



Church Admin Plugin Manual

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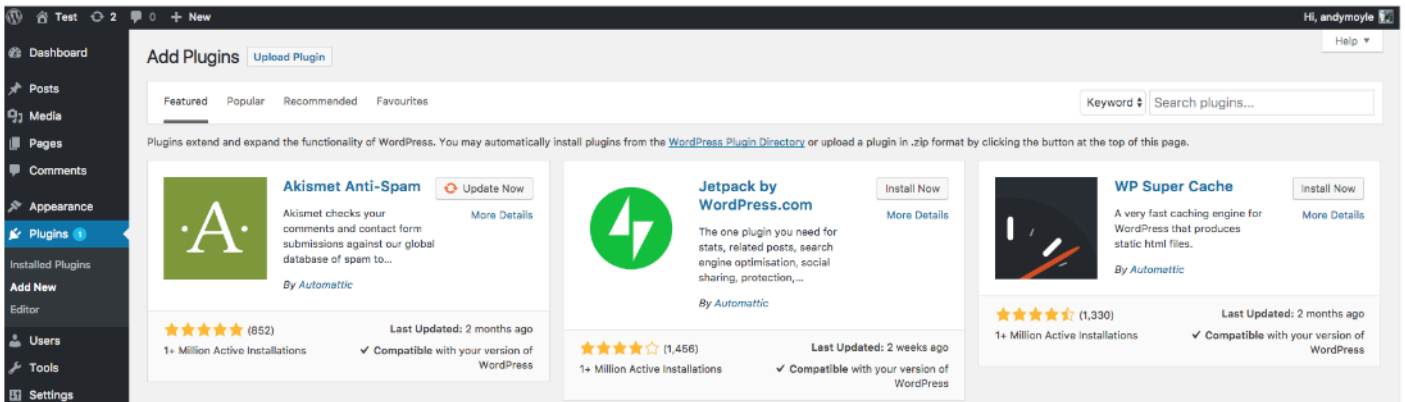
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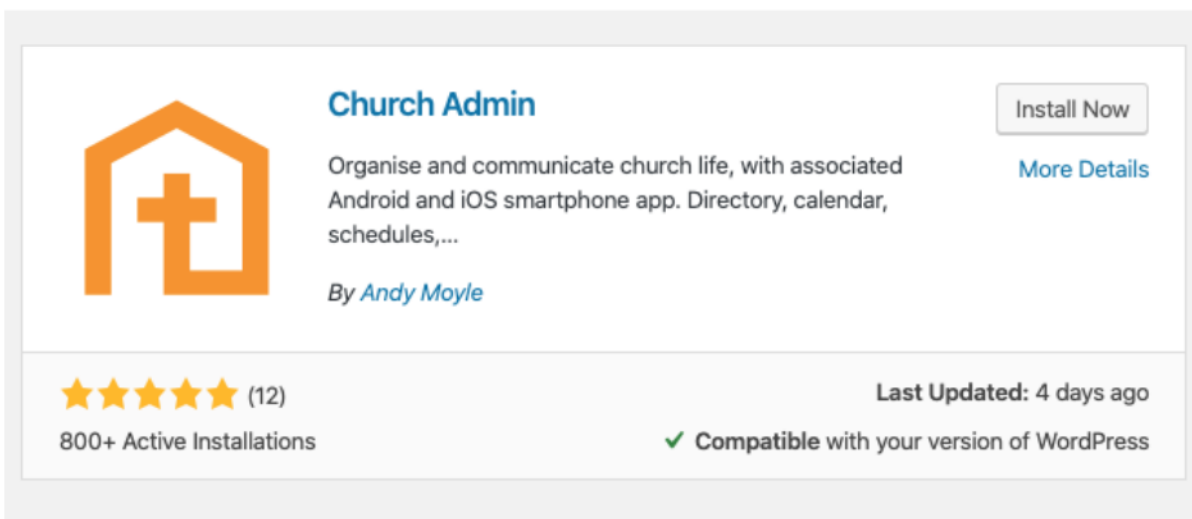
Installation

The Church Admin plugin can be installed from within your WordPress website.

Click on *Plugins*, the *Add New*

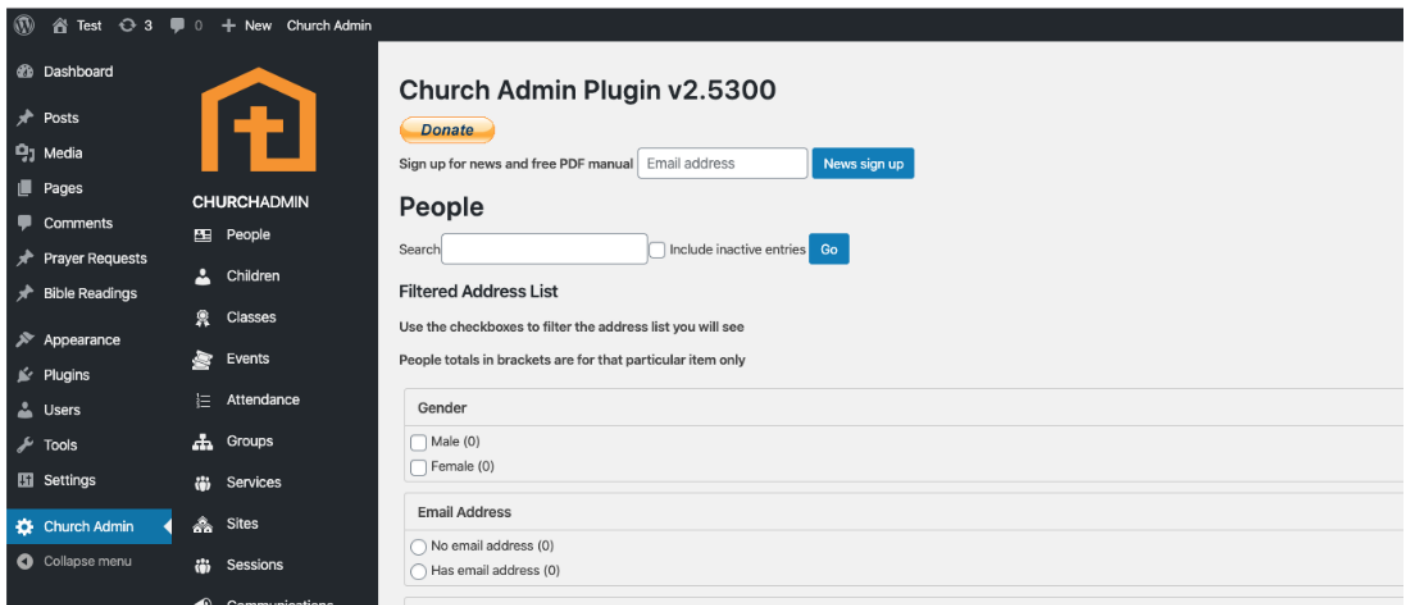


In the search box top right, please type Church Admin
You should then see this in the list of plugins...



Click on *Install Now* and then *Activate*

A left hand menu item *Church Admin* should appear on the left and in the top toolbar.
If you click either of those you will get an initial screen



The plugin is based around an address directory so that's the first thing that needs to be added to before you do anything else. You can upload a CSV of your current directory or Add a household. To start with let's do it the easiest way ***"Add a household"***

Add a household

The household is the key building block of people within the Church admin plugin.

Because the church admin plugin is used all over the world the concept of a household as meant in the plugin needs defining.

A household is a connected group of people living at the same address. They can all share the same last name or have different ones. They can be related or not. And there can be more than one household at an address (e.g. a group of young adults who share a house)

A household could be...

- A traditional Western family made up of mum and dad and children who all share the same surname
- An Eastern European married couple where the last names are spelled differently gender
- A single adult
- A co-habiting couple who have kept their last names.

On first run of the Church Admin plugin , most of the form fields are shown. Later you can adjust some of them to suit your situation.

Here's what the screen looks like.

The screenshot shows the Church Admin Plugin v2.5400 interface. The left sidebar contains a menu with various options. The 'People' section is highlighted. The main content area is titled 'Church Admin Plugin v2.5400' and includes a 'Donate' button, a sign-up form for news and a PDF manual, and a section for 'Add new household'. Under 'Add new household', there is a form for 'Person #1 (Click to toggle)' with fields for First Name, Middle Name, Nickname, Prefix, Last Name, and Mobile.

Most of the options and fields should be self explanatory.

After you have added the first person's details you can click "Add another person" to add another.

When you have added all the people in that household, you can add the address and landline phone number if there is one.

Once you have entered the address , click on

"Please click here to update map location, once you have entered an address"

All being well, the address will be shown on the map and you can drag and drop the red pin to get it exactly right,

If it doesn't work, don't worry you may need to do some more setting up, before you can use Google's geolocation service – more on that later.

The Private checkbox, stops that person being shown on the public directory.

Click **Save** to finish that household.

[Add another person](#)
[Remove person](#)

Phone

Address

[Please click here to update map location, once you have entered an address...](#)

Once you have clicked above, this map will show roughly where your address is.



Private (not shown publicly) ☐

[Save](#)

It's really important that all your directory entries are connected to website user accounts, so you can keep data secure.

Then you will see a screen showing the whole household's details...

Edit Person

Person Edited

Search [Go](#)

Household Details

Select different address list to view [Go](#)

[Add someone](#)

You can drag and drop to sort people display order (First person is head of household)

Edit	Delete	Picture	Name	Sex	Person type	Member Level	Site	Ministries	Privacy Settings	Email	Mobile	Move to different household	WP user
Edit	Delete		Andy Moyle	Male	Adult	Mailing List	Main Venue	Elder, Small Group Leader	Email Send - yes SMS Send - yes Mail Send - yes Show in directory - yes Verbal	[Redacted]	[Redacted]	Move	Create WP User
Edit	Delete	Picture	Name	Sex	Person type	Member Level	Site	Ministries	Privacy Settings	Email	Mobile	Move to different household	WP user

Notes

Notice on the right that the WP User column has ***“Create WP User”*** as a link

It's really important that your directory entries (the ones with email addresses anyway) also have subscriber level website accounts, so you can keep everyone's data secure.

If you click “Create WP User” it will connect the entry to an already created user account with the same address, or automatically create a new one and send out the username and password to the person.

Later you can do that in bulk on the ***People*** tab by clicking ***Create User Accounts***.

Across the top

Donate – allows you to Paypal me a donation in gratitude for the plugin ;-)

You can signup to the email news list too – I send out an email on most big updates of new features etc.

Registration Form

Many churches would prefer people to be able to add themselves to the directory and/or edit their own entry. There's a shortcode for that!

Shortcodes are a way of adding content to a page or post automatically. To add a registration form that allows website users to add themselves and for logged in users to edit their entry, the shortcode to use is

```
[church_admin_register]
```

Normal users will only be able to edit their own household, admins can click the edit entry link on an address list page and edit that household.

You can restrict what elements of the form show by adjusting the shortcode.

```
[church_admin_register exclude="middle-name,nickname,prefix,date-of-birth,marital-status,image,small-groups,classes,socials,ministries,mobile,gender,custom"]
```

 use any or all of those items to change the form.

Restricting content

Wordpress is a bit clunky when it comes to making content private – it disappears from menus and then even the right people won't be able to find it unless you give them the URL.

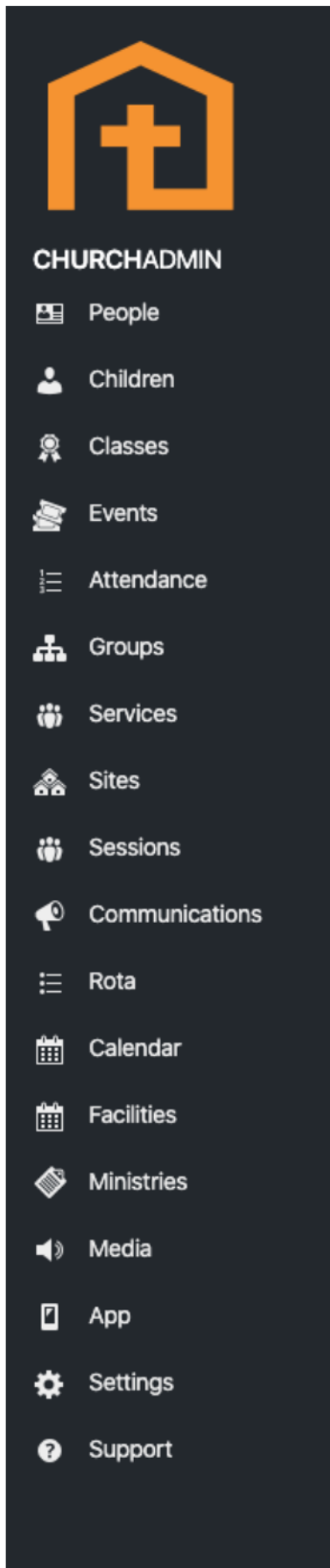
There's a new shortcode to restrict content to only be viewable by certain logged in users. It uses a feature of shortcodes where the shortcode is split in two with content between the two parts – in this case, the content you want to restrict...

```
[church_admin type="restricted" member_type_id="1,2,3"] The content to restrict [/church_admin]
```

That will deliver a please log in to view message to users who don't have permission to view the content.

You can set which member levels can view using a comma separated list of member_type_ids. Those numbers can be found by clicking the **Shortcode** button on the Church Admin menu page.

The Modules



On the left hand side, there is a vertical menu of all the Church Admin modules underneath the Church Admin logo. As you click on a module, it expands to show more menu items

People – contains all the directory functionality

Children – allows you to set up childrens work age ranges

Classes – is for setting up classes like Sunday School and Alpha Courses and so on.

Events – is a booking system for ticketed events (which can be paid for events using PayPal for a one off upgrade of £20 GBP)

Attendance – allows you to record raw attendance numbers and individual attendance

Groups – allows you to setup your small groups

Sites – allows you to set up Church venues.

Services – sets up your services.

Sessions – is for you if you want group leaders to record what is happening in their small groups.

Communications – is for communicating by email or SMS either to small sections of your church like a ministry, all the men, certain small group or everyone.

Schedule (Rota in the UK) – is for organizing who is doing what at each service and communicating manually or automatically each week.

Calendar is the , er, calendar

Facilities allows you to arrange bookings for facilities like rooms or equipment.

