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# Introduction

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## Welcome

### WELCOME TO A NEW WAY OF **CONNECTING TO THE FAMILIES IN YOUR CHURCH!**

Every week, we'll provide new content that you can customize, replace, or leave as is for the families connected to your church through the app.

You have two tasks to make the most of this:

- are sync-ed to your church.

help you with both.

Note: Parent Cue App customization features are designed for desktop browsers. To best utilize all features, please visit on a PC or MAC using any browser.

» Promote the Parent Cue App and make sure families

» Use the features we've provided.

Don't worry-we're in this together, and we're going to

## **Connect Families**



### **BRINGING FAMILIES IN YOUR CHURCH TOGETHER WITH THE** PARENT CUE APP

When parents download the Parent Cue App from the iOS App Store or Google Play, they are prompted to set up an account and also have the ability to sync with their church.

We have a network of churches connected with Orange in our system, and when they enter their church name and/or zip code, our geo-locator will pull up your church.

Once they sync with your church, they will access your church landing page (we'll get to that next), where they can stay connected with the ministries and information relevant to their family.

You can promote the Parent Cue App to the families in your church using the Parent Cue App Promo Kit (available for free at Orange Leaders).

You may also want to make promoting the app a key part of kids moving up in your family ministry or adding it to welcome kits for new families.

With the tools you now have access to with your customization subscription, you are going to want as many families connected to your church within the app as possible.

## **Home Screen**

PARENT CUE	н	ome Content Church ∨ Settin	gs Help	Parent Cue
		WELCOME PARENT	CUE!	
		Total Families Total Ch 2 2	ildren New Families (this month) O	
	Manage Content	📩 Manage Your Church	() Manage Settings	
	<u>Customize Weekly Content</u> <u>Change Start Days</u>	Edit Church Landing Page Add News/Notifications Add or Edit Events Add Family Ministries View Connected Families	<u>Change Parent Cue Settings</u> <u>Update Your Profile</u>	
			J	
Welcome to the downloadable Co	NEW Parent Cue App Customization site ustomization Guide or to sign up for an u	e! Wondering where to start? Add your church upcoming Live Tutorial.	logo first! Need help? Click on HELP in the top navi	gation for a

### **GETTING STARTED WITH** HOME SCREEN CUSTOMIZATION

Using a laptop or desktop computer, log in to your account. (The web browsers on mobile devices do not work for customization.)

The first thing you will see when you log into your Parent Cue App Customization account is our HOME screen.

It's not really like your real home, unless you have a lot of icons, some stats, and lots of easily accessible options. Maybe you do. (And if you do, can you send us a pic?)

From this screen, you can see how many families are connected to your church through the Parent Cue App. You can also easily access a number of tools and functions.

Let's start with adding your church's logo. Click on the Edit Church Landing Page under the "Manage Your Church" section  $(\triangle)$ .

## **Church Landing Page**

F	ARENT CUE V Home Content Chur	rch ∨ Settings Help Your Name PS	
	MANAGE CHURCH PAGE		
	Church Logo		
	Drop an image or <u>click to choose</u>	$\forall$	
	Min width: 640px Formats: PNG, JPG, GIF File Size: 1mb max	Oak Creek Church	
	Manage Links		
	Enable the links that you'd like to display on your church landing page	n the app.	
	Facebook (full url)	Kids Ministry Director Erolly Workman	
	Instagram (full url)	Website OskCreskChurch.com/Kids	
	YouTube (full ur)	Phone 123-456-7890 128	
	Website	Email user@email.com	
	Podcast	Sthe Titte Gaude	
	Giving/Donation Page	Youth Ministry Director Ei Peters	
		Website OakCreekChurch.com/Youth	
	Manage Page Features	Phone 123-456-7890	
	Hide News/Notifications	See a preview of how your links and page features will look on your church page in the app.	
	Hide Events		
	Hide Family Ministry Details		<u>†                                    </u>

### YOUR CHURCH'S NEW HOME

Whether you realize it or not, your church just opened up a new locationin the Parent Cue App. As a customization subscriber, you have access to set up the church landing page.

