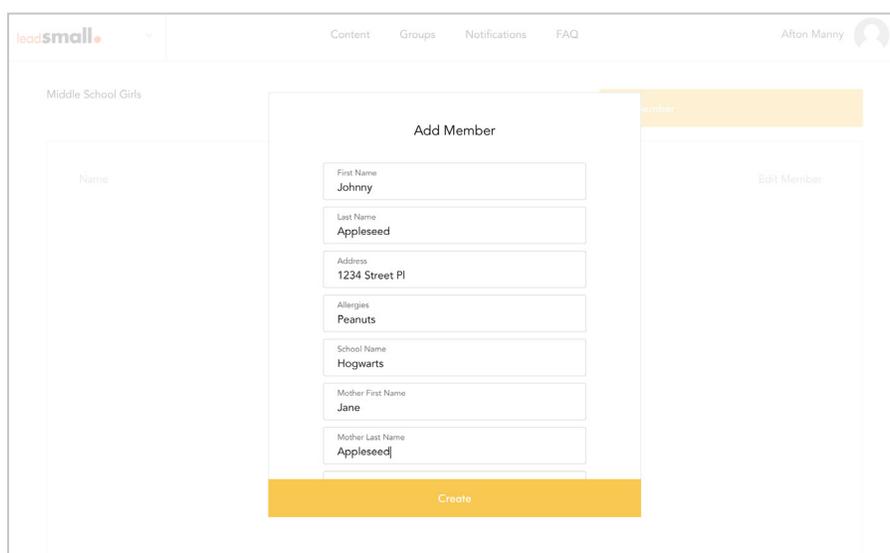
Age Group
MS

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 displays the Lead Small app interface. At the top, there is a navigation bar with the 'leadsmall' logo on the left and links for 'Content', 'Groups', 'Notifications', and 'FAQ' in the center. On the right side of the navigation bar, the user's name 'Afton Manny' is displayed next to a profile icon. Below the navigation bar, the main content area shows a group titled 'Middle School Girls'. A modal window titled 'Add Member' is open in the center, containing 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 prominent orange 'Create' button is located at the bottom of the modal. To the right of the modal, a partially visible 'Edit Member' form is also present.

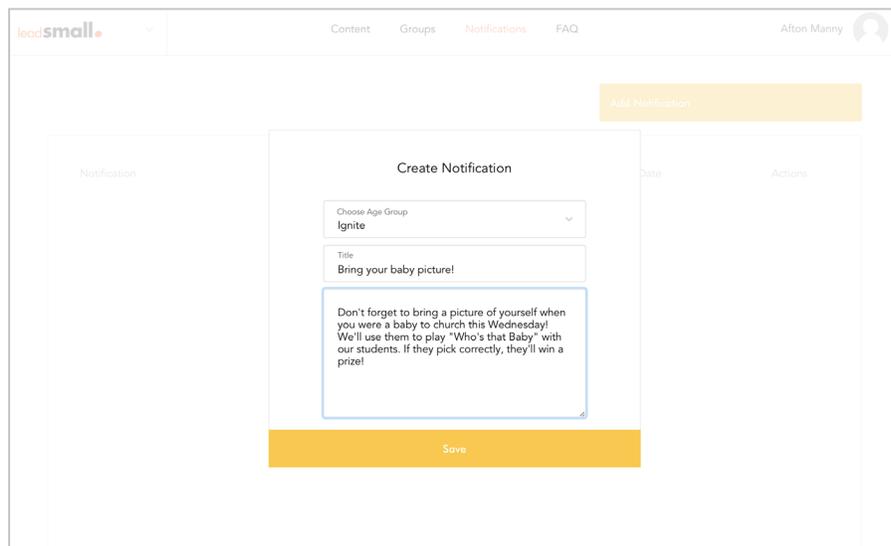
Create a profile for every member, and those profiles will show up on your small group leader's device.

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 shows the 'leadsmall' app interface. At the top, there is a navigation bar with 'Content', 'Groups', 'Notifications', and 'FAQ'. The user's name 'Alton Manny' is visible in the top right corner. A yellow 'Add Notification' button is located in the top right of the main content area. The 'Create Notification' form is centered and contains the following fields:

- Choose Age Group:** A dropdown menu with 'Ignite' selected.
- Title:** A text field containing 'Bring your baby picture!'.
- Message:** A text area containing the text: '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!'.
- Save:** A yellow button at the bottom of the form.

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.