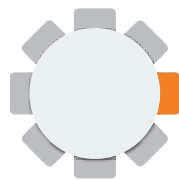


User Guide

➤ *let's jump in*



User Guide
Help manual

What's in here?

1) Overview (pg. 2)

Before take-off

Why should you join your church's Table?

2) Sign up (pg. 3)

Register for the Table!

3) Help (pg. 4)

Site tour and help videos

4) Menu (pg. 5-15)

Profile: Step by step guide to create your profile

Messaging: Best Practices

People: Connect with people

Groups: More info to come later in the guide

5) Church Tab (pg. 16-19)

What is it? And how can you participate?

6) Groups Tab (pg.20)

How to join groups and participate in them

7) My Page (pg.21-24)

How to customize your own page

8) Miscellaneous (pg.25-29)

Random functionality to understand

Overview

Why should you join your church's Table?

What is the Table for?

- Quite simply, the purpose of the Table is to make it easier for you to connect, pray for and serve with others in your church family. Life happens in between Sunday's and the Table is here to help you be in fellowship every day of the week.

Why would you use the Table?

- Interact with your church family wherever you are and whenever you want to.
- See what people need prayer for, in the moment they need it.
- Mobilize friends at church to do a service project, on a Tuesday.
- Use it to match peoples names with there faces and break the ice with people that might share something in common with you.
- See what church members live in your neighborhood...your family is around you and you don't even know it!
- Create a group at your church and add apps around your interests or goals.

Some things to think about

The Dream

All those unknown faces in the hallway becoming recognizable. And knowing not just each others' faces and names, but each others' stories. Praying for each other more frequently, discussing God's word more openly, and sharing our resources more freely, like the early church.

The Proof

Research shows the more online interaction you have with the people you care about, the more you get together in person. And that's what this is all about: the software getting out of the way and just making it easier for people to find, connect and engage with one another. It's not about creating a virtual church. It's about extending your real church into the places you already are.

Sign up

Registering.

How to get there

1. If you were invited, go to your email and click on the link.
2. If you heard about the Table but don't have an invite, find out what your churches domain is. (Example <http://yourchurch.tableproject.org>) and click on the "Join" button.

Three easy steps - (just follow the 3 step wizard)

1. Enter Email address: Use an email that you check often because this will be used for your username and other important features of the Table
2. General Information: Fill out the fields to enter a little bit about who you are, your contact info and a unique password
3. Confirmation: Congratulations! You're now a part of the Table. Click "Get started" to start now

If you already have an account on the Table with another church or organization and you'd like to use that account with your church, enter that email address here.

The cell phone information will allow you to receive notifications via text message.

What it looks like



The screenshot shows the registration interface for West Fellowship. At the top, the logo features a blue cross-like symbol and the text "westfellowship" with the tagline "live church together" below it. A progress bar at the top indicates three steps: "1 Email", "2 General Information" (which is currently active and highlighted in black), and "3 Confirmation". Below the progress bar, the heading "Step 2. General Information" is centered. The form contains three input fields: "First Name", "Last Name", and "Address", each with a corresponding text box. At the bottom of the form, there are several small, faint icons.

Help

You aren't alone.

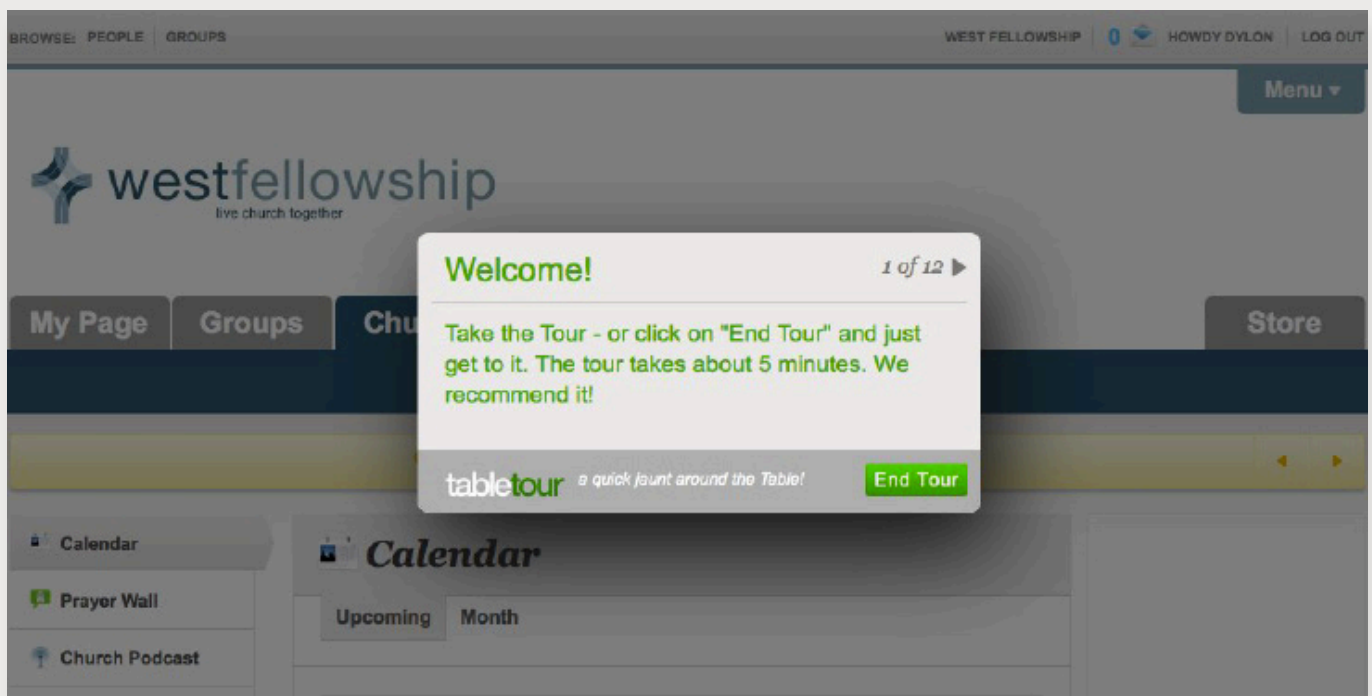
Help in the beginning - the “Table tour”