Let's start with adding your logo. You can drag your logo into the designated area or click to choose it from your computer (A). The maximum file size is 1mb, and the minimum width is 640 pixels. The logo should be either a PNG, JPG, or GIF file.

Next, enable the links you'd like to display on your church landing page in the app (<sup>B</sup>). If you don't have some of the items mentioned, leave that item toggled off and don't enter any content into the field. Only what is toggled on and has content will show in the app.

You can also preview how your links and page features will look on your church page in the app right on this screen (G).

If you want to be able to send push and in-app notifications, toggle on the News/Notifications button (D).

If you want to be able to promote upcoming Family Ministry events, toggle on the Events button (13).

If you want to provide information about your Family Ministries, toggle on the Family Ministry Details button (🕒).

Select SAVE CHANGES to save your information (G).

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**Events** 

RENT CUE	~	Home Conte	nt Church V Se	ttings Help		Your Name
MA	NAGE CHURCH	EVENTS	5		Add Nev	v Event
Event		Event Date	Event Time	Start Showing On	Stops Showing On	
Wor	ship Night	7/18/21	7:00 PM	5/14/21	7/19/21	<u>Edit</u>
Mon	thly Sunday Picnic	7/16/21	12:00 PM	5/14/21	7/17/21	<u>Edit</u>
Yout	h Jam	7/15/21	6:30 PM	5/14/21	7/16/21	<u>Edit</u>
Expe	eriencing Grief Group	7/15/21	8:00 AM	5/14/21	12/30/21	Edit
Men	nbers Meeting	7/7/21	7:15 PM	5/14/21	7/8/21	Edit
An E	ivening with Newsong	7/1/21	8:00 PM	5/14/21	7/2/21	Edit
Anch	nor Reading Club	6/30/21	6:30 PM	4/28/21	12/30/21	Edit
Pray	er Workshop	6/29/21	10:00 AM	4/28/21	6/30/21	Edit
Wor	ship Night	6/26/21	7:00 PM	4/28/21	6/27/21	Edit
Teer	n Pizza Party	6/22/21	12:00 PM	4/28/21	6/23/21	Edit

### WHAT'S GOING ON AT YOUR CHURCH

In the top menu, select CHURCH. Then EVENTS (🙆).

You will then see the MANAGE CHURCH EVENTS screen. Click on ADD NEW EVENT (1).



**Events** Continued



### WHAT'S GOING ON AT YOUR CHURCH

You will then see a CREATE EVENT box (🗛).

Add an event name and the day of your event. If the event is more than one day, then add the day your event starts. Add the time your event starts. (This will be the actual time of your event in whatever time zone you are in.)

If you would like to add a link to where families can click to Register or Learn More, toggle on the ADD LINK button and enter the information (1).

**Events** Continued

PARENT CUE $$	Home Content Church V Settin	ngs Help Johnny Username	
MANAG	E CHURCH EVENTS	Add New Event	
Event	Event Date Start Showing On	Stops Showing On	*
[Event Name Go	es Here]	× I Edit	*
[Event Name Go	es Here] EDIT EVENT	] <u>Edit</u>	-
[Event Name Go	es Here]	I	*
[Event Name Go	es Here] Event Start Date MM/DD/YYYY	Edit	8 9 9
[Event Name Go	es Here] Add Link Register	V I Edit	0 8 9 8
[Event Name Go	es Here] URL www.linkgoeshere.com	] <u>Edit</u>	* 5 8
[Event Name Go	es Here] Start Showing On MM/DD/YYYY		
[Event Name Go	es Here]		*
[Event Name Go	es Here]	] <u>Edit</u>	*
[Event Name Go	es Here] [Evont Date] [Post Date]	[LAPITE Date]	
	« < <b>1</b> 2 5 4 5	)))	
	Events more than 30 days past expiration are automatic:		

### WHAT'S GOING ON AT YOUR CHURCH

Finally, add the date you event to show on your churc the app, and when you wou stop showing (A).

