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**Leaders, welcome to Sparkhouse Online!**

To get started with Sparkhouse Online, follow the steps below.

**Creating a Profile:**

1. Go to Sparkhouse Online: http://sundayschool.sparkhouseonline.org
2. Under “New User”, 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 User” box
3. Click “Log In”
4. Complete your Profile information and click “Save”.
5. Next, you’ll be taken to your Profile page. Here you can add Family Members (see “Registration”), view assigned Sparkhouse Groups, and access your upcoming assignments.

**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 your name in the upper right corner of any page on the site.
	2. Click “Add Child Family Member” below your own Profile information.
	3. Complete the requested information and click “Save”
2. Click on the “Home” tab.
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 Events” view of plans on the Home page.

To register yourself as a Leader:

You do not need to register yourself for the event you will be leading. Your director will add you as the Leader of a group. Once your director has assigned you to a group, you will see a list of your upcoming assignments in the “Assigned Classes & Events” view on the Home page.

**Accessing your leader material:**

1. Once you’ve been assigned as the leader of a group, you will see your upcoming assignments in the “Assigned Classes & Events” view 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 leader material for your upcoming assignment.

**Sparkhouse Online Library:**

 You can access leader material, lesson extras, coloring pages, supply lists and more through the Sparkhouse Online Library.

The Advanced Options (under grey “Search” button) allows you to narrow your search results to make finding what you need fast and easy.

Have a useful resource of your own? Upload it to your church’s Sparkhouse Online Library.

1. Click “Upload New Resource”
2. Browse to find the file you wish to upload
3. Enter a Title and Keywords (*optional*) for your resource
4. Click “Save”

**Message Center:**

You can send messages to other leaders, parents, and directors through the Message Center.