Ministries allows you to set up the different departments or ministries within the church for use on the rota/schedule and communications. Some examples – elders, small group leaders, kids-workers, preachers and so on.

Media is for audio and video podcasting your sermons using your website or external providers to store the files.

App is to sign up for the smartphone app and if subscribed, setting up content

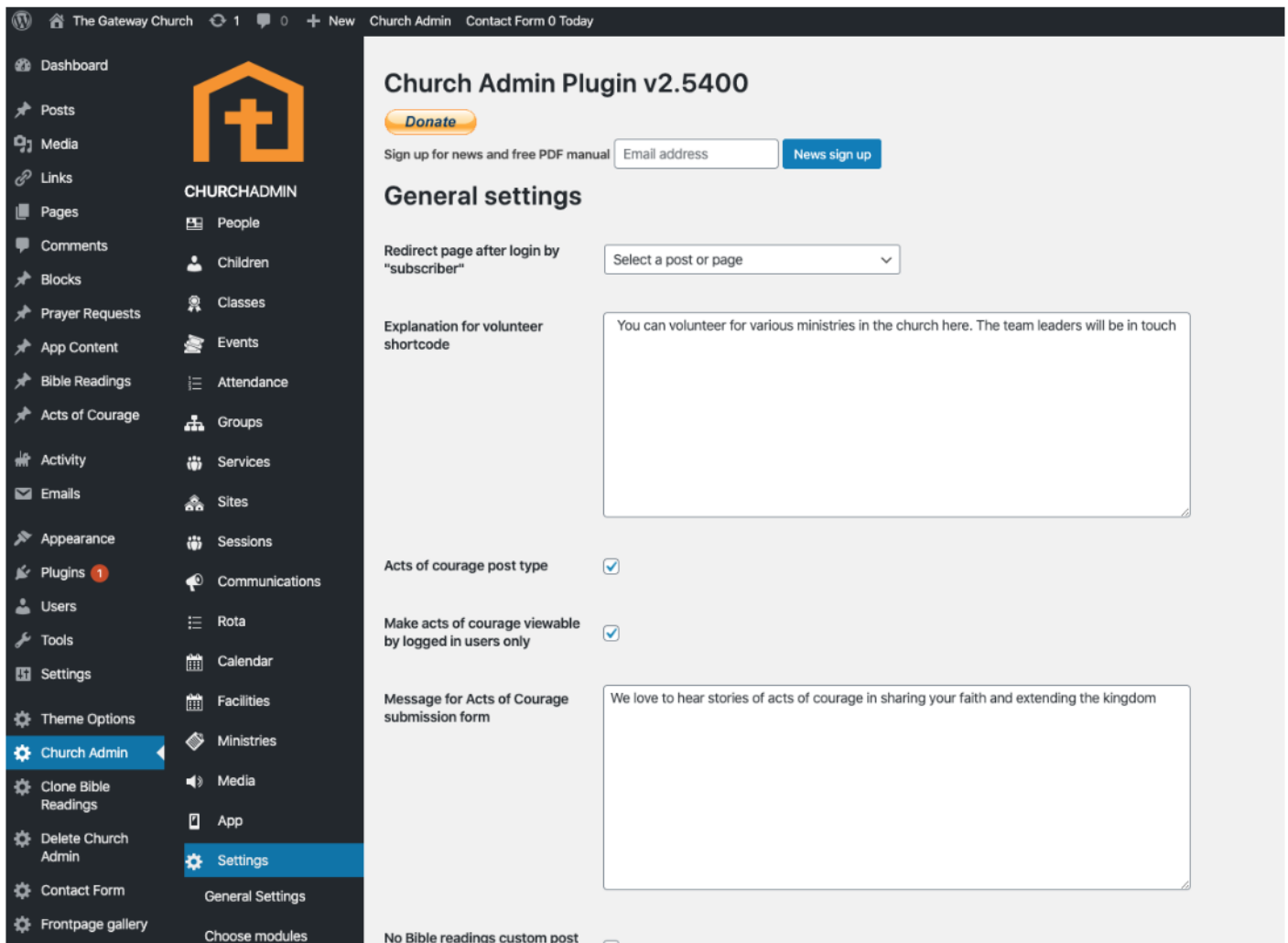
Settings is for settings within the plugin.

There are also two post types added for use by the plugin. These are on the main WordPress admin menu.

Prayer Requests and **Bible Readings**

Settings

Now you have your first household entered, it's a good time to set some settings. Click on the Settings module.

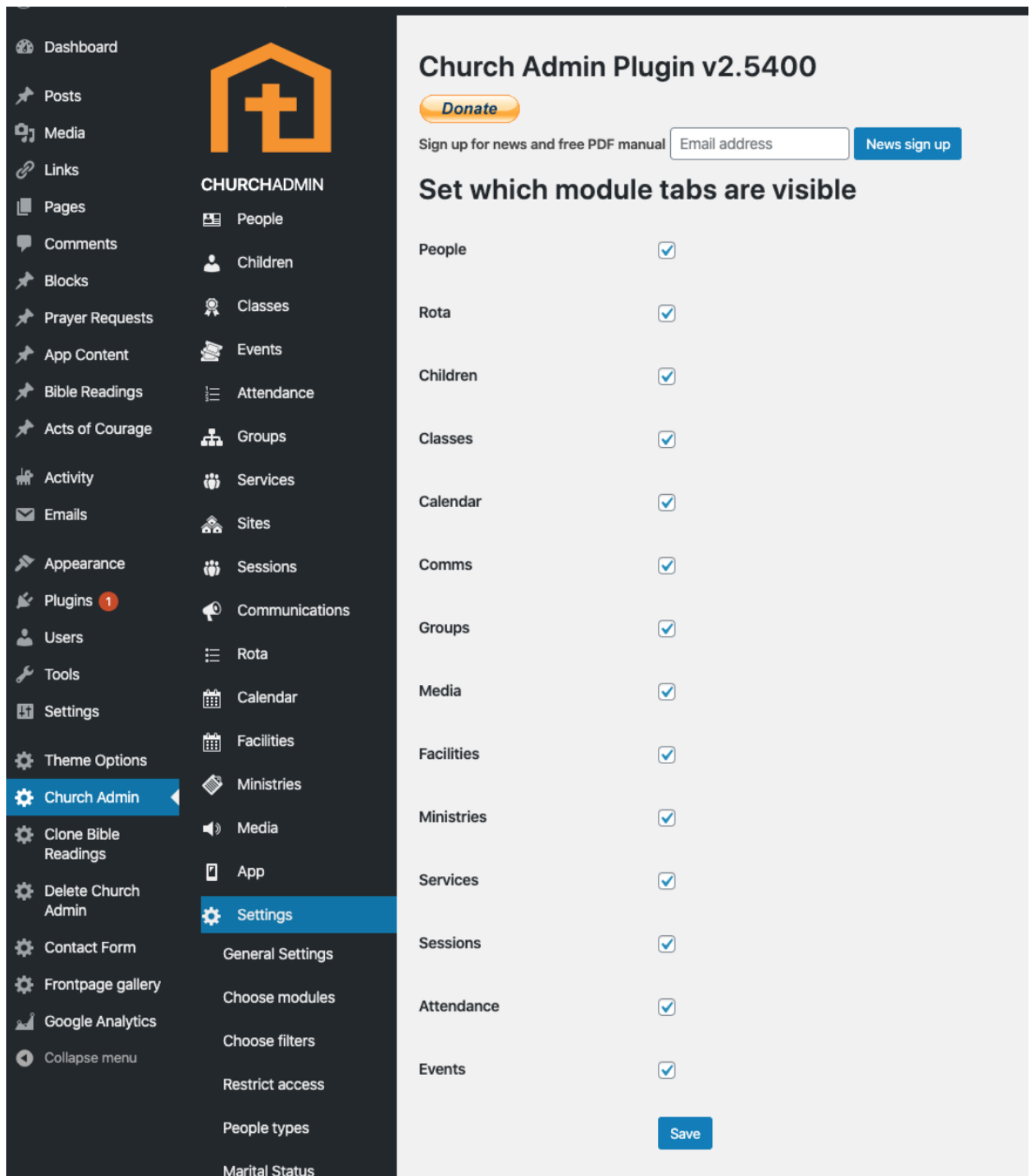


The Church Admin Settings has 16 sub menu items as the plugin is very customizable!

General Settings allows you to configure the basics.

Choose Modules

This setting allows you to select which modules are visible in the menu. Simply uncheck the ones you don't need.



Church Admin Plugin v2.5400

[Donate](#)

Sign up for news and free PDF manual [News sign up](#)

Set which module tabs are visible

People	☒
Rota	☒
Children	☒
Classes	☒
Calendar	☒
Comms	☒
Groups	☒
Media	☒
Facilities	☒
Ministries	☒
Services	☒
Sessions	☒
Attendance	☒
Events	☒

[Save](#)

Choose Filters

The people module has a filter so you can view your people directory according to drill downed filters

Choose which filters are shown

Genders	☒
Email address	☒
Mobile phone	☒
Data protection confirmed	☒
People types	☒
Active	☒
Marital Status	☒
Sites	☒
Member Types	☒
Small groups	☒
Ministries	☒
Birth year	☒
Birth month	☒
Parents	☒

Save

People Types

The plugin divides people into adult, teen and child by default. You can add other people types if you must!

People Types (Click to toggle)

If you add people types to "Adult", "Child"/"Teen" the shortcode [church_admin type="address-list"] will not work as expected! Use [church_admin type="directory"] instead

[Add People Type](#)

Edit	Delete	People Type
		Adult
		Child
Edit	Delete	Teenager
Edit	Delete	People Type

Marital Status

The plugin by default has various marital statuses set up – you can change what’s available if you want.

Marital Status (Click to toggle)		
Add		
Edit	Delete	Marital Status
		N/A
Edit	Delete	Single
Edit	Delete	Co-habiting
Edit	Delete	Married
Edit	Delete	Divorced
Edit	Delete	Widowed
Edit	Delete	Marital Status

Permissions

You can restrict what user roles can access what modules within the plugin easily here.

Permissions (Click to reveal)
You can either set individuals or allow roles like admin/editor/subscriber to have permission for various tasks
[Set individual permissions](#)

Directory	administrator ↕
Small Groups	administrator ↕
Rota	administrator ↕
Funnel	administrator ↕
Bulk Email	administrator ↕
Sermons	administrator ↕
Bulk SMS	administrator ↕
Calendar	administrator ↕
Attendance	administrator ↕
Member Type	administrator ↕
Service	administrator ↕
Prayer Chain	administrator ↕
Sessions	administrator ↕
App	administrator ↕

Save

As you can see there is also an option to **Set Individual Permissions**. Warning there be dragons on that page!

Individual Permissions.

Enter names separated by commas of who is allowed to do what and click **Save**.
Make sure they have a user account connected to their directory account first though.
If it all goes horribly wrong an admin can check **Delete all user permissions**

Who is allowed to do what?

Delete all user permissions

☐ Don't forget to save!

Directory

Enter names, separated by commas

Rota

Enter names, separated by commas

Bulk SMS

Enter names, separated by commas

Bulk Email

Enter names, separated by commas

Sermons

Enter names, separated by commas

Calendar

Enter names, separated by commas

Follow Up Funnels

Enter names, separated by commas

Attendance

Enter names, separated by commas

Member Type

Enter names, separated by commas

Small groups

Enter names, separated by commas

Service

Enter names, separated by commas

Prayer Chain

Enter names, separated by commas

Save

Google Maps Geolocation Settings

You need to get a Google Maps API key so that maps work within the plugin.

Go to <https://developers.google.com/maps/web/> and sign in with your Google account.

Google Maps APIs Home Documentation Pricing and Plans Search ALL PRODUCTS

Web

Embed Google Maps features and functionality in your sites. GET A KEY VIEW PRICING AND PLANS SEND FEEDBACK

The maps your users love

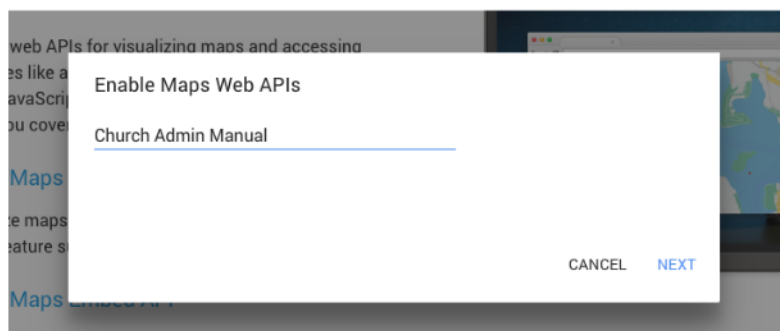
Use Google's native web APIs for visualizing maps and accessing rich mapping features like accurate directions and Street View. Whether you write JavaScript in your sleep or can't write a single line of code, we've got you covered.

- Google Maps JavaScript API**
Customize maps with your own content and imagery. Robust feature support.
- Google Maps Embed API**
Add a Google Map to your site without writing code or quota limits.
- Google Street View Image API**
Real-world imagery and panoramas.
- Google Static Maps API**
Embed a map image without JavaScript or dynamic page loading.

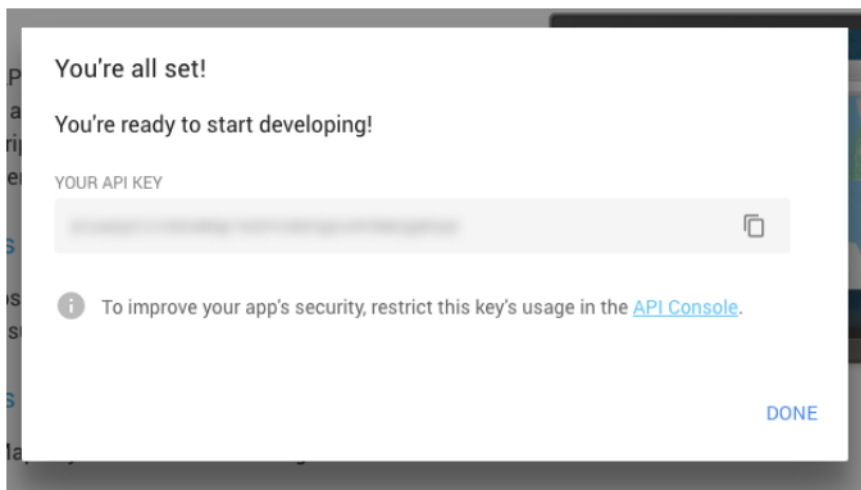
Help us improve this website

Question 1 of 4 or fewer:
Which of the following best describes you today?
I'm considering using Google Maps APIs
I'm looking for directions on a map

Click on **Get a Key**, then enter a project name and click next



You'll see your API key next



Copy it onto your clipboard (<Ctrl><c> on a PC, <cmd><c> on a Mac) as you will need it in a moment. Click API Console, which opens a new tab.