Events more than 30 days past expiration date will be automatically removed from the system.

want this	Now Click SAVE CHANGES (13). That's
rch page in	it. You've created an event.
uld like it to	
	Oops. Did you need to make a change?
	Click on the EDIT (C) button to make
past expi-	changes to your event, or delete it.
atically re-	

## **News/Notifications**

• • •			
		Add Notif	ication
Notification		Date	Actic
• • •			
	С	reate Notification	
My Age Groups (	(Required)		
Select All (I	Includes Special Needs)	🗆 Baby (0 yrs)	
🗆 Toddler (1	yrs)	🗆 Preschool (2 - 5 yrs)	
Elementary	y (K - 3rd Grade)	🗆 Preteen (4th & 5th Grade)	
	nool (6th - 8th Grade)	🗆 High School (9th - 12th Grade)	
🗆 Middle Sch			
Middle Sch     Special Needs G	roups (Optional) Selecting an o parents who have a child	option below will only send a notification to d with special needs.	
Middle Sch     Special Needs G	roups (Optional) Selecting an optimized parents who have a child	option below will only send a notification to d with special needs.	
Middle Sch     Special Needs G     Select All     Moderate	roups (Optional) Selecting an operation of the selecting and parents who have a child	option below will only send a notification to d with special needs. Mild Severe	
Middle Sch Special Needs G     Select All     Moderate	(Optional) Selecting an operation of the selecting and parents who have a child	option below will only send a notification to d with special needs. Mild Severe	
Middle Sch Special Needs G     Select All     Moderate     Title	roups (Optional) Selecting an o	option below will only send a notification to d with special needs.	
Middle Sch Special Needs Gi Select All     Moderate Title B C B	roups (Optional) Selecting an o parents who have a child	option below will only send a notification to d with special needs. Mild Severe	

In the top menu, select CHURCH. Then NEWS/NOTIFICATIONS. Select ADD NOTIFICATION (()).

You can send notifications to parents of a child in a specific age group, or "Select All" (1) and send a notification to everyone in your church connected through the Parent Cue App. You can also select two or more age groups. Notifications will be sent to people connected to your church AND who have notifications for Parent Cue enabled. Notifications will appear in the NEWS section of your church landing page.

### **CAN I TELL YOU SOMETHING?**

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

For families of children with special needs, you also have the ability to send a targeted notification just to them (<sup>G</sup>).

For notifications sent to families with children with special needs, select one or all. Selecting an option in the optional "Special Needs Group" will only send a notification to parents who have a child with special needs, and no other groups.

## News/Notifications Continued

<ul> <li>Select All</li> <li>Moderate</li> </ul>	
Title	
$ \bigcirc \ C  B  I  \underline{U}  \equiv \bullet  \equiv \bullet  \equiv \bullet  \textcircled{\$} $	
Type something	
0	
Expiration Date (optional)	
All times are Eastern Time (EST)	
Send Now Send Later	

### CAN I TELL YOU **SOMETHING?**

Create a title for your notification ((A)). Then type your message in the text box (B). You can format your text (bold, underline, italic, etc.) but you do not have the option to add images. You can also insert a link using the chain icon (G) in your notification to direct parents to a specific web page or resource.

After creating your notification, you can send it now (**D**) or schedule it to be sent later (1). You may also schedule an expiration date if you want the notification to be automatically deleted on a certain date (like after an event).

If you wish to send your notification immediately, choose your expiration date (optional), and press SEND NOW ( $\mathbf{D}$ ).

## News/Notifications Continued





### CAN I TELL YOU SOMETHING?

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

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  $(\mathbf{B})$ .

