****

**Directors, welcome to Sparkhouse Online!**

Sparkhouse Online makes it easy to plan your Sunday school program.

To download content after you plan classes or an event, follow the directions below:

(For more information on planning an event see the Getting Started with Planning help sheet.)

**Begin by signing into Sparkhouse Online:**

1. Go to the Sparkhouse Online login page: http://sundayschool.sparkhouseonline.org
2. Enter your email address and password in the “Returning Users” box and click “Log In”.
3. Complete your profile information and click “Save”.

**Downloading content for a single event:**

1. **Click on the name of an event on your home page.**



1. **On the Event Planning page, click on the “Back to Overview” link.** 
2. **From the Series Overview list, click on the Details link on the event for which you want to download content.**



1. **Download! You’re Done!**