This API key can be used in this project and with any API that supports it. To use this key in your application, pass it with the `key=API_KEY` parameter.

Creation date	2 Feb 2018, 17:33:00
Created by	andymoyle20@gmail.com (you)

API key

[API Key]

Name

Church Admin Manual

Key restriction

Key restriction lets you specify which websites, IP addresses or apps can use this key. [Learn more.](#)

- ☐ None
- ☒ HTTP referrers (websites)
- ☐ IP addresses (web servers, cron jobs, etc.)
- ☐ Android apps
- ☐ iOS apps

Accept requests from these HTTP referrers (websites) (Optional)

Use asterisks for wildcards. If you leave this blank, requests will be accepted from any referrer. Be sure to add referrers before using this key in production.

.localhost/wordpress/

.example.com/

Note: It may take up to 5 minutes for settings to take effect.

In the key restriction section, check HTTP referrers and then add your domain name with wildcard asterisks before and after. The asterisks make sure http:// and https:// and www and non www versions work and also all pages on your site.

e.g. *.thegatewaychurch.info/*

And then click **Save**

Now click Dashboard on the left

Dashboard

[+ ENABLE APIS AND SERVICES](#)

Enabled APIs and services

Some APIs and services are enabled automatically

Activity for the last hour

[1 hour](#) [6 hours](#) [12 hours](#) [1 day](#) [2 days](#) [4 days](#) [7 days](#) [14 days](#) [30 days](#)

Traffic

Requests/sec

There is no traffic for this time period.

Errors

Percent of requests

There are no errors for this time period.

Median latency

Milliseconds

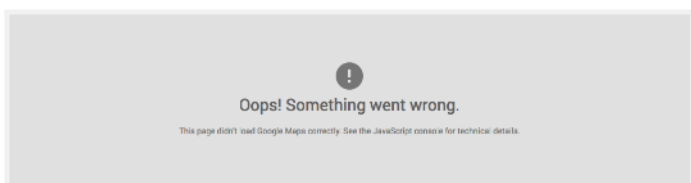
There is no latency data.

API	Requests	Errors	Error ratio	Latency, median	Latency, 98%		
Google Maps Directions API	—	—	—	—	—	Disable	⚙
Google Maps Distance Matrix API	—	—	—	—	—	Disable	⚙
Google Maps Elevation API	—	—	—	—	—	Disable	⚙
Google Maps Embed API	—	—	—	—	—	Disable	⚙
Google Maps Geocoding API	—	—	—	—	—	Disable	⚙
Google Maps JavaScript API	—	—	—	—	—	Disable	⚙
Google Places API Web Service	—	—	—	—	—	Disable	⚙
Google Static Maps API	—	—	—	—	—	Disable	⚙
Google Street View Image API	—	—	—	—	—	Disable	⚙

We need to make sure Javascript API and Static Maps APIS are enabled as above.

Go back to your website and the Church Admin Setting page – click the General settings to show them and paste your API key in the Google Maps API key field and click **Save Settings**

If there is a problem with your API key then your map could look like this



It asks you to look at the console – so if you are using Chrome, right click and then click on Console... And in amongst all the other data, there will be a red error like this one...

Google Maps API error: RefererNotAllowedMapError <https://developers.google.com/maps/documentation/javascript/error-messages#referrer-not-allowed-map-error>
Your site URL to be authorized: http://localhost/wordpress/wp-admin/admin.php?page=church_admin%2Findex.php&action=small_groups&tab=small_groups

It gives a web URL showing what the error means, which clicking showed

RefererNotAllowedMapError	Error	The current URL loading the Google Maps JavaScript API has not been added to the list of allowed referrers. Please check the referrer settings of your API key on the Google API Console.
See API keys in the Google API Console . For more information, see Best practices for securely using API keys .		

So I clicked on “API keys in the Google API Console” and discovered I had got the url slightly wrong.

General Settings

General Settings (Click to toggle)

Make prayer requests viewable by logged in users only

☐

Allow social media to be saved in directory

☐

Use prefix for names

☐

Use middle name for names

☐

Add nickname for names

☐

Google Maps API key

Directory Records per page

PDF Page Size

A4

Avery® Label

L7163

Save Settings »

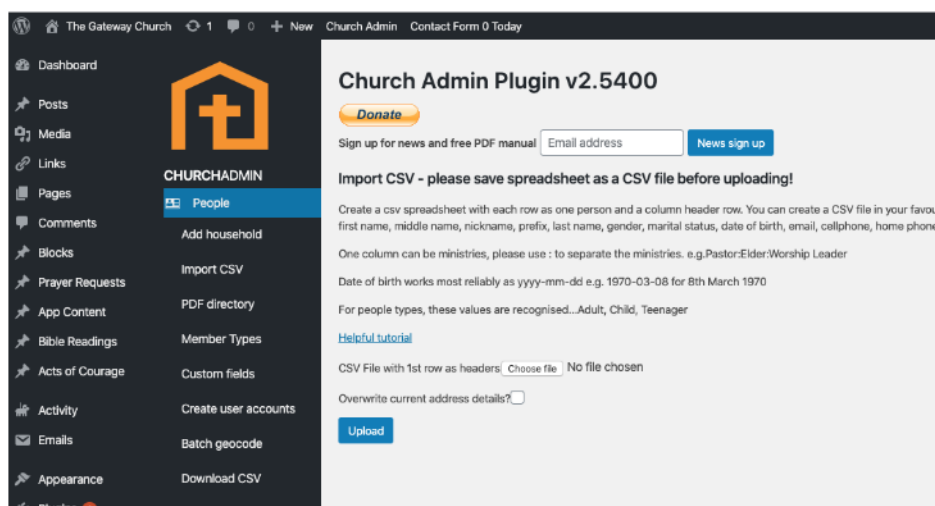
It'll take 5-10mins to work, but then maps should show within the plugin.

Importing CSV

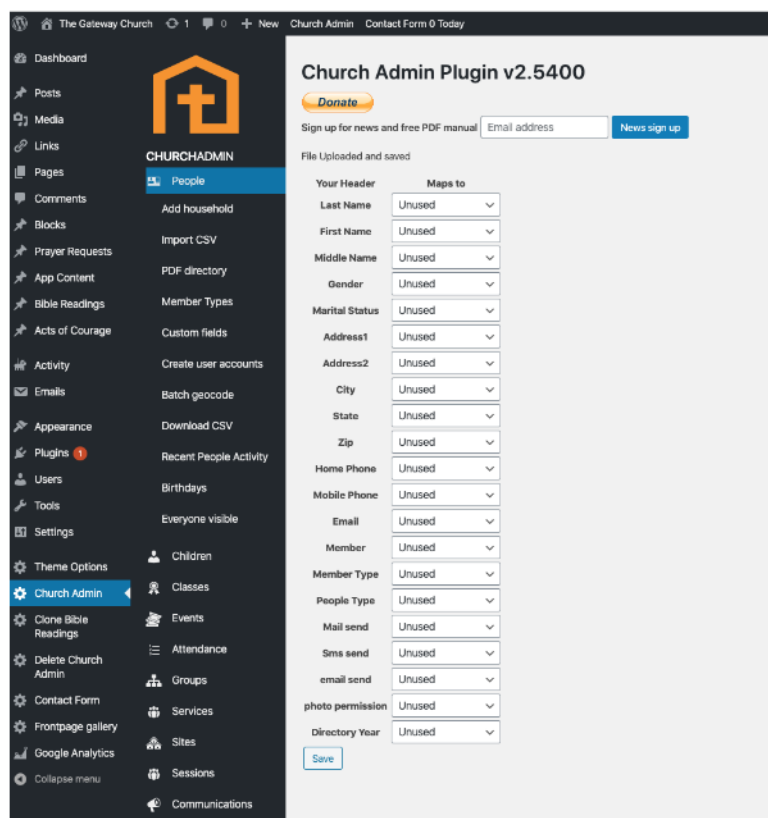
If you have your current church directory in CSV format you can import it into the plugin easily.

Dates are written differently by different nations. My birthday happens to be 08/03/1970 – that may cause my American friends to send me a card for the 3rd August, but they would be 5 months late as my birthday is the 8th March. So for safety, edit your CSV in Excel so dates show in yyyy-mm-dd format.

On the *People* Tab there is an *Import CSV* button which brings up this screen.



Choose the file, check overwrite current address details and click *Upload*. The next screen allows you to map the CSV columns to the right headings.



Then click Save.

Recent People Activity

Is on the People tab and shows the last people who have been added or edited on the plugin

Recent People Activity
[Email newly assigned follow-up activity](#)

« Previous 1 2 3 4 Next »

Edit	Delete	Name	Member Level	Follow Up Action	Mobile	Email	Last Updated
Edit	Delete	[REDACTED]	Mailing List				2nd February 2018
Edit	Delete	[REDACTED]	Mailing List				2nd February 2018
Edit	Delete	[REDACTED]	Mailing List				2nd February 2018

Member Types

Is a really powerful feature. The plugin starts with two – mailing list and member. You can add many more for communication purposes or for follow up funneling.

Member Types (Click to toggle view)
[Add a member Type](#)

Member Types can be sorted by drag and drop, for use in other parts of the plugin

Edit	Delete	Type	Reassign
Edit	185 people who are Mailing List	Mailing List	Reassign people to Member Reassign
Edit	Delete	Member	
Edit	Delete	Type	Reassign

For example – we use Visitor, Irregular Attender, Regular Attender, Member

You can edit current member types, add new ones and by dragging and dropping on that table sort the order they are shown in different parts of the plugin.

Lastly you can bulk move one category to another.

Birthdays

There's a shortcode for showing birthdays and a widget too, but you can check them out in the admin area under the People module

Birthdays in next 31 days (Click to toggle view)	
Birthdays within the next 31 days:	
Name	Date
John Doe	02 Feb
Jane Smith	04 Feb
John Doe	26 Feb
Jane Smith	26 Feb

Custom fields

A new feature is the ability to add custom fields to the directory.
Click Add a custom field to bring up this form

Edit custom field

Custom field name

Wedding Anniversary

Custom field type

Date

Save

The Custom field type allows you to choose between Date and Text field.

Ministries Tab

The next task to set up Church Admin is to add some ministries –these are going to be important for the schedule/rota and kids work and for communication. To get you started the plugin has Elder and Small Group leader by default. Small Group leader can't be deleted as it is vital for the Small Groups section

Ministries				
Add a ministry		Ministries PDF		
Edit	Delete	Ministry (Click to view people)	Safeguarding Needed	Shortcode
Edit	Delete	Elder		[church_admin type="ministries" ministry_id=2]
Edit	Can't be deleted	Small Group Leader		[church_admin type="ministries" ministry_id=1]
Edit	Delete	Ministry	Safeguarding Needed	Shortcode

To add a new ministry click on *Add a ministry*!

Add Ministry

Ministry Name

Safeguarding needed?

☐

Parent Ministry

Or choose a parent ministry

None

People in ministry

Enter names, separated by commas

Save Ministry»

Check safeguarded needed when it is a ministry that is within children or vulnerable adults and you will later want to track their legal permissions to do that.

You can create oversight for ministries using “Parent ministry” – as an example we have Small Group Coaches to oversee our Small group leaders, so we edited the Small group leader ministry to add the parent. As we grow, we may have Zone Pastors to oversee the coaches and so on!

Lastly you can add people to a ministry here or by editing their people entry and checking the box. Click *Save Ministry* to finish.

Children Tab

Kids Work

Download a kids work PDF (Click to toggle)

Add a kidswork age group

The dates will go up a year on January 1st automatically.

Safeguarding (Click to toggle)

Choose which nation's safeguarding standards to use (Click to toggle)

The children tab allows you to create age range groups for your children's ministry. If dates of birth are stored in the directory, then children are automatically sorted into the correct group, unless you check the override option.

Start by clicking *Add a kidswork age group* – but make sure you create a ministry for it first (p19)!

Add a kids work group

Group Name

Youngest



Oldest



Led by people from

- ✓ Elder
- Kids worker
- Small Group Leader

Save

Clicking the Youngest and Oldest brings up date pickers – our kids work revolves around school years so we use 1st Sept as oldest and 31st Aug as youngest.

Safeguarding

Currently I have been given what is needed in the UK and Australia or safeguarding children.

Place people in to ministries that require safeguarding first – see p# for details.

Then set up your jurisdiction – get in touch with details for your nation to support@churchadminplugin.com

Safeguarding (Click to toggle)

Choose which nation's safeguarding standards to use (Click to toggle)

[Please let me know if your nation has child protection or safeguarding requirements for people working with children and vulnerable adults.](#)

Australia

☐

United Kingdom

☐

Save

I'm going to go with UK where I am based!

Next you can adjust which ministries require safeguarding...

Which ministries require safeguarding? (click to toggle)

Elder

☐

Kids worker

☒

Small Group Leader

☐

Save

Now I discover I don't have anyone doing a safeguarded ministry – and actually elder should be too! They shepherd some interesting sheep ;-). Go back to your ministries page p19 to edit who's in a safeguarded ministry or edit the people individually.

Sorted it - That's better

People in Safeguarding required ministries (United Kingdom)

Edit	Name	Position	Volunteer/Paid	Start Date	Application form	Reference 1	Reference 2	Interview	DBS Status and Action	DBS Number	DBS Date?	Review Date
Edit	Andy Moyle	Elder										
Edit	Name	Position	Volunteer/Paid	Start Date	Application form	Reference 1	Reference 2	Interview	DBS Status and Action	DBS Number	DBS Date?	Review Date

You can then edit the entry and keep track of safeguarding requirements.

Search

At the top of the people module, there is a search box.

People

Search

☐ Include inactive entries

Go

People can be active or inactive (useful if you have lots of people in the directory but who don't attend!)