Because of a limitation of the scheduler tool used to send notifications, all scheduled send and expiration times are Eastern Standard Time (U.S.). (You may want to use an online tool to help with time conversion if sending at a specific time is important to you.)

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 the message sent sooner? No problem. Simply click on the pencil icon.

You can also delete old notifications that are no longer needed by simply clicking the "X" to the right of the pencil icon.

PLEASE NOTE: For notifications to be received, the app user must have the push notifications enabled for the Parent Cue App on their mobile device settings for iOS or Android.

**Ministries** 

PARENT CUE V	Home Content Church V Settings Help Johnny Usern	ime
	Church Page	
	WELCO AME]!	

• • •		
PARENT CUE $$	Home Content Church ∨ Settings Help	Mary Johnston
MANAGE FA	MILY MINISTRIES	Add New Ministry
	No ministries added. Get started by <u>adding one now</u> !	2

### WHO DOES WHAT

Help families connect with the specific family ministries in your church (preschool, elementary, middle school, high school, etc.). This is not the place for the singles ministry or the senior adults class.

For every ministry entered, the parents connected to your church will see their child's mini profile show up next to the ministry so they can instantly know which child is connected to what ministry. (If a parent doesn't have a child in that a particular family ministry, it doesn't show up in their app.)

In the top navigation bar, select CHURCH, then MINISTRIES (A).

Click on ADD NEW MINISTRY (1).

## Ministries Continued

MAI	Add New Ministry
	Ministry Name
	Enter Ministry Name
	Ages/Grades and Content
	From Age/Grade V To Age/Grade V
	<ul> <li>Use default Parent Cue content for each age group</li> <li>Deliver the following content to all children in this ministry:</li> </ul>
	Select Content V
	Additional Details (optional)
	Enter Director Name Phone Number Contact Email
	Facebook Page Link Instagram Link
	Add Ministry

### WHO DOES WHAT

Add the Ministry Name (🗛).

Add the Ages/Grades for th For example, maybe your mi er ministry covers 6th throug (**B**).

Then choose what content yo group to receive (C).

If you are fine with pare ing phase appropriate cont Parent Cue content groups don't need to change anyth leave the "Use default Pare tent for each age group" sele

	Our current Parent Cue content groups
	include the following:
hat ministry.	
ddle school-	Babies (0-1)
h 8th grade	Toddler (1+ yrs)
	Preschool (2-5 yrs)
	Elementary (K-3rd grade)
ou want that	Preteen (4th & 5th grade)
	Middle School (6th-8th grade)
ents receiv-	High School (9th-12th grade)
tent for the	
s, then you	
ning. Simply	
nt Cue con-	
ected.	



ED	IT FAN	NILY MI	INISTRY	
Ministry Name				
m ( Ministry Name Pathfinders				
Ages/Grades a	nd Contei	nt		
From 7th Grade	$\sim$	<sup>⊤</sup> 8th Grade	$\sim$	
Parent Cue Content Middle School This setting do	es not affect the	groups on Conten	nt Start Days or Notifications	
Director Name Sandra Littlemeye	- Pho 40	one Number 4-454-1290	Contact Email smeyer@gesthemaneba	ар
Facebook Page Lin	nk	Instag	ram Link	

### WHO DOES WHAT

However, if you would like to change what content a particular ministry group receives, you can select from our content groups by selecting "Deliver the following content to all children in this ministry." ((A) (Note: This setting will not affect the groups on the Content Start Days or Notifications, only the weekly faith content.)

Tip: If your preschool or elementary-age ministry includes multiple ages and/or grades, but you still want each group to receive phase-appropriate content, add multiple ministries and subdivide them. For example, maybe you want to set up your preschool ministry like this, and leave each group to receive the default Parent Cue content for each group:

Little Fishes (Babies) (content: default Parent Cue content)

Little Fishes (Toddler) (content: default Parent Cue content)

Little Fishes (2-5) (content: default Parent Cue content)

Finally, you have the option to add additional details to each ministry, like the director's name, phone number, and contact email (<sup>1</sup>). You can also choose to add Facebook and Instagram links for that ministry (**G**).

