

# HERE WE STAND

## Directors, welcome to Here We Stand!

Here We Stand makes it easy to plan your confirmation program. To get started with planning, follow the directions below:

### Begin by signing into Here We Stand:

1. Visit your congregation's custom Here We Stand Online URL:
2. Enter your email address and password in the "Log In to Here We Stand" box and click "Log In".
3. Complete your profile information and click "Save".

### Getting Started with Planning:

#### 1. Create a One-Time or Recurring Event

- a. Click on the Events tab in the main navigation.



- b. Click "create" to get started.



- c. Fill out the name of the plan and you're on your way!

#### 2. Set Dates

- a. Fill out the time and date(s) of your event.

You can also open event registration or set-up automatic reminders to be sent to your leaders (both are optional).

800.328.4648  
herewestandconfirmation.org

 AUGSBURG FORTRESS

## b. Save your dates to continue adding content and groups.

**Set Dates**  
Every Sunday @ 6:30 PM

**Add Content**  
0 Events Planned

**Add Groups**  
0 Added

Occurs: Every Sunday

\*StartDate: 09/15/2010 \*EndDate: 11/24/2010

# of Weeks: 10 weeks

[Manage Exception Dates](#)

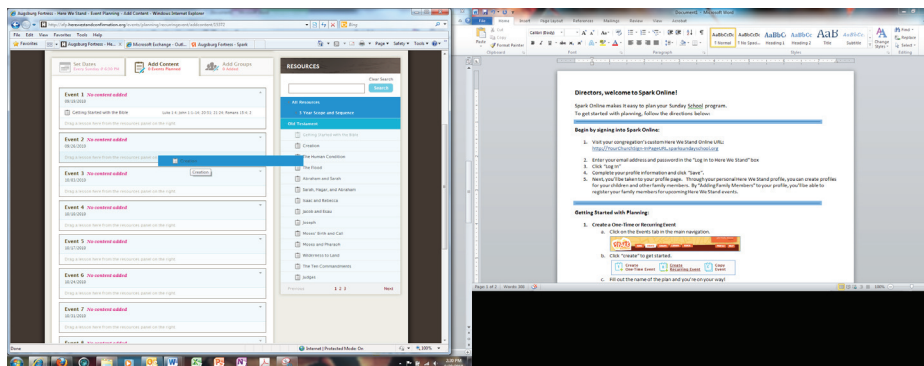
\*Begin Time: 6:30 PM \*End Time: 8:00 PM

Duration: 1 hour and 30 minutes

Registration: Open

## 3. Add Content

Drag the names of lessons and stories from the recommended Spark Scope and Sequences onto the date(s) of your event.

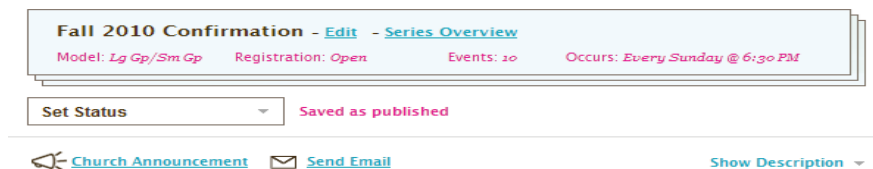


## 4. Add Groups

Drag the names of groups into your event to indicate who is participating and to ensure that your leaders are able to view and download all age-appropriate lesson content for their groups. This step is optional: if leaders and parents won't be using the site, or if you haven't created groups yet, you can skip this step.

## 5. Set Event Status

When you're done planning, make the event appear to leaders and parents by changing the event status to "published".



## 6. You're Done! Time to Communicate!

Click on the megaphone icon to create an announcement that will appear on leaders' and parents' home pages. Click the envelope to send a message.