The search results allow you to click through to where you want to go...

Search

Go

Address List Results for "moyle"

Delete	Last name	First Name(s)	Address	Last Update
Delete Household	Moyle	Andy & Sarah Moyle	28 South Moorland Lane, Highgate, North, N10 2BB	28/May/2013
Delete	Last name	First Name(s)	Address	Last Update

Rota results formoyle

Date	Service	Name	Job
4th Feb, 2018	Sunday Service	Andy Moyle	Preacher
4th Feb, 2018	Sunday Service	Andy Moyle	Trailer
11th Feb, 2018	Sunday Service	Andy Moyle	Preacher
18th Feb, 2018	Sunday Service	Andy Moyle	Worship Leader

Classes

American churches typically have Sunday school for everyone before the service, so this where the Classes feature comes in handy. We run Alpha, Life Group leaders training and Members classes too.

The screenshot shows the Church Admin Plugin v2.5400 interface. On the left is a dark sidebar with a menu of options: Dashboard, Posts, Media, Links, Pages, Comments, Blocks, Prayer Requests, App Content, Bible Readings, Acts of Courage, People, Children, **Classes** (highlighted), Events, Attendance, and Groups. The main content area has a header with the title 'Church Admin Plugin v2.5400', a 'Donate' button, and a sign-up form for news and a free PDF manual. Below this is the 'Classes' section with an 'Add a class' button. A table lists existing classes:

Edit	Delete	Class Name (Click to view)
Current and future classes		
Edit	Delete	Going Deeper
Edit	Delete	Class Name (Click to view)

Start by clicking *Add a Class*.

The 'Edit Class' form contains the following fields:

- Class Name:
- Class Description:
- Led by:
- Start Date (yyyy-mm-dd):
- Recurring:
- How many times in all?:
- Category:
- Start Time of form HH:MM:
- End Time of form HH:MM:
- Add some people:
-

The led by field will allow those people to check in class students if you want to keep attendance records.

Small Groups

A church Small group ministry is one of the best ways of helping people stay connected to church life. As a church grows, small groups need overseeing and so Church Admin allows multi levels of small group oversight.

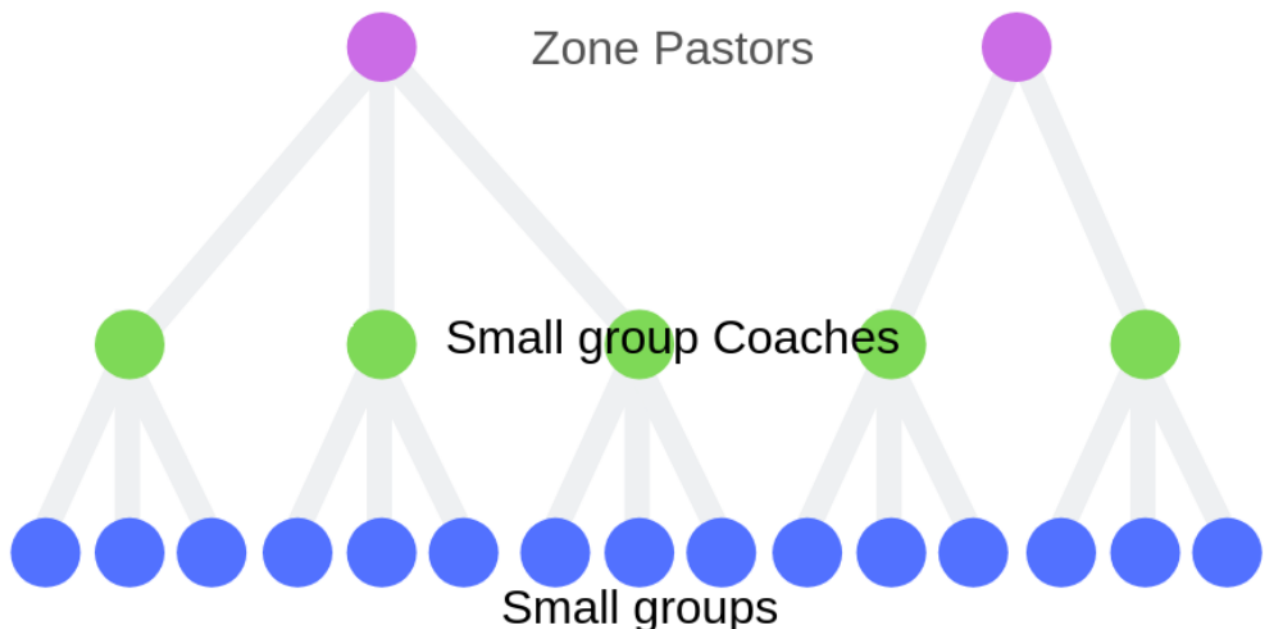
Organising Small Group Structure.

Moses couldn't cope with looking after the whole of Israel on his own, so Jethro told him to organise the people of God into thousands, hundreds, fifties and tens. Churches using the Church Admin plugin vary in size from 20 to 2,000, so will need a different size structure if you have small groups in your church. If you don't have small groups – why not? Acts 2 shows us the early church meant all together and in homes – it's a place where people really do get to know one another, care for one another and disciple each other in the faith.

A structure

I'm assuming that you have set up a directory first with people who will end up being in small groups, coaches, zone pastors etc.

Small Group Oversight Structure



In the plugin a structure like that is shown by clicking **Groups** and then **Small Group Structure**

Small Groups

Small group oversight structure

Add an oversight level

Save

Drag and drop to set oversight order, each row is the parent of the one after.

Zone pastor

Small group coach

Small Group Leader

You can add an oversight level using the form field and clicking save. The levels can be put in order using simple drag and drop.

Next you can start to populate the levels.

Start that process by clicking on the Oversight Level submenu

Each level has a name and then people who are in that level. For Zone Pastors they might look after a section of your city or town like East, West. John Smith may look after East and Jane Smith West.

Details of Zone pastor

Add a Zone pastor

Enter names, separated by commas

Save

Delete	Name	People
Delete	East	
Delete	West	

You can edit the names of people at a level on creation and in the table.

Lastly you can start adding and editing the small groups themselves

Adding some small groups will allow you to display a map of when and where they all are on a page or post.

To add your first group, click Add a small group...

Add/Edit Small Group

Small group name

Meeting Day

Start Time

Address

[Please click here to update map location...](#)

Once you have updated your address, this map will show roughly where your address is.



Leaders for "Small Group Leader"

Enter names, separated by commas

Add some people to the group

Enter names, separated by commas

[Save Small Group »](#)

Once again most of the fields should be self-explanatory and you can geolocate the address for the map by clicking ***"Please click here to update map location..."***

You can quickly build your small group list...

Search [Go](#)

Small Groups

[Add a small group](#)

People in small groups cleanup (Click to Toggle)

Download Small Groups PDF (Click to toggle)

Drag and Drop to change row display order

Edit	Delete	Group Name	Leaders	When
		Unattached		Monday
Edit	Delete	Mike & Debra Inoueguru	Small Group Coach Andy Viole Jared Maple	Tuesday 20:00:00
			Small Group Leader Mike Inoueguru Debra Inoueguru	
Edit	Delete	Kate & Sarah York	Small Group Coach No leaders assigned yet	Tuesday 19:30:00

Sites Module

You need to set up your site(s) and service(s) ready to use in shortcodes and for the schedule/rota. Out of the box, the plugin just has a main venue set up - you can edit it to give it a new venue name and address

Sites

Add a site

Venue	Address
Main Venue	

Venue	Address
-------	---------

The interface should be familiar now, with the ability to drag and drop the marker pin for accurate geo-location. This is important as other maps are centred from your first venue!

Add/Edit Site

Service VenueMain Venue

Address

Kings Lynn Academy, Queen Mary Road, King's Lynn, PE30 4QG

[Please click here to update map location, once you have entered an address...](#)

Once you have clicked above, this map will show roughly where your address is.

MapSatellite



Steps Nursery
King's Lynn Academy
The Gateway Church
Bagge Rd
Pleasant
MICKS

Map data ©2018 Google Terms of Use Report a map error

Save Site»

Services

Are setup in a similar way – just make sure you add the site first!

Services					
Add a service					
Edit	Delete	Service Name	Day	Time	Site
Edit	Delete	Sunday Service	Monday	10:00:00	Main Venue
Edit	Delete	Service Name	Day	Time	Site

The Service Day drop down has an “As arranged” option for special services that have varied day and time – e.g. weddings and funerals

Dashboard

Posts

Media

Links

Pages

Comments

Blocks

Prayer Requests

App Content

Bible Readings

Acts of Courage

Activity

Emails

Appearance

Plugins 1

Users

Tools



CHURCHADMIN

People

Children

Classes

Events

Attendance

Groups

Services

Add service

Sites

Sessions

Communications

Church Admin Plugin v2.5400

[Donate](#)

Sign up for news and free PDF manual [News sign up](#)

Add/Edit service

Service Name

Service Day

✓ Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

As arranged

Service Time

Site

Or add a site

Active

☒

[Save Service»](#)

Attendance Tracking

You can track attendance with just numbers of you track individual attendance too.

Attendance List

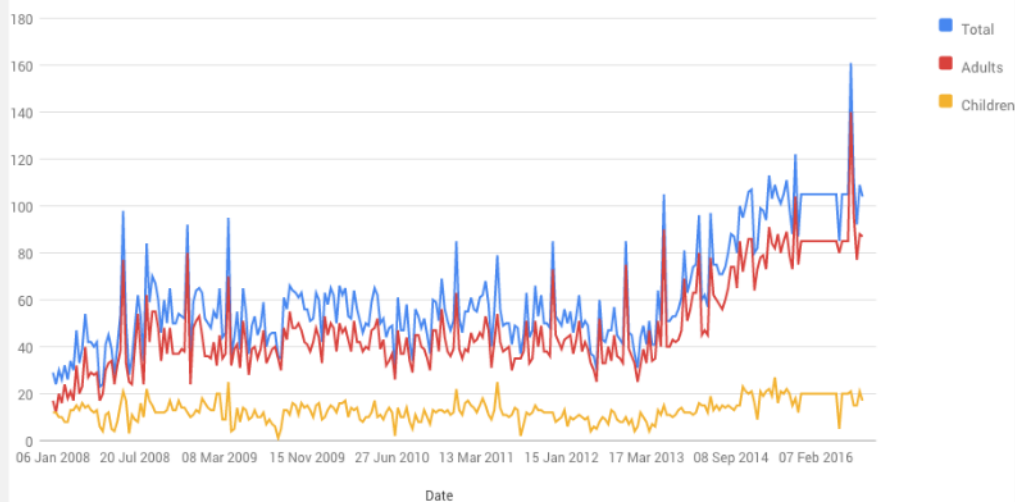
Meeting

296 items « < 1 of 25 > »

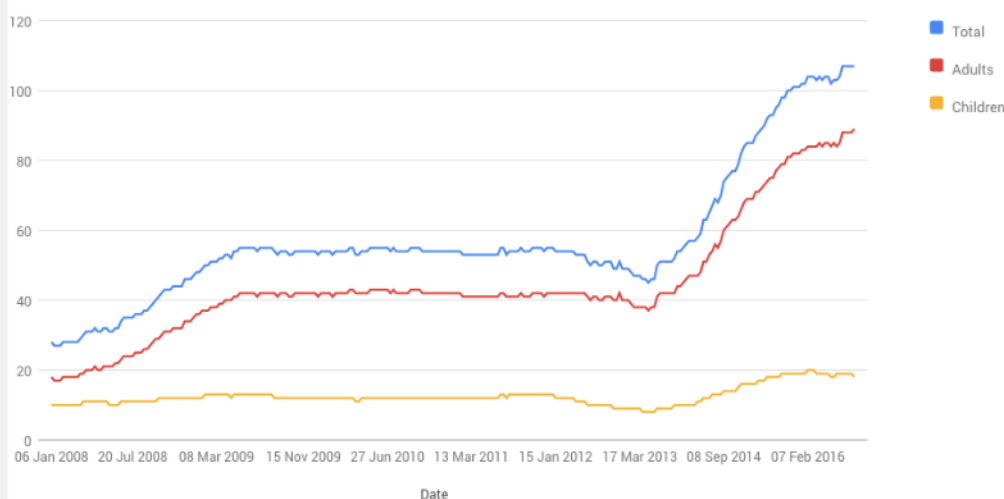
Date	Adults	Children	Rolling Adults	Rolling Children
5th Mar, 2017	87	17	89	18
22nd Jan, 2017	88	21	88	19

Rolling averages is a way of smoothing out the weekly ups and downs to see underlying trends on graphs – it's an average of the previous year, taken each week. See it on the graphs below as our church doubled in size over a period of two years!

Attendance Graph



Attendance Graph



Individual Attendance

allows you to track individuals!

The first screen allows you to choose which meeting and member types and then the second to individually check in people

Individual Attendance

CSV download (Click to toggle)

Add Individual Attendance (Click to toggle)

Which Meeting Sunday Service on Sunday at 10:00:00

Member type

- ☐ Member
- ☐ Regular Attender
- ☐ Irregular Attender
- ☐ Mailing List
- ☐ Visitor

Choose

Individual Attendance

CSV download (Click to toggle)

Add Individual Attendance (Click to toggle)

Service - Sunday Service

Date: 4th Feb, 2018

☐ Attended?	Photo	Name	Address
☐		John Williams	123 Queen Mary Road, High Lane, North, N100 1AB
☐		Jane Williams	123 Queen Mary Road, High Lane, North, N100 1AB
☐		John Williams	123 Queen Mary Road, High Lane, North, N100 1AB
☐		John Williams	123 Queen Mary Road, High Lane, North, N100 1AB

Sessions

Is a feature to track small groups in more detail with notes.