1. Go through the Site tour - the site tour walks you through the Table and helps you learn the ropes.
2. If you're a social media pro, quit the tour and jump right into the next steps

Ongoing help - “Show me” button:

Sprinkled throughout the site, you will see a “show me” button. This is there to teach you how to use every component of the Table. Josh, the Table's head geek will walk you through that piece of functionality.

What it looks like



Menu

Your profile.

How to get there

The first thing you will see is the Church Page - where your whole church interacts. Here is how to get to your profile.

1. Click on **your name** at the top right of the page or click on the **“Menu”** tab on the upper right of the page

You can raise or lower the menu at any time throughout the site

Intro:

Your profile is only a quick snapshot of your contact info, interests and church involvement. The Table wasn't built as a self-expression platform so your profile is purposely limited so that you can link to other social media sites. Your profile and everyone else's sit on the drop down menu so that you can get to it quickly from anywhere on the site.

Profile Pic:

1. Click the **“Change Pic”** link sitting under the default picture on your profile
2. Click **“Browse”** in order to select a picture you have saved on your computer
3. Crop the picture you select and hit **“Save”**

Adding your profile pic is so important because it helps people put a name to a face. Use a close up so that people can recognize you

What it looks like



Menu

Profile > edit profile.

Personal Information:

This has been pre-populated from the registration process. However, make sure you decide how you want to receive quicknotes (Messages from your community) by selecting the drop down on the right hand side.

This is a way to bridge your communication from the Table into other mediums of choice i.e. email or text.

Networks:

Add the links to your other networks or websites.

1. Open a new tab in your browser - (Click control + T for pc users or command + T for mac users.)
2. In your new Tab, go to your other social networking profile pages that you have previously set up (facebook, linkedin etc.). On your profile page, copy the URL on top i.e. <http://www.facebook.com/fake.name>.
3. Go back to your Table and paste the URL in the appropriate social networking feed.

What it looks like



Menu

Profile > edit profile.

About me:

Add tags to your profile to share your interests, skills, giftedness and favorite bible verses with the rest of the community. A “Tag” is just a word or phrase that describes you. Adding Tags will allow other people to find you and vice versa. These Tags will show up on your main profile page and can be clicked on to see everyone else in your group or church that shares that same Tag with you.

After you add your tags, try clicking on one of them to see who shares that interest, skill or verse with you. Finding people with like-interests is one of the first steps of connecting with new people

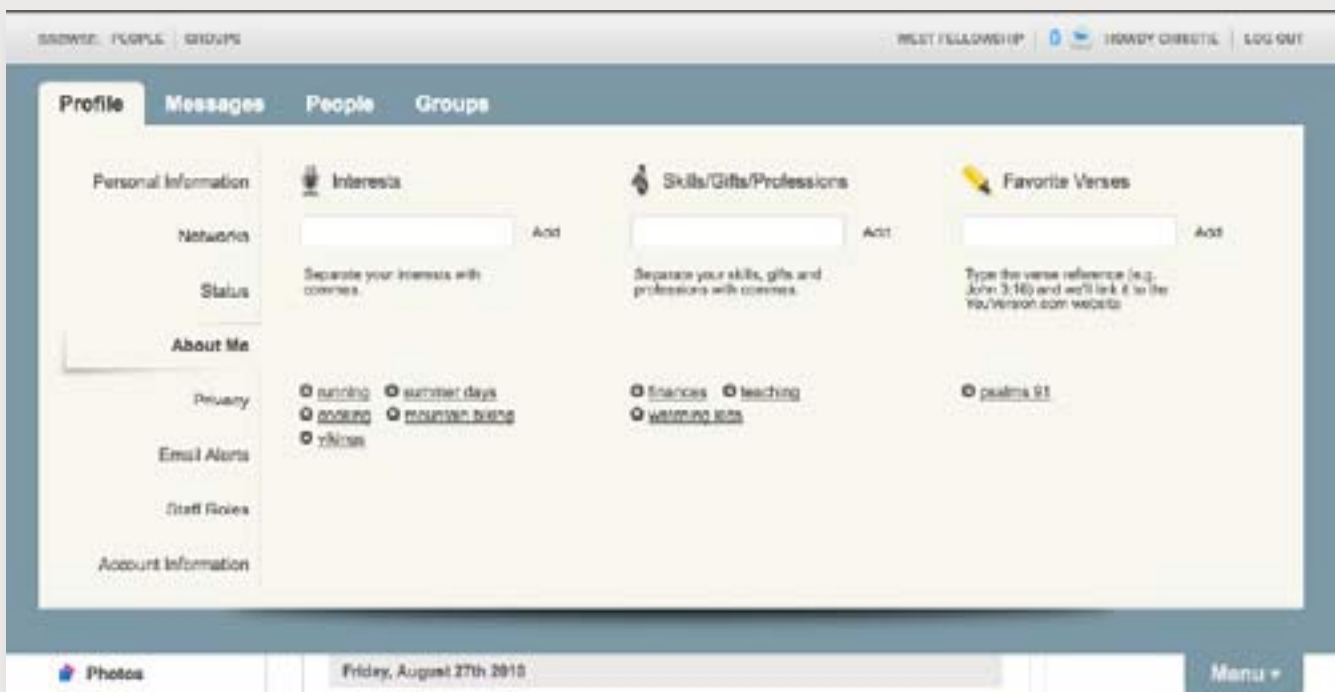
Adding tags:

- **Interests:** If you were to sit down and have coffee with a friend. What would you talk about? (Besides work):Books, art, dogs, golf, certain bands, specific movies etc. - just type those words in.
- **Skills /Gifts/Professions:** What do you specialize in: Marketing, watching kids, video editing, cars, teaching, or handywork?
- **Favorite Verses:** It seems like everyone has a verse that hits them in the gut, what’s yours?

