****

**Parents, welcome to Sparkhouse Online!**

Sparkhouse Online makes it easy to stay connected to the lessons your children are learning each week in Sunday school.

To get started with Sparkhouse Online, follow the directions below:

**Begin by Creating a User Profile:**

1. Go to Sparkhouse Online: http://sundayschool.sparkhouseonline.org
2. Under “New Users”, complete the requested information and click “Submit”.
3. You’ll be prompted with “Thank You” screen. This confirms that your “account access request” has been successfully submitted.
4. You will receive a confirmation email welcoming you to Sparkhouse Online once your account administrator has approved your request.

**Logging into Sparkhouse Online for the first time:**

1. Go to Sparkhouse Online: http://sundayschool.sparkhouseonline.org
2. Enter your email address and password in the “Returning Users” box
3. Click “Log In”
4. Complete your profile information and click “Save”.
5. Next, you’ll be taken to your Profile page. Through your personal Sparkhouse Online Profile, you can create profiles for your children and other family members. By “Adding Family Members” to your profile, you’ll be able to register your family members for upcoming Sparkhouse events.

**Registration:**

To register a child for an upcoming Sparkhouse event (i.e. Sunday School):

1. Add your child to your Sparkhouse Online profile
	1. Click on your name in the upper right corner of any page on the site
	2. Click “Add Child Family Member” just below your own Profile information
	3. Complete the requested information and click “Save”
2. Next, click on the Sparkhouse Online logo to return to the Home page
3. Click on the event name in the “Register for Open Events” area

*(Note: If your director has not yet published an event, or has not selected “Open Registration” for an event, the event will not appear).*

1. Click “Edit Registration” under “Register Family Members”
2. Check the box next to your child’s name and click “Register”.
3. Once your account administrator has assigned your child to a group, you will see a list of your child’s upcoming Sunday school events in the “My Family’s Classes & Events” view of your church’s plans on the Home page.

**Accessing Family pages for your child’s Sunday school lesson:**

1. Once your child has been assigned to a group, you will see your child’s upcoming Sunday school lessons or “Event” in the “My Family’s Classes & Events” view of your church’s plans on the Home page.
2. Click on the name of the event.
3. Next, on the “Event Details” page, you can preview and download the Sparkhouse Family Pages.

**Message Center:**

Click on the “Message Center” tab to send messages to Directors, Leaders and other Parents who are using your church’s Sparkhouse Online subscription.