Once everything has been entered, select ADD MINISTRY.

Need to adjust a setting or change information? Click on EDIT to access the added ministry and make any changes.

Select SAVE CHANGES (D) or Delete This Ministry (1) if you want to delete it and start over.

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## **Parent Cue Settings**

	PARENT CUE SE	TTINGS									
	Parent Cue Start Days										
	Select the day you want to deliver ne aroups below.	w content to your	differ	ent P	arent	t Cue	age				
	5	Sun	Mon -	Tue	Wed	Thu	Fri	Sat			
	Baby (0 yrs)	۲	0	0	0	$\bigcirc$	$\bigcirc$	$\bigcirc$			
	Toddler (1 yrs)	۲	$\bigcirc$	0	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$			
	Preschool (2-5 yrs)	۲	0	0	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$			
	Elementary (K-3rd Grade)	۲	0	0	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$			
	Preteen (4th & 5th Grade)	۲	0	0	0	$\bigcirc$	0	0			
	Middle School (6th-8th Grade)	۲	0	0	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$			
	High School (9th-12th Grade)	۲	0	0	0	0	0	0			
l	Languages										
	Control which supported languages s	show as options wh	nen yo	ou cu	stom	ize y	our				
(	English										
	Spanish										
	opullion										

### **BEHIND THE SCENES**

On the Settings screen, accessible in the top menu, you can change the day you want to deliver new content to the different Parent Cue age groups listed. (<u>A</u>)

At Parent Cue, we update content every Sunday at 12:01am EST. You can choose another day you want content to go live.

If you have adjusted the content an age group receives that is different from the Parent Cue defaults, your re-

defined age groups will not be reflected in these settings and you won't be able to adjust start days based on the ministries you set up.

Want to customize Spanish content? Toggle the Spanish language setting (B). You will then be able to control which supported languages show as options when you customize your church's content.

Make sure to SAVE CHANGES if you've made any changes to this page.

## **Customize Weekly Content**

PARENT CUE $\lor$	Home Co	ntent Church 🗸 Settings Help	Mar	y Johnston
CUSTO	NIZE WEEKLY CO			
Choose Age Gr	roup 🗸 Week	✓ Language ✓		
Load a p	premade series			
Bottom Line	lmage			
		Remove		
			$\frown$	
Memory Ver	se		PE	
			-	
		##/250		
Video or Op © Video O Te	tional Content ext Content			

### OUR WORDS YOUR WORDS

Now it's time to customize the content families see every week. We load conin both English and Spanish. Content is usually loaded 4-6 weeks prior to when it goes live. For example, the August content is loaded in mid to late June.

You can leave this as is and not change one single thing. You can make some edits to our words to make the content for more personal to your church. Or you can change all of our words in the content fields provided.

It all starts with choosing an age group (A). You will choose from our pre-selected content age groups. (If you have a ministry receiving different content, app users will receive the content group you selected in the ADD MINISTRY option.)

The content available for customization varies for each age group. There

a just of couple of things to keep in mind:

- tent for every single week of the year » If content is not entered, it doesn't show up.
  - » The "times" content shows up in the preview and in the app, but is not customizable. This is content created by Parent Cue that helps parents be intentional about the everyday moments with their child, helping them build faith habits at home.

To start, select an age group ((). Select the week ((A)). (If you changed the start days in the SETTINGS, it should be reflected in the dates shown.)

If you toggled on Spanish in your settings ("Parent Cue Settings" <sup>(B)</sup>), you will have the option of viewing either English or Spanish Parent Cue default content.