Help others - list the skills that you would be willing to offer as service to others.

Your verse will link to Youversion.com.

What it looks like



Menu

Profile > edit profile.

Privacy:

Let's face it, not everyone embraces the "glass house" social media mentality. This section allows you to keep some confidentiality.

You may have some information that you only want friends or staff to see. For each part of your profile choose "Everyone", "Friends" or "Staff only".

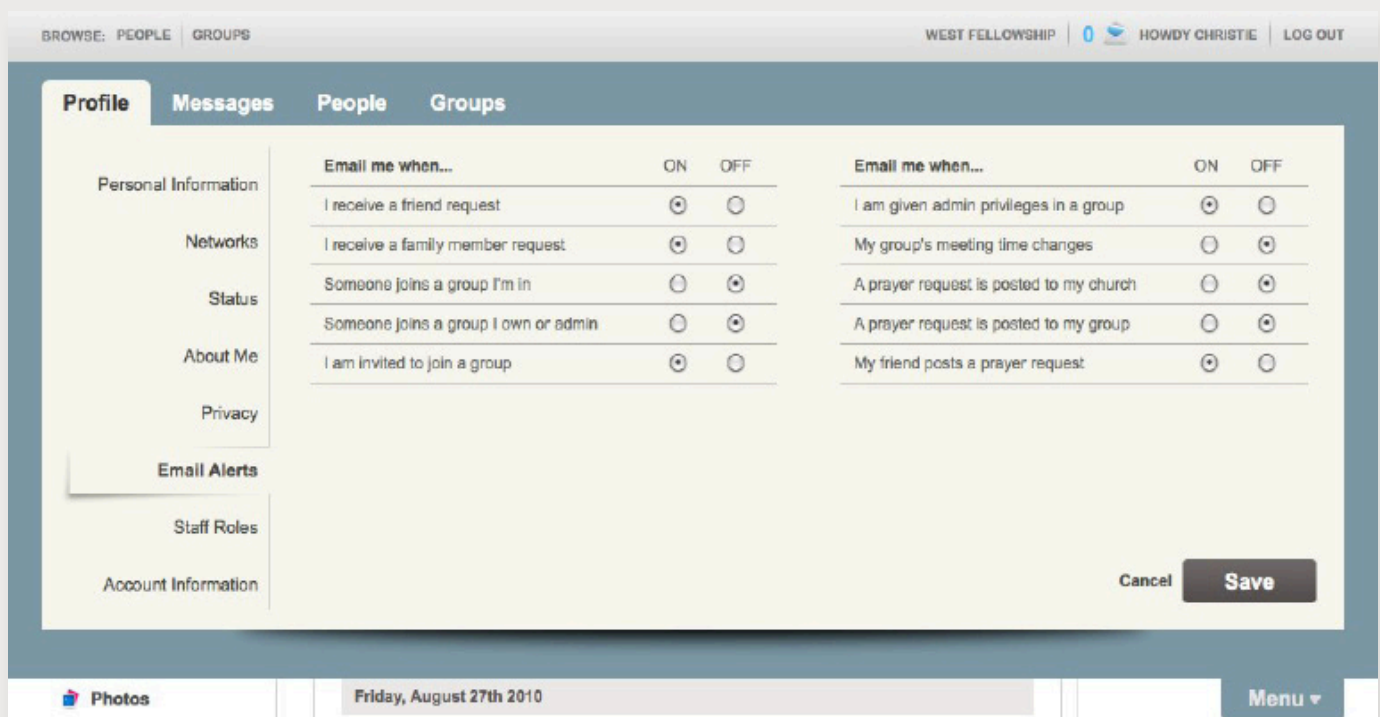
Email Alerts:

If you're that person who will be checking your email more often than your Table messages, this section is for you.

Here is where you can select your email notification preferences. By clicking **ON** to one of the email options you will get an email with the full message (so you don't even have to go to the Table to read it) along with a link directly to that notification in the Table (if you want to reply right away).

Find a healthy balance just for you. Don't be so private that you miss out on some cool capabilities of the Table or too open that you're uncomfortable with the information you're giving out.

If you get email to your phone, this is a great way to be available 24/7 to your groups/church. Or, click off here so you can give yourself some space.



Menu

Profile > edit profile.

Staff Roles:

Let people know you're on Staff! Just **check the box** next to your ministry.

Account Information:

Change your password and email here as well as what campus you belong too if you are part of a multi-campus church. We have a password strength indicator so you know how secure your password is.

Combine words/letters with numbers to strengthen your password. Also, save yourself the headache and write it down!

What it looks like



The screenshot shows a web interface for editing a user profile. At the top, there are navigation links: "SEARCH", "PEOPLE", "GROUPS", "WEST FELLOWSHIP", "HOWBY CHURCH", and "LOG OUT". Below this is a header with tabs for "Profile", "Messages", "People", and "Groups". The "Profile" tab is active, showing a sidebar with links for "Personal Information", "Networks", "Status", "About Me", "Privacy", "Email Alerts", "Staff Roles", and "Account Information". The main content area contains a form with the following fields: "Current Password" (masked with asterisks), "Email" (filled with "Eike15@gmail.com"), "New Password" (with a "Password strength" indicator), and "Confirm New Password". At the bottom right of the form are "Cancel" and "Save" buttons. The footer of the page includes a "Photos" icon, the date "Friday, August 27th 2016", and a "Menu" dropdown.

