

**BROWSER LINK:**

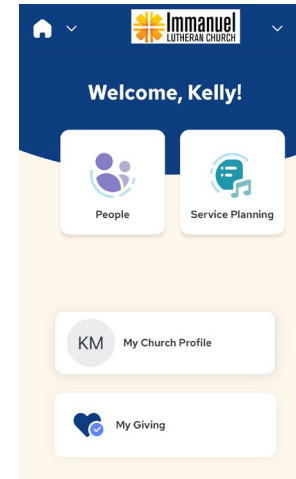
<https://account.myamplify.io/dashboard>

### Amplify Dashboard on a COMPUTER

- NOTE: Before you can begin using Amplify you must have an administrator at Immanuel setup your account. Contact [kelly@immanuel.us](mailto:kelly@immanuel.us).
- Once logged in to Ministry Brands Amplify you should see icons for the following:
  - People
  - Service Planning
  - My Church Profile
  - My Giving

#### People

- This is the module that replaces Instant Church Directory!
- Click on the icon and you should see:
  - Directory (NOTE: All households & individuals need to upload new photos!)
  - Groups
  - My Info
    - To edit personal information click on the edit pencil in the top right corner



#### Service Planning

- This module replaces SignUp Genius for all volunteer scheduling. Click on the icon.
  - All worship services are called EVENTS.
  - To see which events you are currently scheduled for:
    - Under My Schedule/Request and Assignments click on **All Events**
- To sign-up for volunteer opportunities:
  - Once in Service Planner at the top you will see a section called "Available Sign-ups"
  - A list of openings for all teams you volunteer in should be visible
  - To select an open slot click on 'Sign-up & Accept'
  - To confirm your sign-up click on the blue button 'Sign Me Up!'

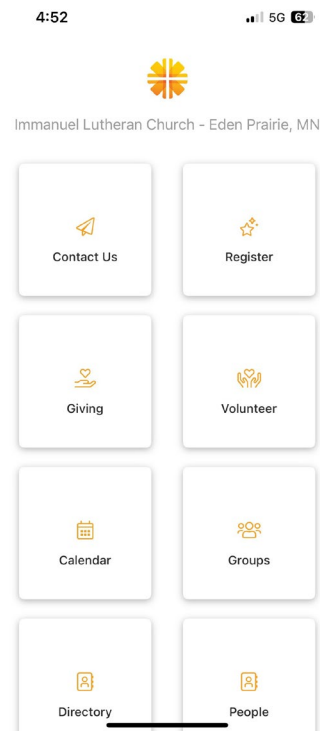
*As with SignUp Genius, you will receive a reminder email 6 days prior to your scheduled event.*

## Amplify MOBILE via the Church App

1. NOTE: Before you can begin using Amplify you must have an administrator at Immanuel setup your account. Contact [kelly@immanuel.us](mailto:kelly@immanuel.us).
2. Mobile users receive a link to download the church app as a part of the account set-up process. You will use this App to access your Church profile and more!
3. Open the app to find several helpful tools

*In any tool to get back to the main page, click on the 4 squares in the top right corner*

- **People** – This is the module that replaces Instant Church Directory!
- **Giving** – Should show a giving history for the member and any scheduled donations
- **Events** – All current registrations, sign-up for Altar flowers, etc.
- **Profile** – Access to their information.
  - Here members can change basic information: Address, phone, email
  - Click on Edit Profile
  - Will need to login to account using their primary email and password
  - Groups – will show any groups they are members of (we are currently building them)
    - Can also request to join public groups. The leader of that group will receive a notification
- **Calendar** – will be connected soon!
- **Volunteer** – This module replaces SignUp Genius for all volunteer scheduling.
  - A new window will open and you can either click on the orange VOLUNTEER picture or the words **Sunday Volunteer Slots**.
  - This link will take you to your default web browser and you will be prompted to enter your Amplify login/password.



### How to signup for open volunteer opportunities MOBILE:

- Once you are in Service Planning at the top you should see 'My Schedule'
- Below this you will see Requests and Assignments
- A list of openings for all teams you volunteer in should be visible
- To select an open slot click on 'Sign-up & Accept'
- To confirm your sign-up click on the blue button 'Sign Me Up!'

*As with SignUp Genius, you will receive a reminder email 6 days prior to your scheduled event.*