Andy & Janet Moyle Smallgroup Session

[Group Details \(Click to toggle\)](#)

[Start new session](#)

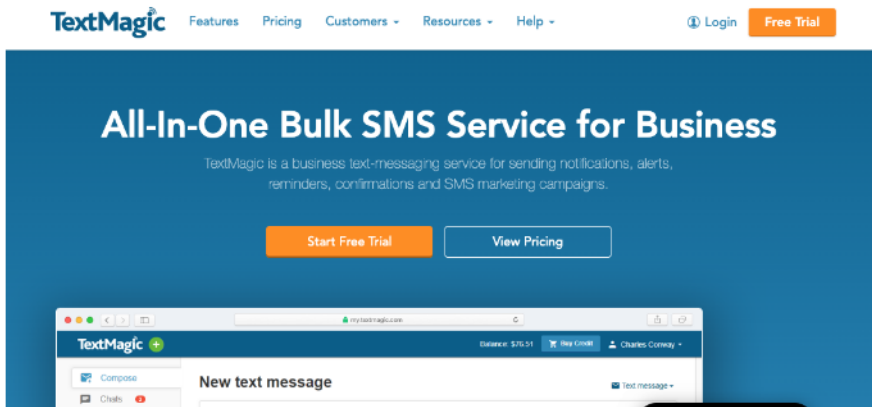
Edit	Delete	Date	Attendance	Notes	Edited by
Edit session	Delete session	23rd Nov, 2016 3:24 pm	0 attended 0 not attended 0 phoned		
Edit session	Delete session	26th Sep, 2016 5:17 pm	9 attended 21 not attended 0 phoned		29th Sep, 2016 3:10 pm: Andy Moyle
Edit	Delete	Date	Attendance	Notes	Edited by

Bulk SMS

You can also send SMS messages. Over the years I have learnt that if you really need very one to communicate something and be sure people open and read it - the ping of an SMS message does that.

We have set up bulk SMS sending with 3 providers, but recommend [TextMagic](#), who work globally to ensure your people will receive SMS sent from your Church Admin install.

If you want to get set up to send SMS to your congregation, then here's what to do.

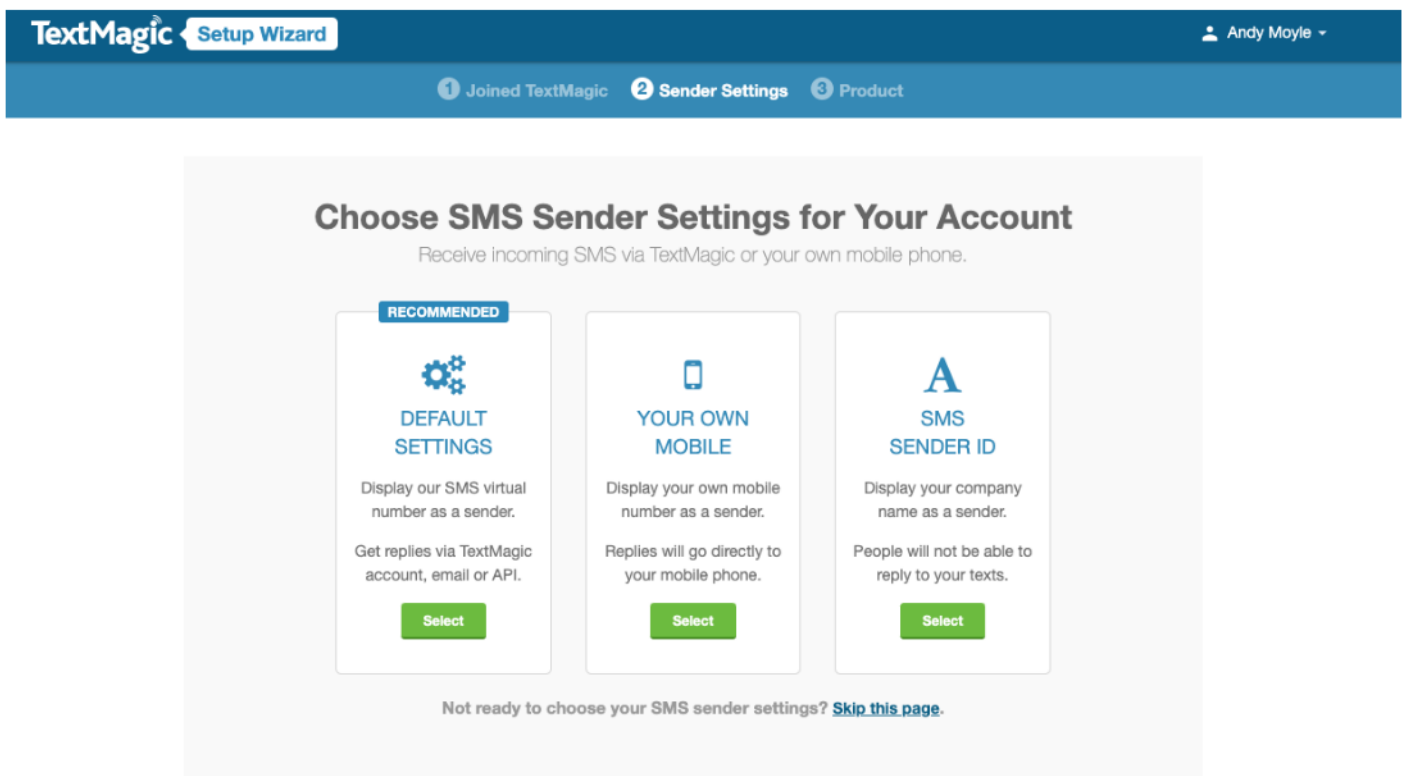


Sign up with [TextMagic](#) and click on "Start Free Trial"

Go through the signup and confirm your email.

The next stage is to "Choose SMS sender settings for your account" If you don't see the screen below, click on Setup Wizard at the top!

The best option is the middle on "Your own Mobile" so that replies to messages get sent back to you. You will need to confirm your cell number with a code they send you.



The last stage is to get an API key to use in the Church Admin plugin. It's the first option under "API & Integrations" on the right hand side "Create an API key"

TextMagic Setup Wizard Andy Moyle

1 Joined TextMagic 2 Sender Settings 3 Product

What would you like to do next?

Simply click on the feature you would like to try out first or [skip this page](#). You can return to this page later.

Watch tutorial

WEB APP

- Send a text message
- Start an online SMS chat
- Import your contacts
- Schedule a message
- Lookup a number

Watch tutorial

EMAIL TO SMS

- Send SMS from your email
- Authorize email addresses
- Create a distribution list
- View Email to SMS settings
- Setup Email to SMS API

Watch tutorial

MANAGE ACCOUNT

- Invite team members
- Buy SMS credit
- Set up Single Sign-On
- Manage notifications
- Download apps

Watch tutorial

API & INTEGRATIONS

- Create an API key
- Read API documentation
- Set up callback URLs
- Try API Sandbox
- View Zapier Integrations

Not sure what to do next? [Ask us a question](#) or [skip this page](#)

On the next screen click "Add new API key"

TextMagic Balance: £0.400 Buy Credit Andy Moyle

API Watch tutorial

Please read the [API Documentation](#) to learn more about TextMagic API.

API v2 Keys API v2 Settings Integrations Verify **NEW** API v1 (legacy)

These keys are valid only for the new TextMagic REST API v2. To generate a key for API v1, please proceed to [API v1 Settings](#) page.

Add new API key Flush API Keys cache

Get started by adding a new API key

In order to integrate our SMS gateway with your app please create a new API key.

Give it a name and click "Generate new key"
You can then copy it on to your clipboard by clicking on it.

Now finally you can head back to your website and go to Dashboard>Church Admin>Communications>SMS Settings and fill out the form.

You can send bulk SMS to your directory using one of these SMS service providers

Click on an image to sign up with a provider

 TextMagic All-in-One Bulk SMS Service for Business Pricing available in USD, GBP, AUD and EUR Our preferred partner	 bulkSMS Pricing available in GBP	 Cloud Serv Unknown pricing
--	---	---

SMS provider settings

Country code (eg 44 for GB)

SMS sender cell no +() and country code
eg:4412345678901

Select SMS provider

Username

API key

Save »

A couple of things to note:

For the SMS sender cell number field you need to put this in international format.

That's the country code 44 for the UK, 1 for the US etc, take off any leading zeros and brackets

So a UK cell 07890 123456 becomes 447890123456

The rest of the form should be simple to fill out. Then click save!

Sending a bulk SMS is similar to sending an email via the plugin.
Go to Church Admin>Communications>Send SMS

Church Admin Plugin v2.6885

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Sign up for news and free PDF manual [News sign up](#)

SMS

Provider: textmagic.com

Balance: £0.16

[Top up textmagic.com account](#)

Send a text message

Message 0/160 characters

Choose recipients...

Type in recipient names, separated by a comma (filters will be ignored)

Or use the filters below. Everyone will get this, unless you add some filters

Gender

- ☐ Male (99)
☐ Female (118)

Email Address

- ☐ No email address (87)
☐ Has email address (130)

You have 160 characters to play with for a message and then you can choose the recipients using the filters or type names in.

Don't forget to click "Send Message" at the bottom of the screen

Bulk Email

Check your server sends email happily first by sending yourself a test message. If it doesn't work, do some tweaks in the Settings area.

Sending email from websites is notorious. Lots of ISP's block emails they think have come from websites as spam. We have set up a MailChimp account (free for under 2000) and sync'd Church Admin with MailChimp. MailChimp does all the heavy lifting to make sure your email will get through.

But if you don't want to do that and the test email works, then go ahead with the ***Send Bulk Email*** link.

The first part allows entering names or using the filter to find recipients, then fill out Subject, From name and email (Or click Use me!) and upload any attachments and the finally create your message

The screenshot shows the 'Bulk Email' form in the Church Admin interface. At the top, there's a title 'Bulk Email' and a instruction: 'Type in recipient names, separated by a comma (filters will be ignored)'. Below this is a text input field for names. A secondary instruction says 'Or use the filters below Everyone will get this, unless you add some filters'. There are seven filter categories, each with a list of checkboxes: Gender (Male, Female), People Types (All, Adult, Child, Teenager), Marital Status (N/A, Single, Co-habiting, Married, Divorced, Widowed), Sites (All, Main Venue), Member Types (All, Mailing List, Member), Small Groups (All, Not in a group (overrides other small group selections), Unattached), and Ministries (All, Elder, Kids worker, Small Group Leader). Below the filters is a 'Subject' label and a text input field. A link 'Use me as from name and email values' is present. Then are 'From name' and 'From email' labels with corresponding text input fields. There are three attachment sections, each with a label 'Attachment X (max 500KB):', a 'Choose file' button, and a 'No file chosen' status. Below the attachments is a media gallery section with an 'Add Media' button and a list of media items. At the bottom right, there are 'Visual' and 'Text' tabs.

Rota / Schedule

Is one of the key features of the plugin, giving you the ability to organise and communicate church service and gatherings.

The screenshot shows the top navigation bar with tabs for People, Children, Classes, Groups, Services, Sessions, Comms, Rota, Ministries, Media, App, and Settings. Below the navigation bar is a search bar with a 'Go' button. Underneath the search bar are three toggle links: 'Set up tasks for the schedule (Click to toggle)', 'Communicate the schedule (Click to toggle)', and 'Rota PDF (Click to toggle)'. Below these links is a section titled 'Rota' with a sub-header 'Rota for Sunday Service at Main Venue on Monday 10:00:00'. A message box below the sub-header says 'Please set up some rota jobs first'.

Firstly you need to setup some tasks – which can be different for different services. It is worth setting up your ministries first so they appear on the add/edit rota (schedule) jobs screen. That makes manning the rotas faster later.

The screenshot shows the 'Set up Rotas' form. It has a title 'Set up Rotas' and a sub-header 'Edit a Rota Job'. The form contains the following fields and options:

- Rota Job:** A text input field with the value 'Preacher'.
- Use Initials:** A checkbox that is currently unchecked.
- Which Services need this task?:** A checkbox labeled 'Sunday Service' that is checked.
- Choose which ministries do this job:** A group of checkboxes: 'Elder' (checked), 'Kids worker' (unchecked), and 'Small Group Leader' (unchecked).
- Save Rota Job »:** A blue button at the bottom of the form.

Once you have some jobs set up like below, you can then create a rota/schedule for your services.

Rota Jobs

[Add a rota job](#)

Rota tasks can be sorted by drag and drop, for use in other parts of the plugin.

Edit	Delete	Rota Task	Which Services?	Initials?	Ministries
Edit	Delete	Preacher	Sunday Service	No	Elder
Edit	Delete	Worship Leader	Sunday Service	No	Worship
Edit	Delete	Rota Task	Which Services?	Initials?	Ministries

Go back to **Rota** tab and then **Add rota date**.

That will bring up a form which allows you to enter the date, pick people from a checklist or type their name in for the various jobs.

Edit rota for Sunday Service

Date 

Preacher ☒ Andy Moyle

Worship Leader

You'll then be able to build your rota for as far ahead as you like. A date will only appear in the table if at least one job is filled.

Rota for Sunday Service at Main Venue on Monday 10:00:00

[Add new rota date](#)

Choose period starting

Edit	Delete	Date	Preacher	Worship Leader	Copy
Edit	Delete	11th February 2018	Andy Moyle	Matt Redman	11th February 2018 Copy rota
Edit	Delete	Date	Preacher	Worship Leader	Copy

When you have more dates filled, you can copy from previous dates for a repeat.

Communicate the schedule

You can email or SMS out the schedule to the people involved for a particular service.

Communicate the schedule(Click to toggle)

Which Service?

Sunday Service on Monday at 10:00:00 ▾

Automatically email current week's schedule

No Auto Send ▾

Email message

Save

Email out service rota

Choose a service... ▾

Choose services, then choice of dates will appear

Send service rota

SMS out service rota

Choose a service... ▾

Send service rota

Firstly you can automatically email a schedule/rota out each week on a particular.
Secondly you can email out a particular occurrence of a rota with a message.
Lastly you can SMS participants the rota.

Rota PDF

Produces a PDF form of the rota – if you have lots of people slotted for a task and it looks messy on the PDF, then use initials.

Calendar

The main advantage the Church Admin calendar has over Google calendar is that you can arrange recurring events to be on the nth day (e.g. 3rd Wednesday) of the month.

The Calendar tab starts out like this...

Calendar

[Category List](#)

Double click on an event to edit, or a day to add an event

[Old Style Calendar List](#)

Month **Feb** Year **2018**

			Feb 2018	Next		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
-	-	-	-	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	-	-	-

It's best to set up some categories for your events first which come out different colours on the front end.

Calendar Categories

[Add a category](#)

Edit	Delete	Category	Shortcode
Edit	Delete	Unused	[church_admin type=calendar-list category=1 weeks=4]
Edit	Delete	Category	Shortcode

When you add a category there's a neat little colour picker you can use too!