Menu

Messaging.

Quicknotes:

The power of quicknotes is that when you send the message to an individual or a group, they will receive it however they want to. Some may want to get a text while others may want email, the key is...you don't have to worry about it. Just type and send and the heat-seeking message will find it's target!

Set up where you want to get your quicknotes in your profile under "Personal Information".

To Compose:

1. Click on the "Compose" link above your notes.
2. Start typing someones name or the name of your group and they will show up
3. Type your message (140 characters so it can be received over text)
4. Click "Send"

If you put in a link, the shorten button pops up and will automatically shorten your link.

Notifications:

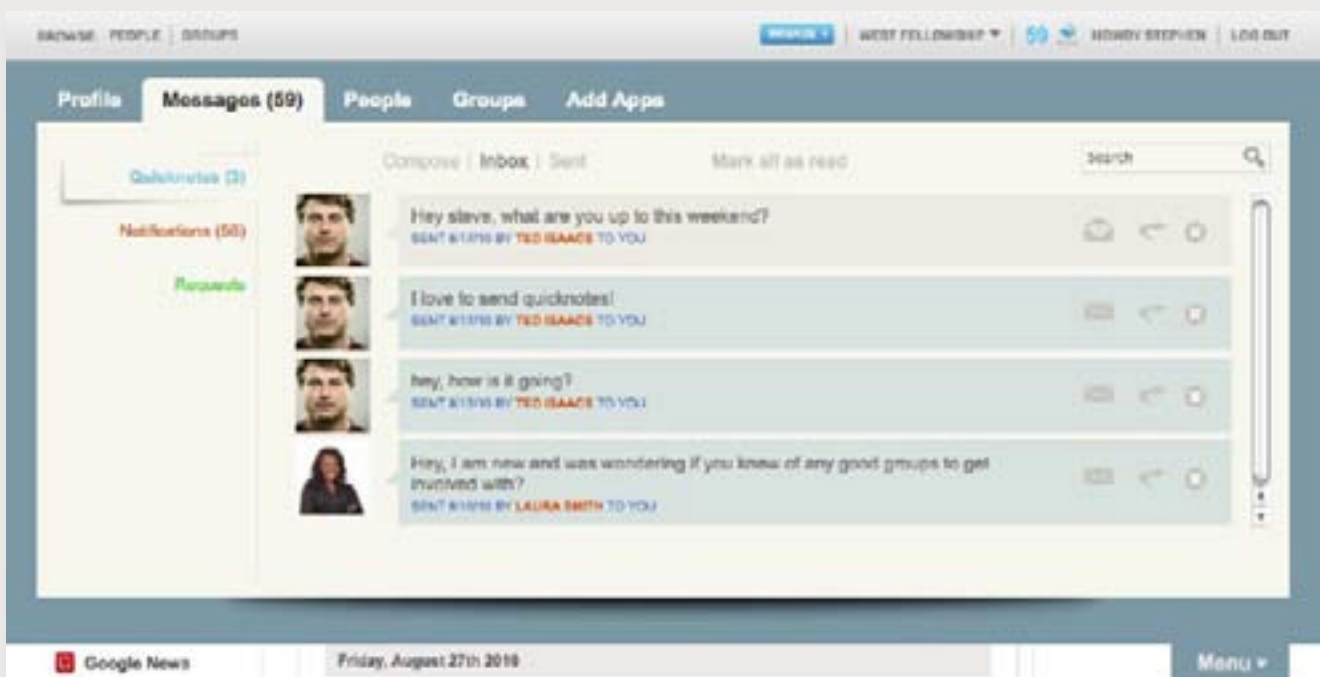
Anytime something new happens on the Table that might make sense for you to know, you'll get a notification here. It should have a link directly to the information itself so you can reply. Or, if it doesn't fancy your interests, just simply click the "X" on the corner to delete the notification.

In the edit profile section under email alerts, you can chose to be notified about any request through your normal email i.e. gmail or yahoo without ever logging in to your Table account.

Requests:

Accept or ignore any friend/group requests from other people here.

What it looks like



Menu

People.

Intro:

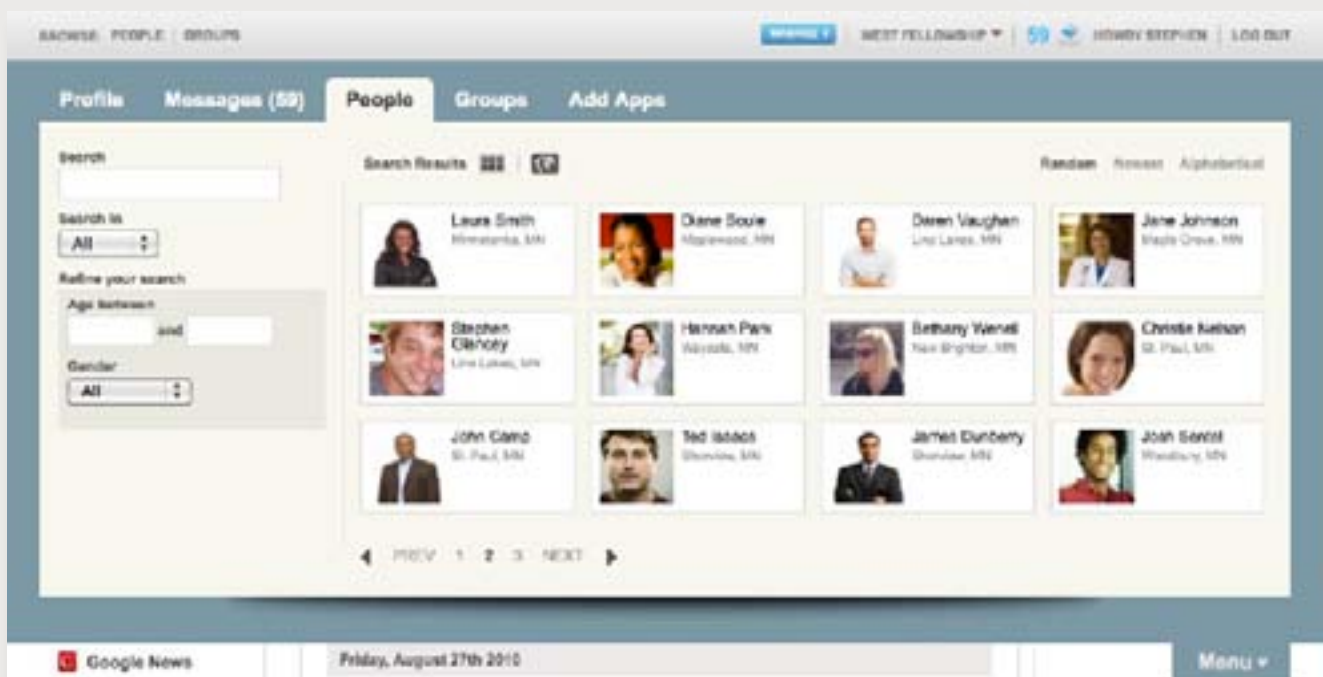
This is a browsable and searchable church directory of Table participants at your church. To view this, start by either clicking “People” in the **menu tab** or by clicking “People” on the top bar.

Member profiles:

The boxes on the right are simple thumbnails of everyone’s profile. If you click on a **name** or **picture**, you can pull up their profile. Try hovering your mouse over a profile thumbnail – Click on the “envelope” to send a Quicknote or on the “green plus sign” to add them as a friend.

The sole reason for the Table utilizing the friending system is so that you can control who has access to parts of your profile

What it looks like



Menu

People.

Search/Filter:

Find who you are looking for by using the search field and by changing the filter fields.

Search options:

Search In – Indicate whether you’re searching by a name/city or a tag. “Live Search” - searches as

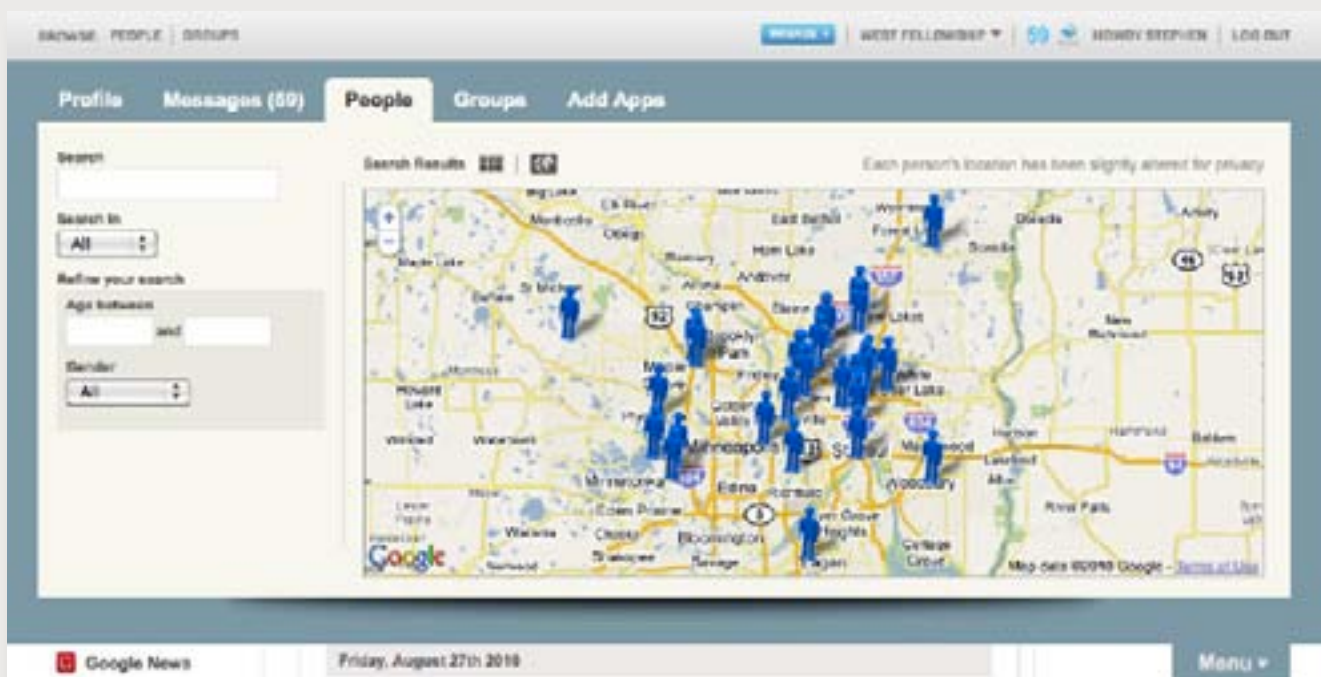
Refine Search – Filter your search further by putting in the age range and/or gender of the person you’re looking for

Currently you’re viewing people in a random view but you can re-sort this by clicking alphabetical or newest in upper right corner.

View:

Toggle between grid view and map view. Map view shows the members on a map so that you can connect with people that live near you.

The map view alters home locations slightly to protect privacy, but is useful to see who may live in a neighborhood close to you.



