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**Directors, welcome to Sparkhouse Online!**

Sparkhouse Online makes it easy for Sunday school parents to register their kids.

To get started with site access and event registration, follow the directions below:

**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”.

**Site Access and Event Registration Basics:**

1. **Spread the word—distribute the Sparkhouse Online Sign-In Page web address, along with your Church ID to your Sunday School parents and leaders. They can go to the site to request site access.**

**Don’t know your Church ID?**

Click on Admin in the main site navigation. 

Your Church ID is located in the Edit Account Info area, under the name of your church or organization.

IMAGE NEEDED

1. **Approve Leader and Parent Users--When Leaders and Parents register for site access, you will be notified on the Home page that they need approval.**
	1. Click on the alert to approve new site users. PEOPLE WAITING IMAGE NEEDED
	2. This will take you to the Admin area of the site. Select the site access level for each new user and then click the check mark to confirm. AWAITING CONFIRMATION IMAGE NEEDED
2. **Assign Registered Kids Into Groups**
	1. If you have opened events for registration, parents can register kids by clicking on the event in the registration box on the Home page



* 1. Once kids are registered, notification will appear on your home page. Click on the name of the event to go to the planning area, click the "people waiting” message to put new registrants into groups.

IMAGE NEEDED

**What will Parents See?**

When parents of registered kids sign-in to Sparkhouse Online, they will see the events listed on their home page, in the “My Family’s Classes & Events” view.