Add category

Category Name

Sample

Background Colour

#e4dbaf



Add category

To edit an event on the calendar click on it – you'll get the option to edit that single event, or as a series and delete the single item or whole series.

Facilities

The facilities tab piggybacks the calendar to allow the booking of rooms or equipment. To use it create some facilities and then use the calendar below to track usage and bookings.

Use this section to organise facilities like rooms, video projectors

[Add Facility](#)

Facilities can be sorted by drag and drop, for use in other parts of the plugin

Edit	Delete	Facility	Facility Shortcode
Edit	Delete	First Floor	[church_admin type="calendar" facilities_id="1"]
Edit	Delete	Upper Room	[church_admin type="calendar" facilities_id="2"]
Edit	Delete	George Mueller Room	[church_admin type="calendar" facilities_id="3"]
Edit	Delete	Facility	Facility Shortcode

Choose facility calendar to view

Media

We have learnt that almost every visitor to our church checks out the website and listens to a sermon or two before coming. So having your sermon audio and or video on the site is well worth doing.

You can either host your own audio or use external services as long as you can find the direct download URL.

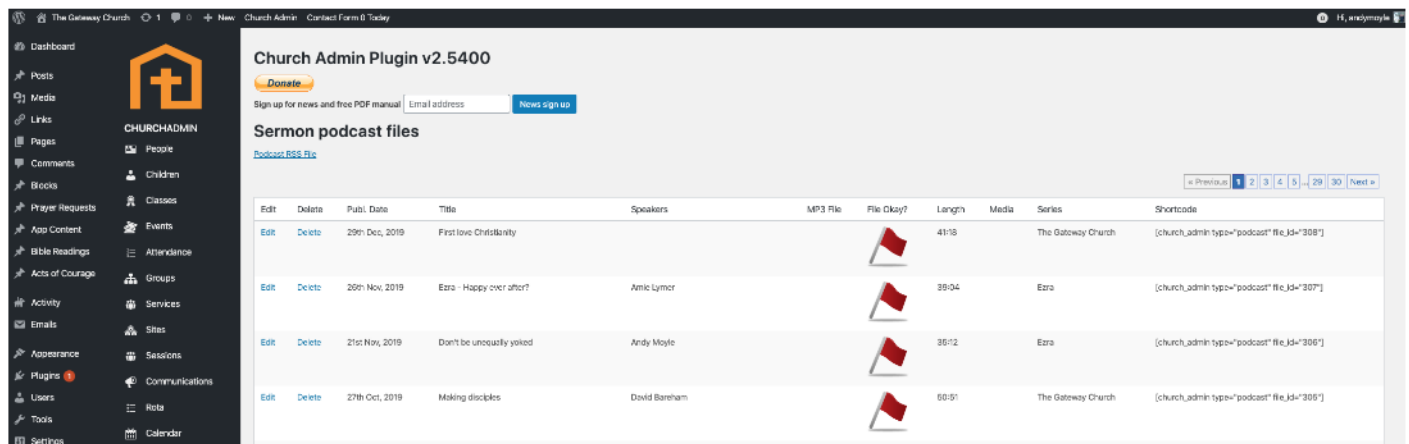
If you are hosting your own files – watch that you can upload the size of files you need from your browser. Your webhosting company can adjust the settings on your server for you quite easily, or you can do it yourself by adding a php.ini to the root of your installation of WordPress.

The lines to change are..

```
upload_max_filesize = 80M
```

```
post_max_size = 80M
```

```
upload_tmp_dir = 80M
```



The screenshot shows the Church Admin Plugin v2.5400 interface. On the left is a sidebar with a 'CHURCHADMIN' menu containing various options like Dashboard, Posts, Media, Links, Pages, Comments, Blocks, Prayer Requests, App Content, Bible Readings, Acts of Courage, Activity, Emails, Appearance, Plugins, Users, Tools, and Settings. The main content area is titled 'Church Admin Plugin v2.5400' and includes a 'Donate' button and a sign-up form. Below this is the 'Sermon podcast files' section with a 'Podcast RSS File' link. A table lists four podcast entries with columns for Edit, Delete, Publ. Date, Title, Speakers, MP3 File, File Okay?, Length, Media, Series, and Shortcode. Each entry has a red flag icon in the 'File Okay?' column.

Edit	Delete	Publ. Date	Title	Speakers	MP3 File	File Okay?	Length	Media	Series	Shortcode
Edit	Delete	29th Dec, 2019	First love Christianity				41:18		The Gateway Church	[church_admin type="podcast" file_id="308"]
Edit	Delete	20th Nov, 2019	Ezra - Happy over after?	Amie Lymor			39:04		Ezra	[church_admin type="podcast" file_id="307"]
Edit	Delete	21st Nov, 2019	Don't be unequally yoked	Andy Moylo			35:12		Ezra	[church_admin type="podcast" file_id="306"]
Edit	Delete	27th Oct, 2019	Making disciples	David Barenham			50:51		The Gateway Church	[church_admin type="podcast" file_id="305"]

You may want to upload mp3s directly using an FTP program – the folder to put them in is

Yourdomain/wp-content/uploads/sermons/

If you upload with FTP click the grey “Add already uploaded files” button to add the files to the database, otherwise use the blue button.

If you are using an external server to host your files, enter the URL when using the grey button.

You can add in the scripture passages and even notes/transcripts of the sermon.

Once you have a few mp3 uploaded, it's time to get iTunes podcasting set up.

You'll need iTunes and an Apple id

1) Go to the **Podcast Settings** and fill out all the form except the iTunes URL and click save.

2) Test your sermon podcast

Open iTunes, choose File > Subscribe to Podcast, enter your RSS feed URL (copy it from **Podcast RSS File** in the Media tab by right-clicking the link and clicking copy) in the text box, then click OK.

If you can successfully download and play the episode, then your podcast is working and you can submit it to Apple Podcasts.

3) Validate your podcast

<https://podcastsconnect.apple.com/my-podcasts/new-feed?submitfeed=#>

Change the # for your feed URL. At this point you will need to sign in with your Apple id

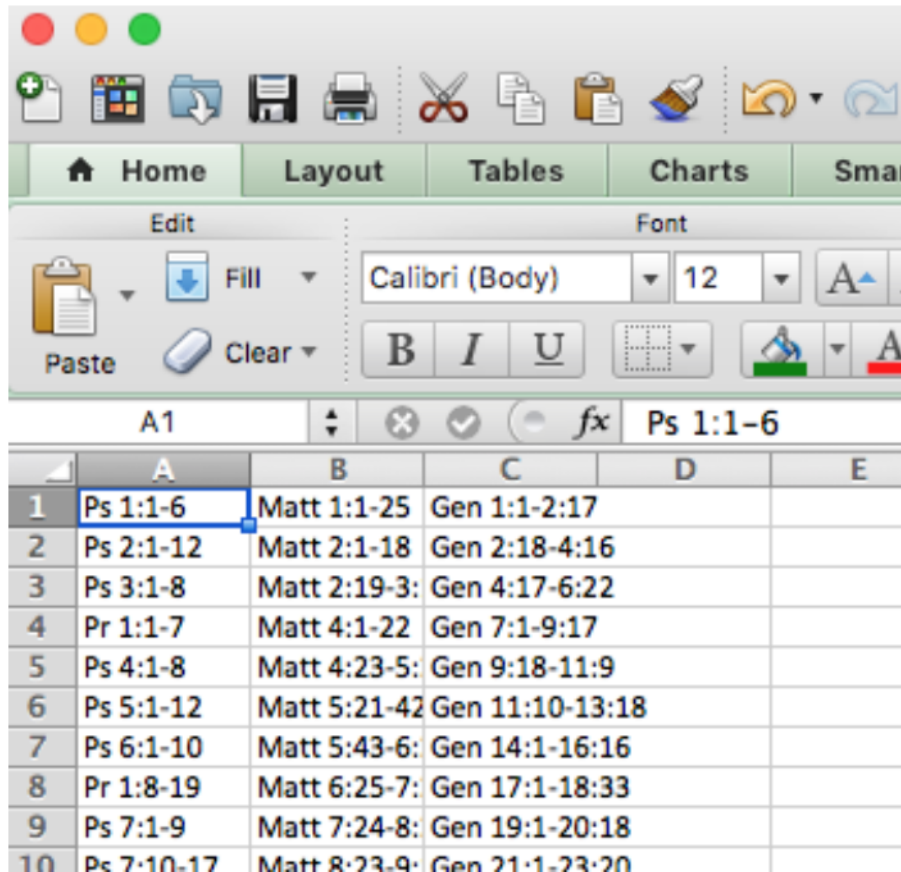
Once it has been validated, you can submit.

4) Update *iTunes Compatible Podcast Settings* with the iTunes URL.

Bible Reading Plan

The Bible Reading plan allows you to upload a reading plan for your whole congregation to follow. It needs to be in a CSV format – the plugin ships with the BiOY plan. It was previously an app only function, but is now available for all plugin users.

You can create your own in a spreadsheet program, using one reading per column and one day's readings per row. Don't forget to save in the CSV format!



	A	B	C	D	E
1	Ps 1:1-6	Matt 1:1-25	Gen 1:1-2:17		
2	Ps 2:1-12	Matt 2:1-18	Gen 2:18-4:16		
3	Ps 3:1-8	Matt 2:19-3:	Gen 4:17-6:22		
4	Pr 1:1-7	Matt 4:1-22	Gen 7:1-9:17		
5	Ps 4:1-8	Matt 4:23-5:	Gen 9:18-11:9		
6	Ps 5:1-12	Matt 5:21-42	Gen 11:10-13:18		
7	Ps 6:1-10	Matt 5:43-6:	Gen 14:1-16:16		
8	Pr 1:8-19	Matt 6:25-7:	Gen 17:1-18:33		
9	Ps 7:1-9	Matt 7:24-8:	Gen 19:1-20:18		
10	Ps 7:10-17	Matt 8:23-9:	Gen 21:1-23:20		

If you use the Bible Readings custom post type – that day's reading and notes will override any uploaded plan.

There's a shortcode to display this style of Bible readings [church_admin type="bible-reading"]

Shortcodes and Gutenberg Blocks

Most of the manual so far has dealt with the plugin in the admin area (backend of the site). There are lots of shortcodes that can be inserted into pages and posts to automatically produce output from the plugin for your congregations to see. A shortcode is a short command inside square brackets, that WordPress then programmatically uses to produce output.

Church Admin shortcodes are mostly of the form `[church_admin type=""]`

The type tells Church Admin what to output.

Most of the shortcodes that output personal data require the user to be logged in view for personal data security reasons. If you really want anyone to see people's data (which is illegal in most countries without explicit permission of everyone!), then you can add `loggedin=FALSE` to a shortcode.

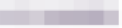
All the shortcodes are listed in your site back end at Church Admin>Support>Shortcodes.

Address list

`[church_admin type="addresslist"]` outputs the address list

[PDF version](#)

Search Go

A		
Amos		
B	Address: 	
C		
D	Adults	
E		
F		
G	Email: 	
H	Mobile: 	
I		
J		
K	Email: 	
L	Mobile: 	
M		
N		
O		
P		
R		
S		
T		
V		
W		
Y		

 Map data ©2020

 Edit Entry  VCF Last Updated: 26th Oct, 2018

There are a few options you can add to this shortcode

`[church_admin type="address-list" member_type_id="#" photo="1" map="1" site_id="0" pdf="1"]`

`member_type_id` specified which member types are shown

`photo=1` will show individuals photos

`map=1` will display a google map if you have a Google Api Key stored

`site_id` will specify which site

`pdf=0` no PDF link a value of 1 or 2 shows links to the two types of address list PDF

Video

[church_admin type="video" url="https://youtu.be/ep_k2yCkF_w"]

This will show your video embed in a responsive way (sizes correctly for all screen sizes) with a constant aspect ratio.