Menu

Groups.

Intro:

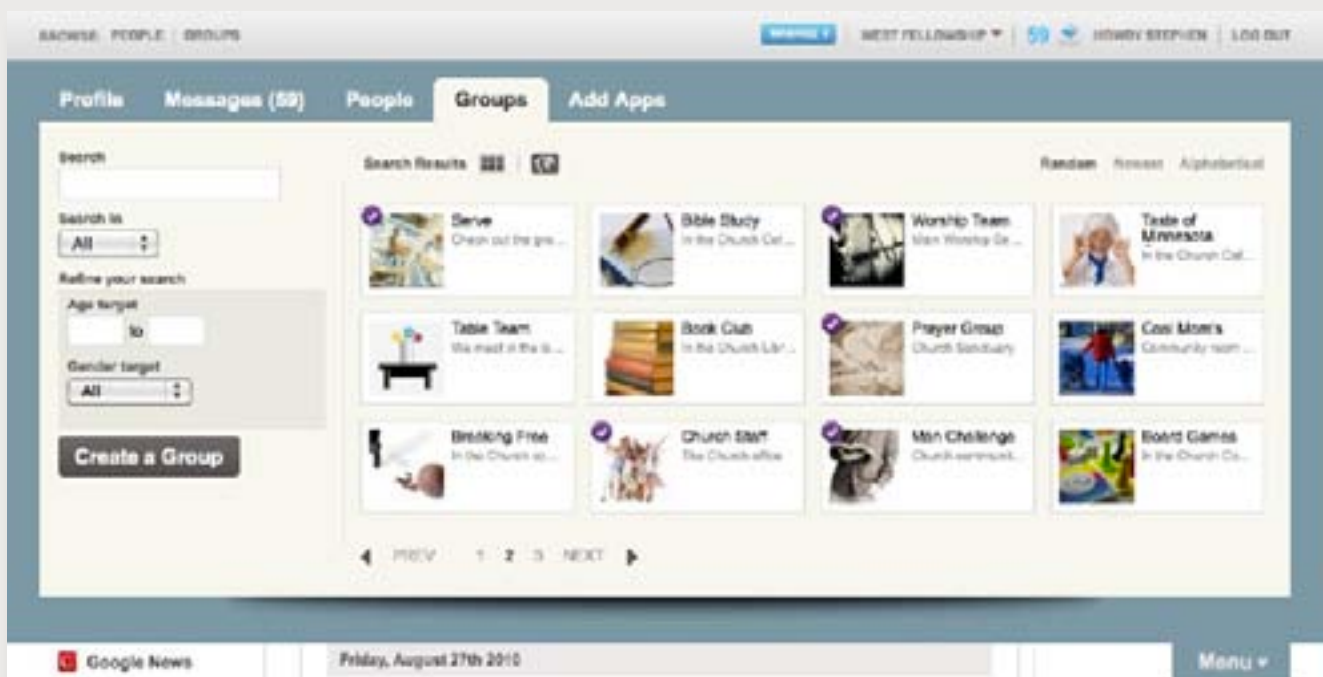
This is a browsable and searchable church group directory. To view this, start by either clicking “Groups” in the “Menu” tab or by clicking “Groups” on the top bar

Group Profile:

The boxes on the right are simple thumbnails of every visible group on your table profile. If you click on **name** or **picture**, you can pull up the group profile. Try hovering your mouse over a profile thumbnail – Click on the “envelope” to send a Quicknote to the group leader or on the “green plus sign” to join the group.

If there is a purple check mark in the corner on the group thumbnail that means that this is an official church group.

What it looks like



Menu

Groups.

Three types of groups:

- Open – Anyone can join
- Private – New members must be approved or invited
- Hidden – New members must be invited and the profile does not show up in the group directory. (ensures extra security/privacy for certain groups and their members)

Search/Filter:

This is a powerful tool that allows you to use multiple filters to find the group you're looking for.

Search options:

Search In – Indicate whether you're searching by group name/city or a tag.

Refine Search – Filter your search further by putting in the age range and/or gender target of your desired group.

Some examples of hidden groups are specific church teams, elders group and small groups that don't need to show up in the directory.

Currently you're viewing groups in a random view but you can re-sort this by clicking alphabetical or newest in upper right corner.

What it looks like



Menu

Groups.

View:

Toggle between grid view and map view.

Create a group:

