

BROWSER LINK:

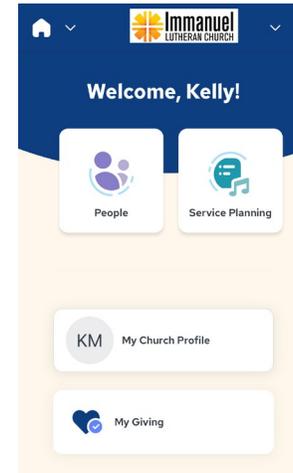
<https://account.myamplify.io/dashboard>

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.
- 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!'

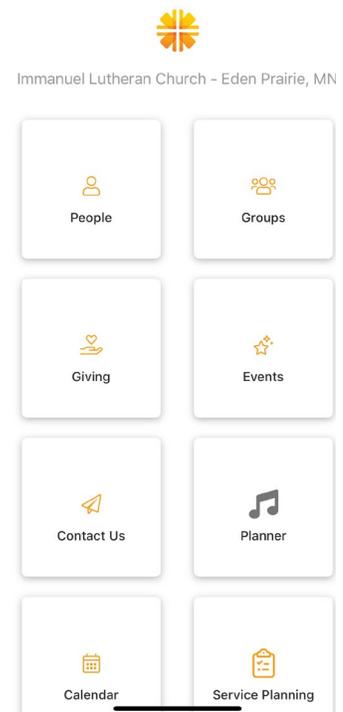
As with SignUp Genius, you will receive a reminder email 6 days prior to your scheduled event.

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.
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!
- **Planner** – This module replaces SignUp Genius for all volunteer scheduling.
 - A new window will open and you can either click on the picture of Randy & Rafa or the words **Worship Planner**.
 - 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.