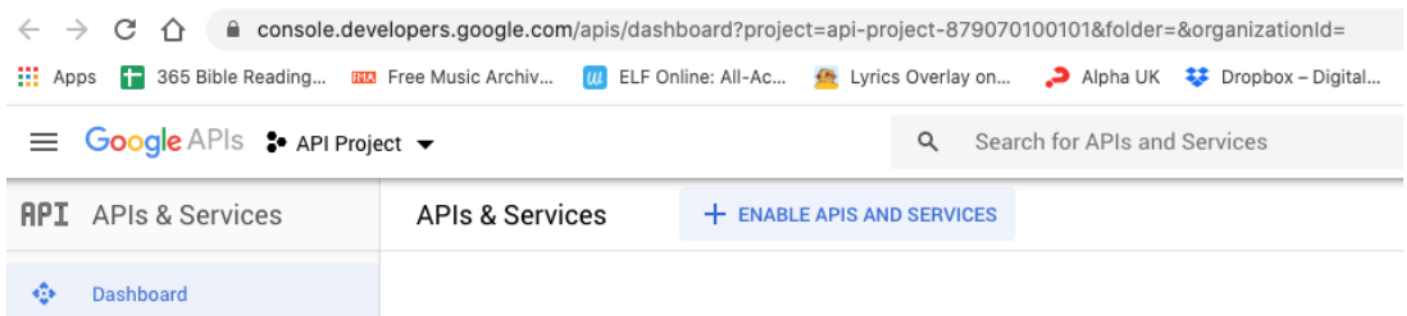


50 views

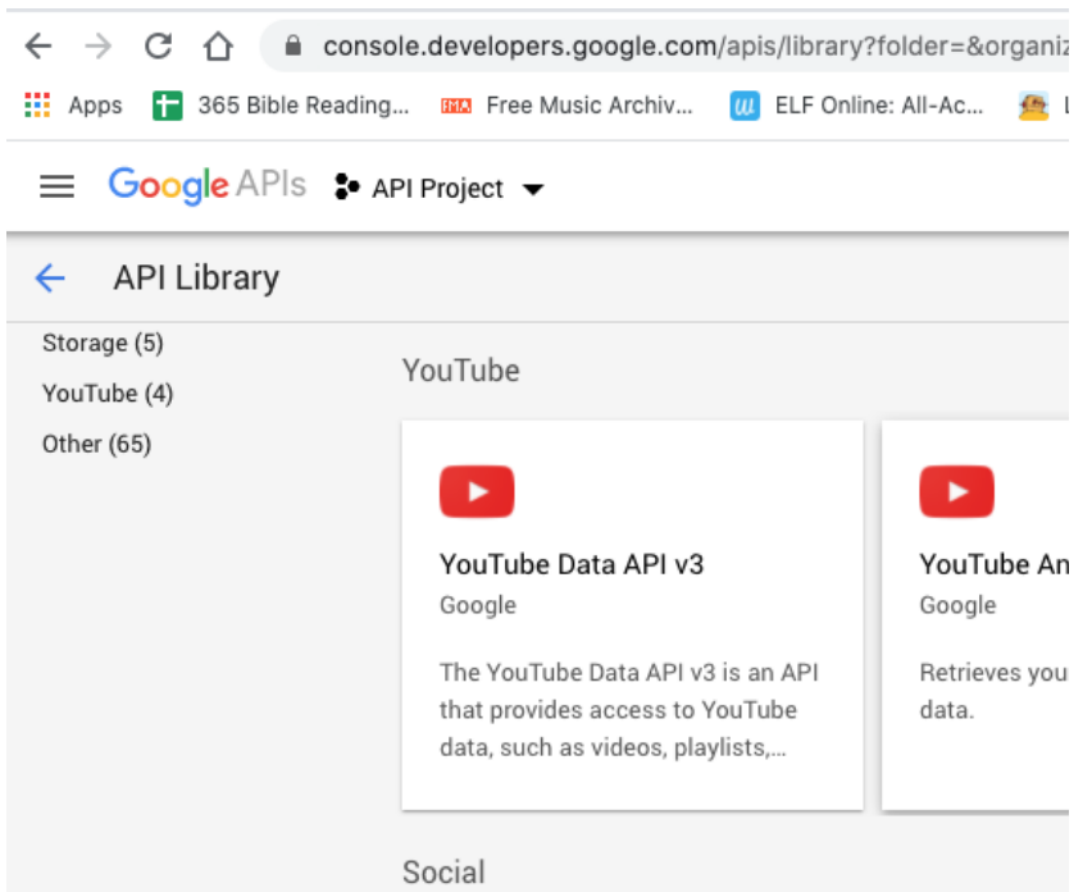
If you have enabled the YouTube Data API v3 it will show how many views too. To set up that API, make sure you already have the [Google API key](#) stored in Church Admin for your site.

Head back to <https://console.developers.google.com/apis/dashboard>

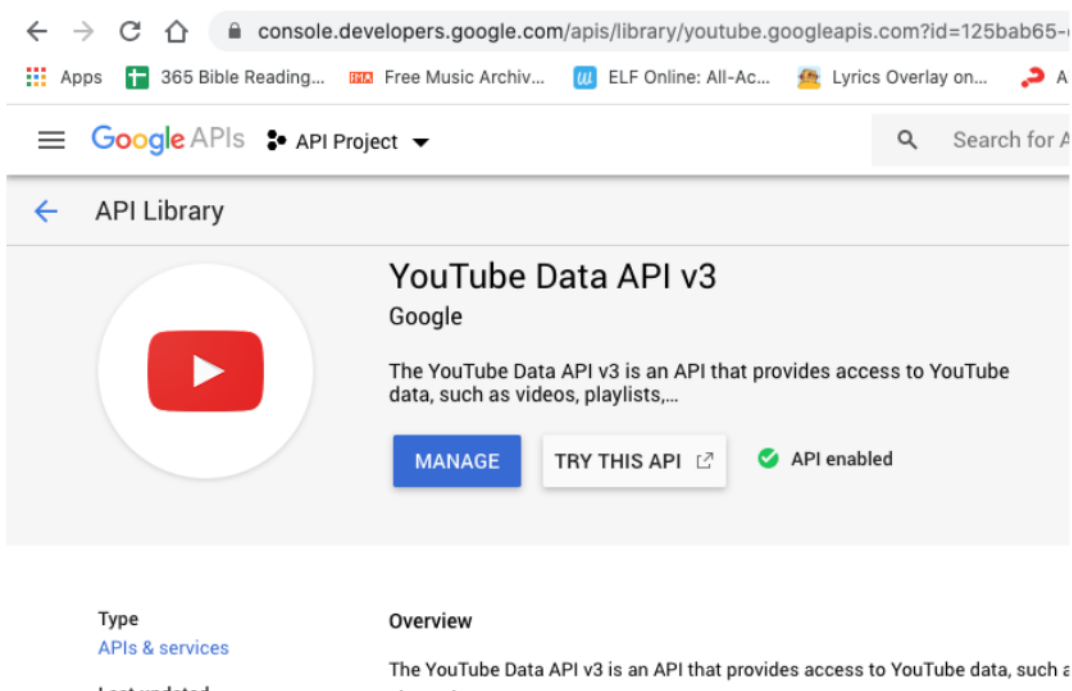
And then click on “Enable Apis”



Scroll down to the YouTube Data API v3 and click on that.



Then make sure it is enabled.



Changes to Google API keys usually take 5-10mins to work properly, so be patient.

Service Pre-booking

As I write this in July 2020, many countries are coming out of lockdown due to the Covid-19 global pandemic. In many jurisdictions we have social distancing measures still in place, requiring us to limit attendance numbers in our facilities. With that in mind, Church Admin now has service prebooking in place.

It relies on adding a service to the calendar from the service edit screen (so the plugin knows when services are)

So edit the service

Add/Edit service

Service Name

Sunday Service

Service Day

Sunday

Service Time

10:00

Site

Main Venue

Or add a site

Active

☐

Connect to current calendar event (will show current connection if already done)

Select calendar event if wanted

Add to calendar (only for regular recurring services. Use to override any previous event selection)

☒

Start date

7th Jul, 2012

Recurring

Weekly

How many times?

520

Service end time

11:30

Max Attendance

100

Save Service»

If you had already independently added the service to the calendar you can connect it using the “Connect to current calendar event” dropdown. Or just check “Add to Calendar” to create a new event.

Make sure you fill in all the fields including max attendance and click “Save Service”

The main services screen shows you the shortcode you can use on your service pre booking page.

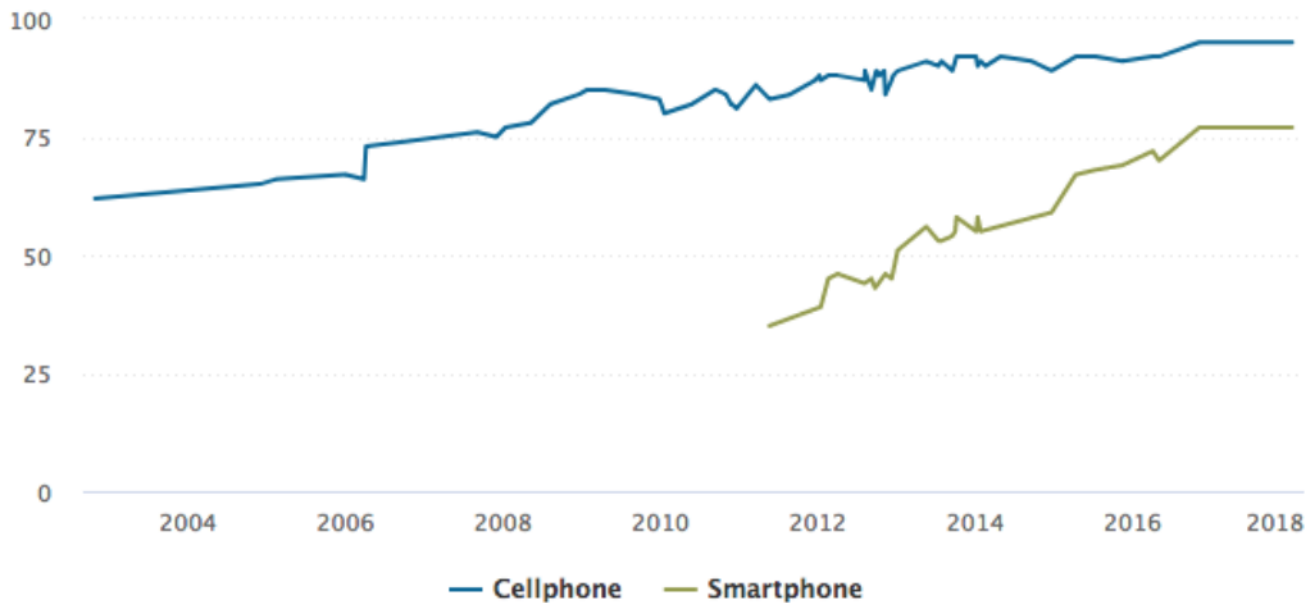
Users are then able to pre book their service attendance without going over the maximum allowed. Email and contact number are required fields so effective track and trace can happen if needed.

You can check who is booked at Church Admin>Services>Service Prebooking including printing a PDF

App

Smartphone ownership is rising fast...

% of U.S. adults who own the following devices



95% of Americans own a cellphone and 77% a smartphone.

Ages 18-29	100%	94%
30-49	98%	89%
50-64	94%	73%
65+	85%	46%

(Source: <https://www.pewinternet.org/fact-sheet/mobile/>)

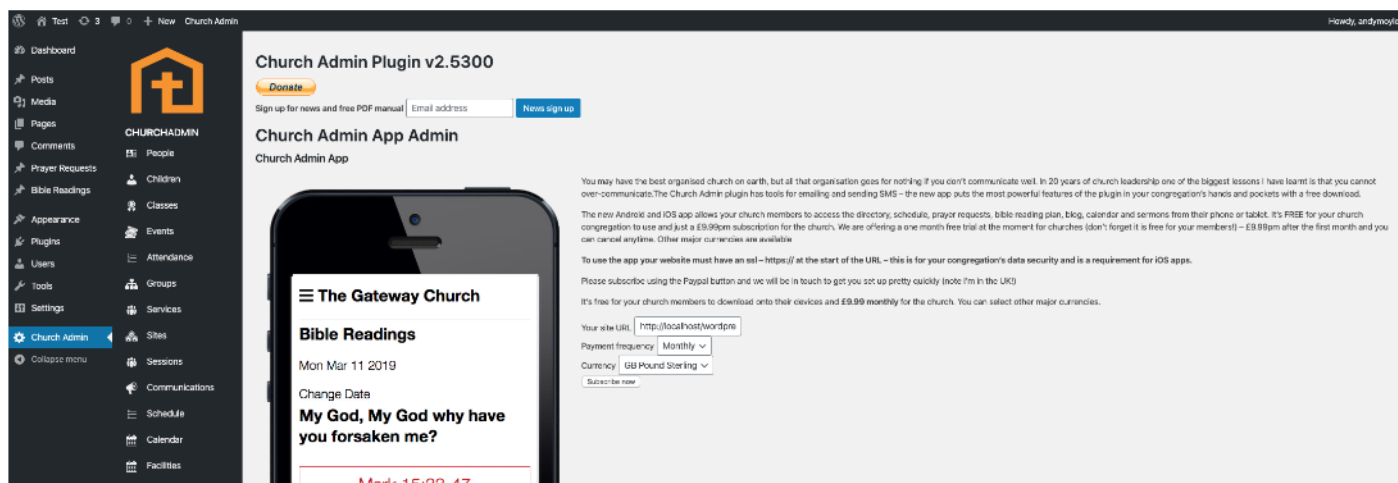
If you don't have the app yet, it's a worthwhile investment for most age groups in your church - it's free for your congregation to install on their device and only GB £9.99/ US \$12.99 per month for the church to buy into. It will mean your congregation can catch up with sermon mp3s, your schedule/rota/roster, calendar, groups, classes and even check into services and classes.

Last year I released an iOS and Android companion app that your church members can use to access much of the plugin's functionality on their devices – directory, sermons, calendar, rota (including personalized rota), small groups, classes and prayer requests including submitting them.

It is free for your congregation!

Android www.tinyurl.com/AndroidChurchApp
iOS www.tinyurl.com/iOSChurchApp

Before subscribing you will see this screen on the App module...



If you want to sign up and I hope you do as the subscription helps pay my time working on the plugin , simply fill out the simple form to choose your currency and monthly/annual payment plan and click Subscribe. Once the PayPal subscription is sorted I will be notified and activate your App subscription.

The app requires your site has an SSL installed – that means the web address of your church starts with https:// not http:// Occasionally SSLs are badly installed which stops the app being able to access data on your site – so it is worth checking it here <https://www.sslshopper.com/ssl-checker.html> - if all is green ticks, then you will be fine.