## Customize Weekly Content Continued

PARENT	Image: Content     Content     Church \nothing     Help     Mary	Johnston
	CUSTOMIZE WEEKLY CONTENT	
	Select Age Group Preteen (4th & 5th Grade) Veek of Aug 1 - Aug 7 English	
	Load a premade series	
	Bottom Line Image	
	Image Upload 2108_Widescreen_Preteen_Wisdom.jpg	
	Min width: 640px Formats: PNG, JPG, GIF "If any of you needs wisdom, you	
	Memory Verse Should ask God for it. He will give it to you. God gives freely to everyone and	
	Verse "If any of you needs wisdom, you should ask God for it. He will give it to you. God gives freely to everyone and doesn't find fault." James 1:5 NirV	
	##/250	
	Memory Verse Reference James 1:5 NIrV	
	Video or Optional Content     Jesus Grows in Wisdom            • Video         • Text Content      A story from Luke 2:41-52.	

### OUR WORDS YOUR WORDS

As we mentioned earlier, able to edit depends of group content you are vie a breakdown:

#### BABIES

- » Top big idea image\*
- » Memory verse and re

#### TODDLERS

- » Top big idea image\*
- » Memory verse and ret
- » Video or optional con

#### PRESCHOOL

- » Top big idea image\*
- » Memory verse and re
- » Video or optional con

#### ELEMENTARY

- » Top big idea image\*
- » Memory verse and ret
- » Video or optional con

\*see size restrictions noted on the screen

what you are	»	Devotional image/description/link
on which age		(🕑 on following page).
ewing. Here's		
	PR	ETEEN
	»	Top big idea image* (🔕)
	»	Memory verse and reference (1)
(A)	»	Video or optional content (C)
ference (🕒)	»	Devotional image/description/link
		(🕑 on following page).
(🔺)	MII	DDLE SCHOOL
eference (🕒)	»	Top big idea image* (🔕)
ntent (😉)	»	Memory verse and reference ( <sup>B</sup> )
	»	Devotional image/description/link
-		(D on following page).
(🗛)		
ference (B)	»	HIGH SCHOOL
ntent (🖸)		
	»	Top big idea image* (🗛)
	»	Memory verse and reference ( <sup>B</sup> )
(A)	»	Devotional image/description/link
ference (🕒)		(D on following page).
ntent (🖸)		

## Customize Weekly Content Continued

James 1:5 NIrV			
Video or Optional Content	Ċ		
Video O Text Content			•
YouTube Link https://www.youtube.com/watch?v=ZI6AgNyxCIQ			1
Title Jesus Grows in Wisdom			
Description A story from Luke 2:41-52.			
		Jesus Grows in Wisdom A story from Luke 2:41-52.	
	##/250		
Devotional	5	The second secon	
Image Upload PC_Devotional_Preteen_August.jpg	<u>Remove</u>		
Min width: 640px Formats: PNG, JPG, GIF		A weekly devotional all month long to help your preteen ***	
Description A weekly devotional all month long to help your preteen		Print PDF Share YouVersion	
		(     Morning Time	
PDF Upload 2108 GT Preteen Color W1.pdf	##/250 Remove	As your kid starts their day, send them off with some encouraging words. Your cue—finish the following statement: "I hope you know "	
Max file size: 10mb		Drive Time While on the go, let your kid know one thing you	
		like about spending time with them.	

### OUR WORDS YOUR WORDS

When making any changes, make sure you select SAVE CHANGE ((A).

NOTE: Since you can select weeks in advance, you will be able to view blank screens without default Parent Cue content. However, only customize the weeks that contain default Parent Cue content-otherwise your words will be replaced by Parent Cue when monthly or seasonal content is added to the system. To keep it simple, remember this rule about the weekly content-if the weekly content screen is completely blank, don't fill it in.