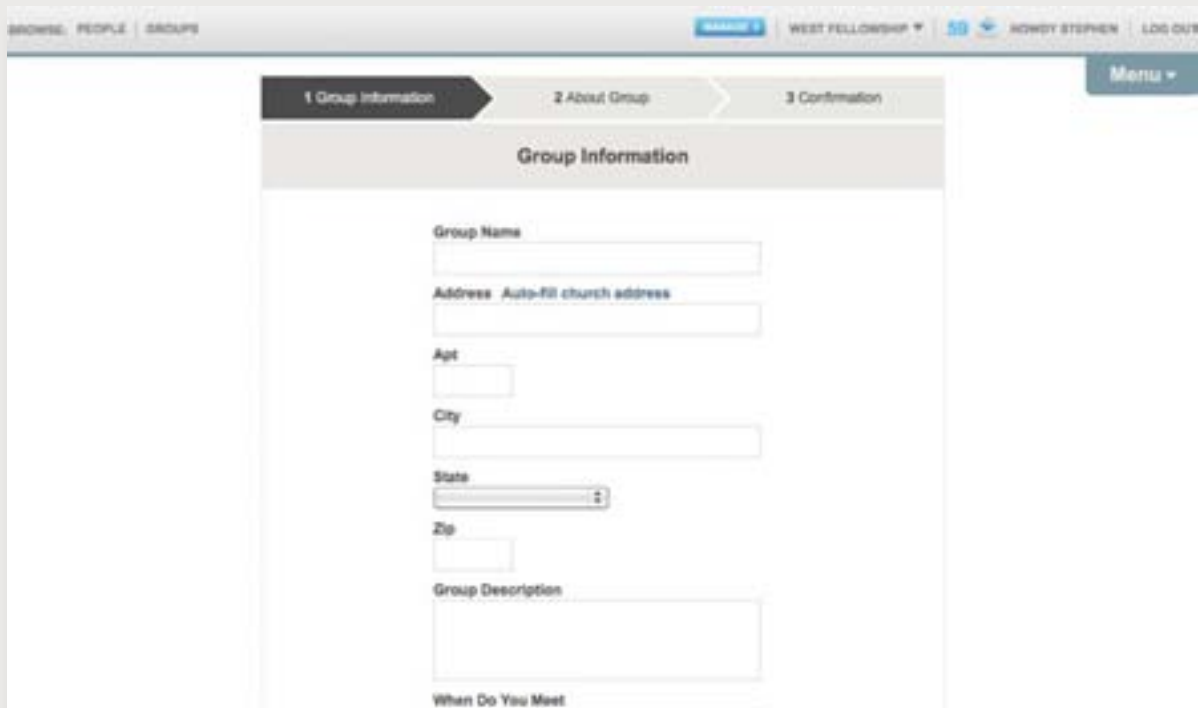
Click the **“Create Group”** button under the filter options.

Follow the easy 3-step wizard to create your own group. Based on your church’s settings, you will either create a group and immediately be able to customize it or have to wait for approval from your church administrator.

Gives you the ability to see where every group at your church meets on a map.

Consult the “Group Leader” manual for more details.

What it looks like



The screenshot shows a web application interface for creating a group. At the top, there are navigation links for 'BROWSE', 'PEOPLE', and 'GROUPS'. A user profile is visible in the top right corner, showing 'WEST FELLOWSHIP', a user icon, the name 'HOWDY STEPHEN', and a 'LOG OUT' button. Below the navigation is a three-step wizard: '1 Group Information' (active), '2 About Group', and '3 Confirmation'. The 'Group Information' form includes the following fields: 'Group Name' (text input), 'Address' (text input with a note 'Auto-fill church address'), 'Apt' (text input), 'City' (text input), 'State' (dropdown menu), 'Zip' (text input), 'Group Description' (text area), and 'When Do You Meet' (text input). A 'Menu' button is located in the top right corner of the form area.

Church

Church tab.

Intro:

Make sure your Menu/Admin tabs are retracted. The church tab is one of the main Tabs beneath the church logo. The church tab is a page set-up for the entire church to interact. Everyone on your Table has access to this page and can post content here. If your content is not posted immediately that is because your church has selected to approve all content before it can be viewed by everyone.

If your church has multiple campuses they will be listed below the church tab.

Apps.

Intro:

The list of apps that your church admins have decided to include on this page are listed on the left hand panel. Click on the "App Name" to interact with that specific content. Next we'll take you through some of the features of three example apps: Prayer wall, Calendar and Discussion board to get you started on how to use an app on the Table.

If you rather learn about the apps using video, click on the "show me" button at the top of each app.

What it looks like



Church

Apps.

Prayer wall:

All prayers - This is a list of all the prayers that have been posted at your church. Click the green “pray now” button to let them know you’re praying for them.

My prayers - This is a list of all the prayers you have requested. Click on the “comment icon” under your prayer to see who is praying for you and to view the comments on your prayer.

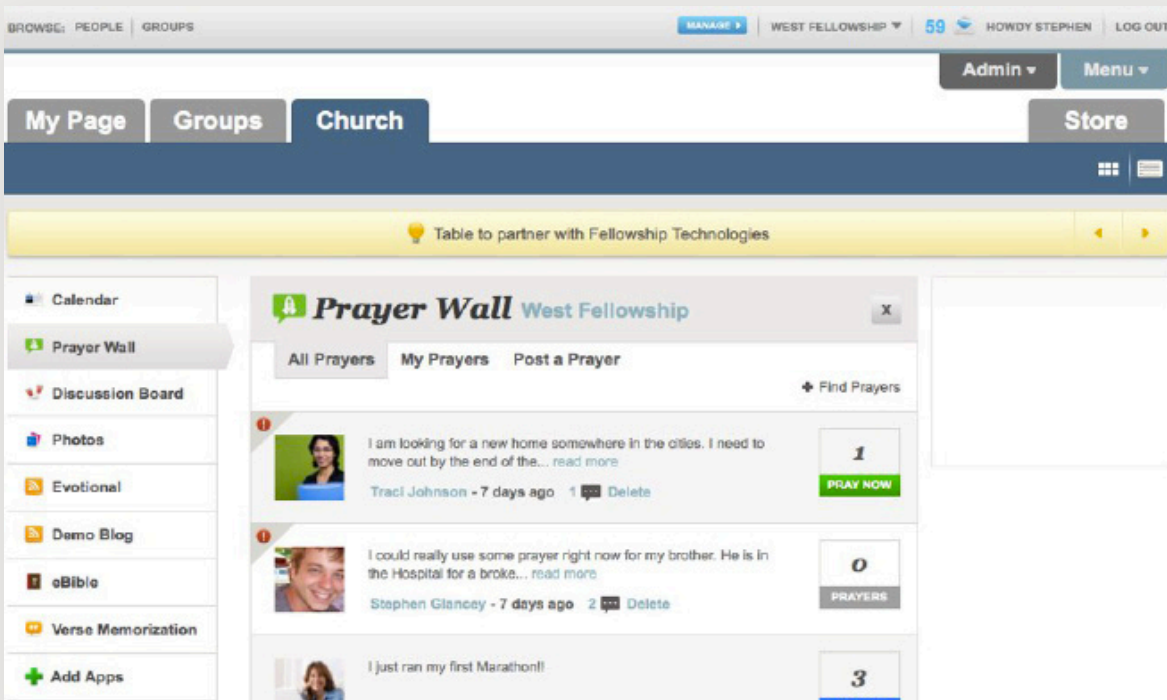
Post a prayer - You can choose to designate the prayer as a praise by checking the first box above the main text field.