App Settings

Here you can change the title at the top of the app screen and add custom CSS (for details of classes you can customize, see appendix 1)

Church Admin Plugin v2.3800

[Donate](#) [Support](#) [Refresh DB Backup](#) [Download DB Backup](#) [Delete](#)

[People](#) [Children](#) [Classes](#) [Groups](#) [Services](#)

Church Admin App Admin

App settings

App menu title

The Gateway Church

App menu CSS

[Save](#)

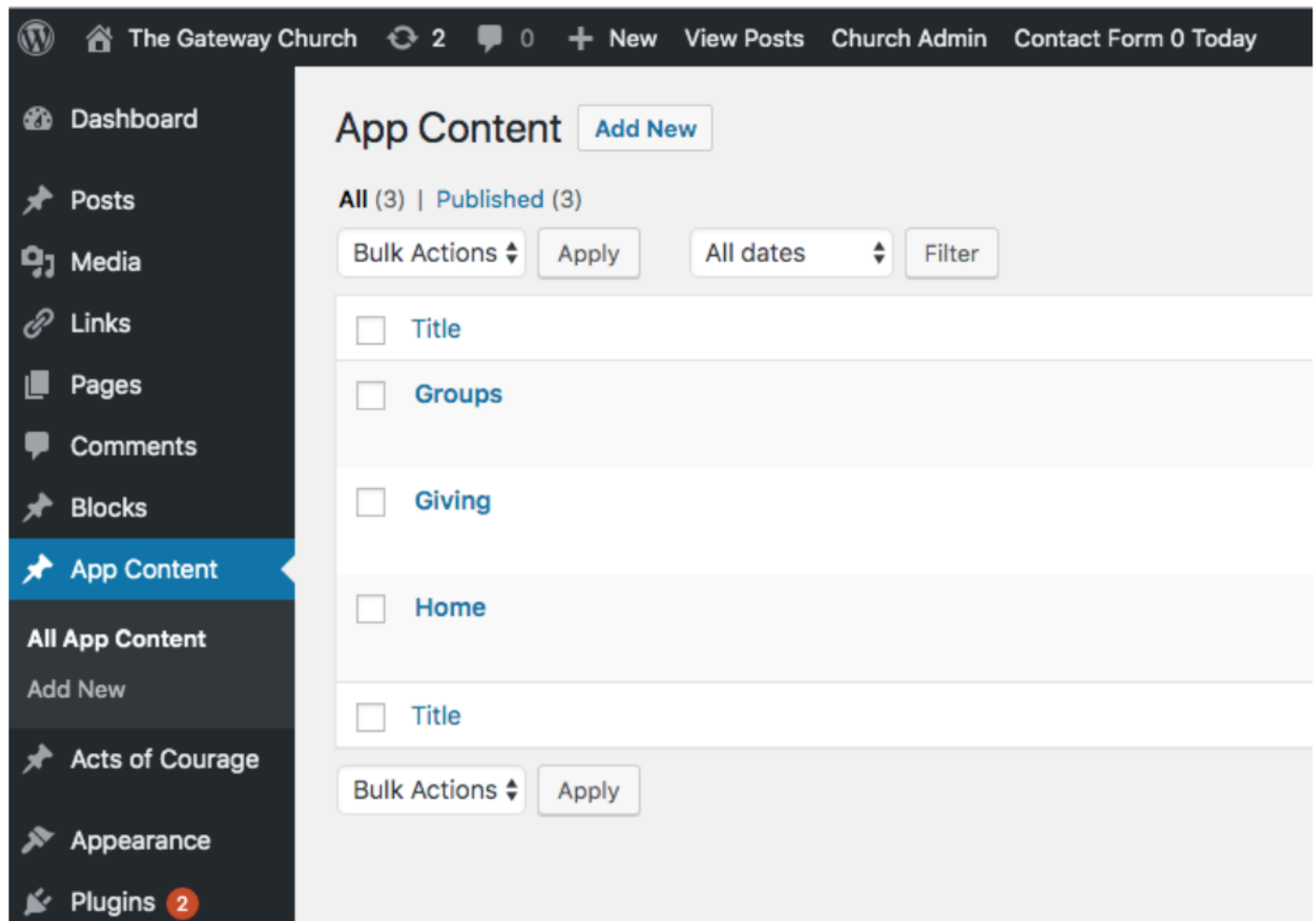
Don't forget to click "Save" to finish.

App Content

There are three editable pages that come with the initial install of the app – Home, Giving and Groups. You can remove giving and groups from the app menu later if you wish, but please don't delete the pages.

App Content is a custom post type – that means it has the familiar WordPress editing tools, that you should be familiar with.

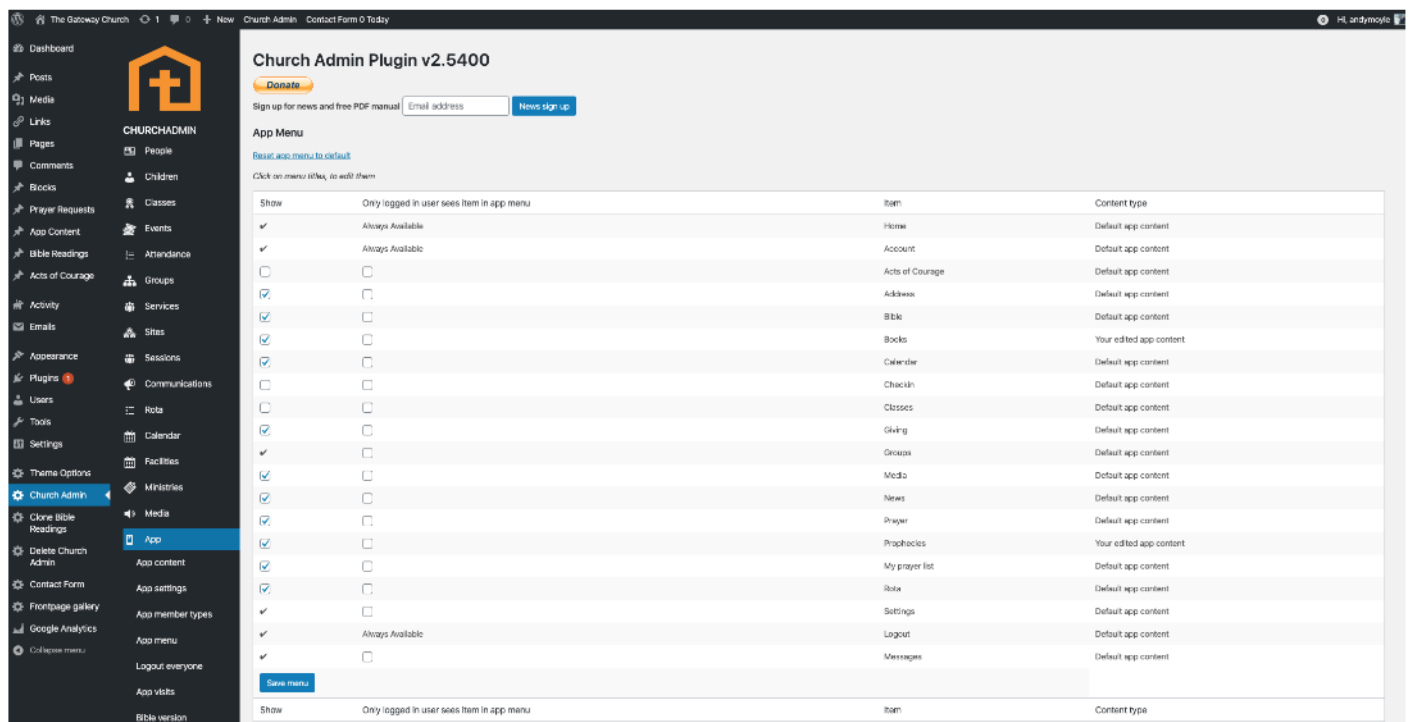
The App Content menu is over on the left of your WordPress dashboard.



Add pages and edit content to your heart's content!

App Menu

The App Menu section of the Church Admin>App dashboard gives you control over what appears on the app menu on your device.



Church Admin Plugin v2.5400

[Donate](#)

Sign up for news and free PDF manual [News sign up](#)

App Menu

[Reset app menu to default](#)

Click on menu item, to edit them

Show	Only logged in user sees item in app menu	Item	Content type
☒	☒	Home	Default app content
☒	☒	Account	Default app content
☐	☐	Acts of Courage	Default app content
☒	☐	Address	Default app content
☒	☐	Bible	Default app content
☒	☐	Books	Your edited app content
☒	☐	Calendar	Default app content
☐	☐	Chackin	Default app content
☐	☐	Closses	Default app content
☒	☐	Giving	Default app content
☒	☐	Groups	Default app content
☒	☐	Media	Default app content
☒	☐	News	Default app content
☒	☐	Prayer	Default app content
☒	☐	Prophecies	Your edited app content
☒	☐	My prayer list	Default app content
☒	☐	Rota	Default app content
☒	☐	Settings	Default app content
☒	☒	Logout	Default app content
☒	☐	Messages	Default app content

[Save menu](#)

Show	Only logged in user sees item in app menu	Item	Content type
------	---	------	--------------

The left hand column allows you to set what is visible on the app – some pages are already permanently ticked – Home, Account, Messages, Settings and Logout. They are required to make the app work properly. All other items can be checked or not.

The second column allows you to offer different menu items to logged in and not logged in app users.

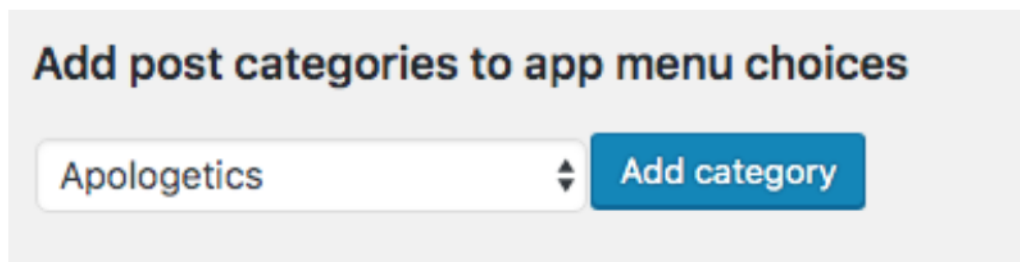
You can change the order by using drag and drop with your mouse.

Don't forget to click Save Menu

Just under App menu is App categories

App categories

App categories allows you to add a post category to the menu of the app, to pull in posts from a specific category of your normal posts. Simply use the drop down menu and click Add category.



Add post categories to app menu choices

Apologetics  **Add category**

App Member Types

You may not want all your member types visible to users in the Address section. Check which ones you want to be useable.

Which Member Types are viewable on the app

☒ Member

☒ Regular Attender

☐ Irregular Attender

☐ Mailing List

☐ Visitor

Save

The Address section of the app is only available to logged in users. This is for data protection reasons. If your directory entries don't yet have user accounts for your website, you can do this very simply at Church Admin>People.

First check you are happy with the email message they will get sent at Church Admin>Settings>General Settings

Created user email message template

[SITE_URI],[USERNAME],[PASSWORD],[EDIT_PAGE]

<p>The web team at [SITE_URI] have just created a user login for you.</p><p>Your username is [USERNAME]</p><p>Your password is [PASSWORD]</p><p>We also have an app you can download for [ANDROID] and [IOS] </p>

It's obviously important to keep [SITE_URI],[USERNAME],[PASSWORD],[EDIT_PAGE] in the message which are replaced by the links to those things!

Click Save Settings at the bottom if you have made any changes.

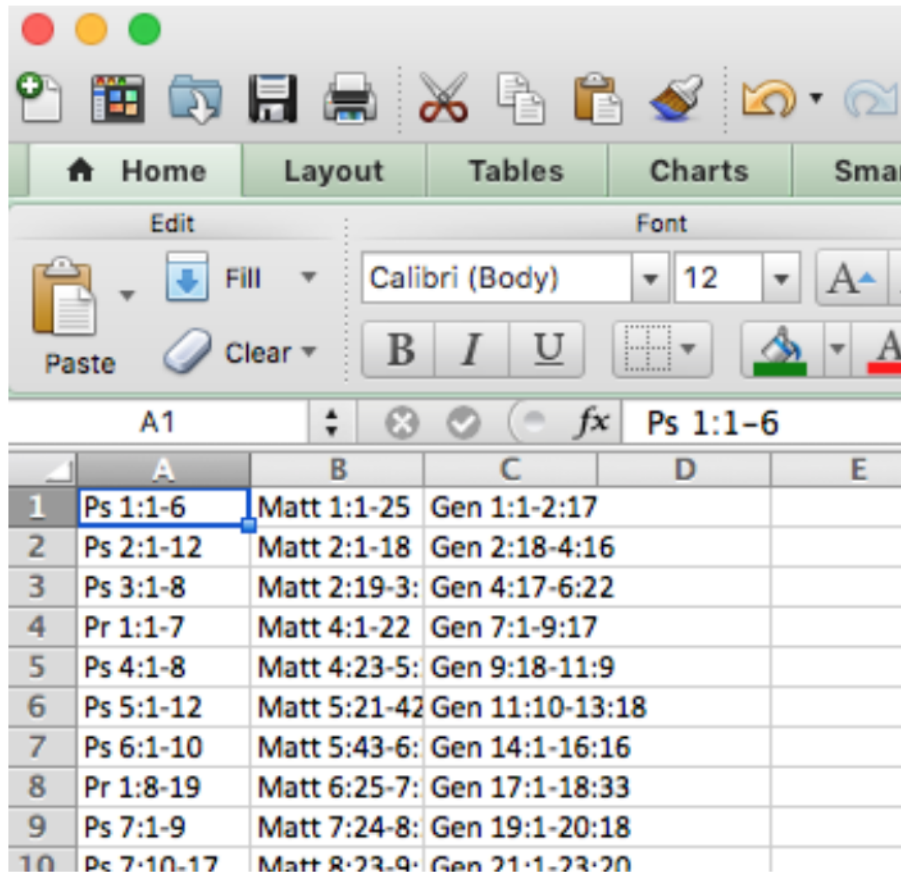
Now you can create user accounts automatically for all your directory entries that have an email address stored.

Click on the Create user accounts link in the People Sub menu.

Bible Reading Plan

The Bible Reading plan allows you to upload a reading plan for your whole congregation to follow. It needs to be in a CSV format – the plugin ships with the BiOY plan.

You can create your own in a spreadsheet program, using one reading per column and one day's readings per row. Don't forget to save in the CSV format!



If you use the Bible Readings custom post type – that day's reading and notes will override any uploaded plan.

There's a shortcode to display this style of Bible readings [church_admin type="bible-reading"]

Bible Version

The app uses Biblegateway.com to serve Scripture readings, you can set the default version for your install using the dropdown menu.

Which Bible version? (Click to toggle)

ESVUK

Save

Push Notifications

Push notifications are a way for apps to receive a notification of new content. If your app users have allowed them when installing or later in their phone settings, they will receive push notifications.

These are sent when you publish a new blog post, bible reading notes, or prayer request.

A new feature is sending a Push Message – this is useful for emergencies and can be found as a submenu item of the App menu item

Send a push notification message

Message 0/160 characters

Send

Appendix 1 Page HTML for adding custom CSS

This is the stripped down body of the app to give an idea of classes and ids for adding your own custom CSS.

```
<body data-spy="scroll" >
<div data-role="page" id="page" >
<!--Menu-- >
<div data-role="header" id="header">
<h2 ><span id="menu" ><i class="fa fa-bars" aria-hidden="true"></i> <span id="church"
class="tabbutton"
data-tab="#home">Home</span></span> </h2>
<ul data-role="listview" class="menu ui-listview">
<li class="tab-button"><span class="languagespecificHTML" >Home</span></li>
<!-- MENU ITEMS ADDED AUTOMATICALLY -- >
</ul>
</div>
<div data-role="main" id="main" >
<div id="rendered" >
<!-- MAIN CONTENT GOES HERE -- >
</div>
</div>
</div>
</body>
```

The menu header is contained in #header. Each menu item li is in .tab-button. The text for each menu item is in .languagespecificHTML.

Page content is rendered dynamically in #page #rendered, so any styles need to be under that.