## Customize Weekly Content Continued

				$\leftarrow$ $\otimes$
	Preteen (4th & 5th Grade)	Mon 21 - Mon 28	English	
Bo	ottom Line Image		0	Premoty Verset Trust is find. Loss and sheld." Mail and Mail Loss
	mage Upload pressplay-final.png			
				East true God
M	emory Verse		Reset Content O	Memory Verse
	Verse "I trust in God. I am not afraid."			"I trust in God. I am not afraid." 6:11 Nirv
	Memory Verse Reference Psalm 1:1-4 Psalm 2:3	RESET	CONTENT	100
		Are you sure you wa section to the origi	nt to reset the content fo nal Parent Cue content?	or this Your
© 1	deo or Optional Content Video O Text Content	changes	s will not be saved.	- Providence
	YouTube Link	Yes,	Reset Content	a trusts God's plan and obeys.
	https://www.youtube.com/watch?v=v			)k at how, even in the midst of incredible p, Joshua leaned into the Lord's promise
	Joshua trusts God's plan and obeys.		Cancel	er his people to the promised land.
	Description Let's look at how, even in the midst o	f incredible hardship, Josh	ua leaned into	A 4-WEEK DEVOTIONAL ABOUT LEARNING TO FACE AND FIGHT
	the Lord's promise to deliver his peop	ple to the promised land.		Scroll within phone to preview content
De	evotional		5	
	<sup>mage Upload</sup> WIRW mobile.ipg			

### **OUR WORDS** YOUR WORDS

If you change your mind about the content you've entered and you want to reset the content back to the Parent Cue default, simply select the RESET CONTENT button ((A)).

## **Customize Spanish Content**

ARENT CUE 🗸	Home Content	Church ∨ Settings Help	
	CUSTOMIZE WEEKLY CONTENT		
	Choose Age Group Elementary (K - 3rd Grade)	∑ Language English	
	Bottom Line Image	0	NISDON
	Image Upload 2108_TopImage_Elem_English.jpg	Remove	Finding out What
	Min width: 640px Formats: PNG, JPG, GIF		YOU SHOULD DO AND DOING IT
	Memory Verse	ð	Memory Verse "If any of you needs wisdom,
	Verse "If any of you needs wisdom, you should ask God for it. He will give it to you everyone and doesn't find fault."	God gives freely to 134/250	you should ask God for it. He will give it to you. God gives freely to everyone and doesn't find fault."
	Memory Verse Reference James 1:5 NIrV	h.	James 1:5 NIrV
	Video or Optional Content ©Video Otext Content	Ċ	PCApp August 2
	Youtube Link https://youtu.be/EIAH8QhoWQc		
	Title		Blble Video: Renew Your Mind

### ¿PUEDO CONSEGUIR UN POCO DE AYUDA AQUÍ?

To customize Spanish content, make For Parent Cue App users, Spanish consure you have toggled on the Spanish tent is automatically delivered based on language option in the SETTINGS menu the language setting on their phone. Or (<u>A</u>). app users can select Spanish in their Account settings. Then go to the CONTENT MENU > EVERYDAY FAITH. Note: The videos shown in the default Parent Cue content are in English only. The content that loads is in English, but If you wish to show a Spanish language simply go to the language box and sevideo, simply replace the video link with lect Spanish. You will then see pre-loadanother YouTube URL.

ed content for all age groups and can customize what you want.

## **Reorder Content**

Choose Age Group Middle School (6th - 8th Grade)	Jul. 11 - Jul. 17 Default Content: Into the Unknown	<b>~</b>	English ~
Load a premade series	vveek i		
Select Series Follow	Select Week Week 1	~	Load Conter

### **OUT OF ORDER! REORDERING MIDDLE & HIGH SCHOOL CONTENT**

When you select Middle School or High School in the Customize Weekly Content screen  $(\Delta)$ , you will see a series name/week # assigned to that week. That pre-loaded content is from our Middle School and High School teams, and corresponds with a recommended teaching plan.

If you choose to do nothing, parents will receive middle school and high school content in either English or Spanish according to the our curriculum's teaching plan , and according to the language settings on their phone.

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 MS/HS content and do a different series in a different order than our teaching plan,

you'll need to select a series and week other than the pre-loaded content. Toggle on "Load a premade series" (B) and select the series and week you wish to use. Then select LOAD CONTENT (C).

Pre-loaded series for MS and HS only contain the current three-month season and the previous one. For example, in August, you would have access to the content for August/September/ October, as well as the content for May/June/July.

You will have to do this for both the English and Spanish version of the series and week as well. Otherwise, your content won't be the same for the week in the series.

## Team Additions, Profile, & Billing

PROFILE	
Profile Photo	
Select New Photo	
Choose File No file chosen	
Contact Information	
Name	
E-Mail Address	
Update	
UPDATE PASSWORD	
Current Password	

### PROFILE IN AWESOMENESS -YES, YOU!

Click on Account in top right corner, and you will find multiple tools/options. In PROFILE ((a)), you can adjust the contact information (name and email address) for the primary user on the account, change your password, and set up your team name. You may also add a profile photo if you like ((B)).

Set up your team name (G). Even though it seems minor, this is an important step. When you invite other users to have access to your account, you will need your Team Name to appear on the family invite. You may want to use something like [CHURCH NAME] Family Ministries. This is not a name that app users will see the Parent Cue App.

Next, under Team Billing on the sidebar menu, select SUBSCRIPTION. If you are the Team Owner, this is where you could add another Orange Apps subscription (for example, Lead Small) or cancel your subscription. (Only the Team Owner has access to these items!) Click on PAYMENT METHOD to change your subscription to a different credit card.

Click on INVOICES to print out an invoice of your monthly bill.

Want to add additional users and give them their own login? When you log into your customization account, you'll see a menu option called "ADMINS" on the top navigation bar.

Click on it, and 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 the individual an email inviting them to join the site.

# Introduction

WELCOME

ONNECT FAMILIE

HOME SCREEN

CHURCH LANDING PAGE

## **Core Components**

**EVENTS** 

NEWS/ NOTIFICATIONS

MINISTRIES

# Settings & Customization

PARENT CUE SETTINGS CUSTOMIZE WEEKLY CONTENT

CUSTOMIZE SPANISH CONTE

**REORDER CONTENT** 

TEAM ADDITIONS PROFILE PICTURE & BILLING



**VIEW FAMILIES** 

ADDITIONAL HELP

## **View Families**

Families		
Name	Email	# of Children
Kelsey Smith	ksmith@gmail.com	1
Roger Brown	roger.brown@yahoo.com	2
Terrence Jackson	tj4309@gmail.com	5
Flizabath Lawranga	LIZAboth Warmail.com	2

### CONNECTING FAMILIES TO YOUR CHURCH THROUGH THE PARENT CUE APP

Who are the families connected to your church through the Parent Cue App? Click on Families in the top menu to see their name, email address, number of kids they've added to the app ((a)) (Why don't we show more? Because there are strict privacy rules about displaying children's information to third parties.)

Why is this list important? The list is useful to you in several ways. It lets you know who is connected with you (and who isn't). This will also monitor the reach of your app and let you know if you need to reach out to families who haven't synced with your church yet.

## **Additional Help**



### THE WHAT ABOUTS

Wondering how to do something? Need some additional help? Check out the HELP page in the drop-down menu under your account name in the top right corner.

There you will find a video overview of Parent Cue App Customization ((A), a link to the Parent Cue App promo kit, a link to upcoming webinars about customization, and FAQs (B).

You can also contact us directly through the HELP page on our website or by emailing us at:

» partnersupport@thinkorange.com



You've just opened up a whole new way to connect with parents, and equip them with resources and cues to help them be the parent they want to be.

Thanks for letting us be a part of your team.

Brought to you by **Orange** 