- If your prayer request is an emergency, click on the “urgent” box.
- Check the “anonymous” checkbox if the request is of a sensitive nature.
- Know when people are supporting you by choosing the option to be notified when someone prays for you.
- You only have to post your prayer once - **just check the boxes of the other places you would like to post** your prayer, such as a specific group.

Click on the comment talk bubble to see who commented on your prayer and who is praising/praying for you.

Click on people’s names within any app to view their profile

What it looks like



Church

Apps.

Calendar:

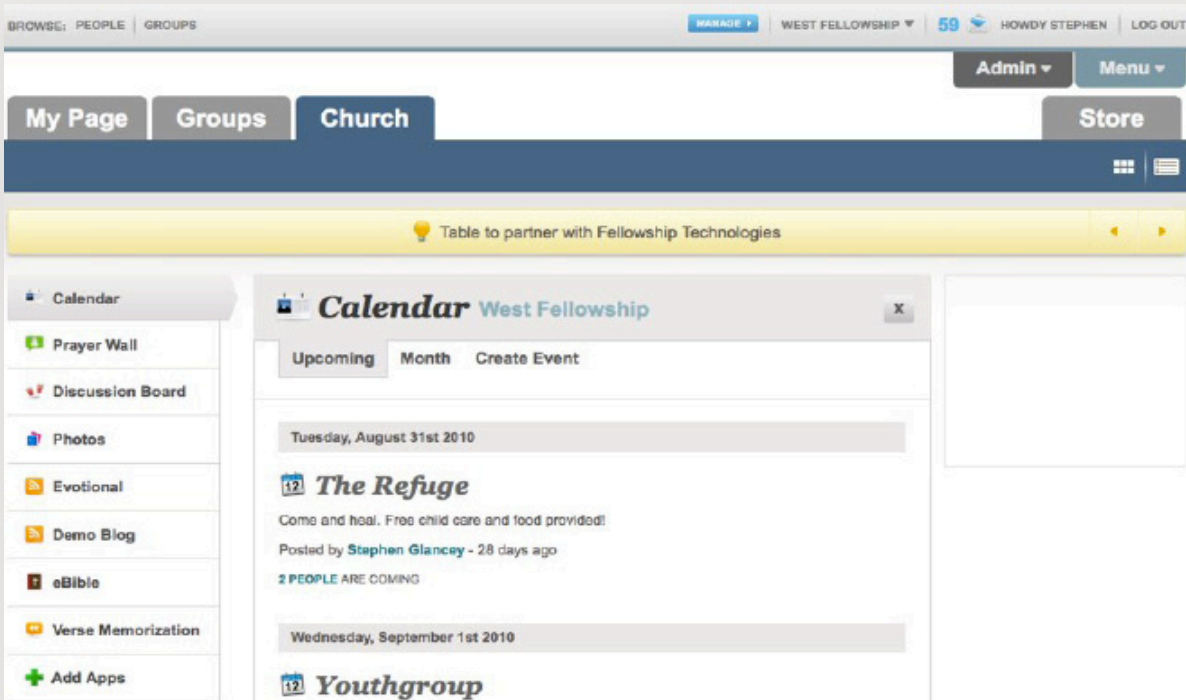
Upcoming - This is a list of all the upcoming events on your entire church's calendar. You can view them in the thumbnail to get the date and a short description. Or, click on the "event title" to view the event at more detail i.e. full description, time, place, who's attending etc.

Month - This is a "calendar" view of the events happening at your church. Here you can see the title, date, and time of the event. However, by clicking the "title link", you can view the event at more detail.

Create event - If you want to create your own event, this is where you can enter in all the information i.e. title, date, time, location etc. If your event doesn't show up right away, this could be because your church has decided to approve all content before it is viewable to the entire church.

Hunny, did you throw that flyer away that had the information about that women's retreat? Don't worry, now you can check the church/group calendar!

What it looks like



The screenshot shows a web interface for a church's calendar. At the top, there's a navigation bar with "BROWSE: PEOPLE | GROUPS" and user information for "WEST FELLOWSHIP" and "HOWDY STEPHEN". Below this is a main menu with "My Page", "Groups", "Church" (selected), and "Store". A yellow banner below the menu reads "Table to partner with Fellowship Technologies". The main content area is titled "Calendar West Fellowship" and has tabs for "Upcoming", "Month", and "Create Event". The "Upcoming" tab is active, showing a list of events. The first event is for "Tuesday, August 31st 2010" titled "The Refuge" with the description "Come and heal. Free child care and food provided!". It was posted by "Stephen Glancey - 28 days ago" and has "2 PEOPLE ARE COMING". The second event is for "Wednesday, September 1st 2010" titled "Youthgroup". On the left side, there is a sidebar with various church-related apps like "Prayer Wall", "Discussion Board", "Photos", "Evotional", "Demo Blog", "eBible", and "Verse Memorization".

Church

Apps.

Discussion board:

Some discussion topics of conversation are helpful for the whole church to be able to talk about i.e. what should our next sermon series be?

All topics - This is a list of all the discussion topics going on at your church. Click on the title to view the discussion in full. Post a response in the empty text field and, if you want, attach any file that pertains to your reply.

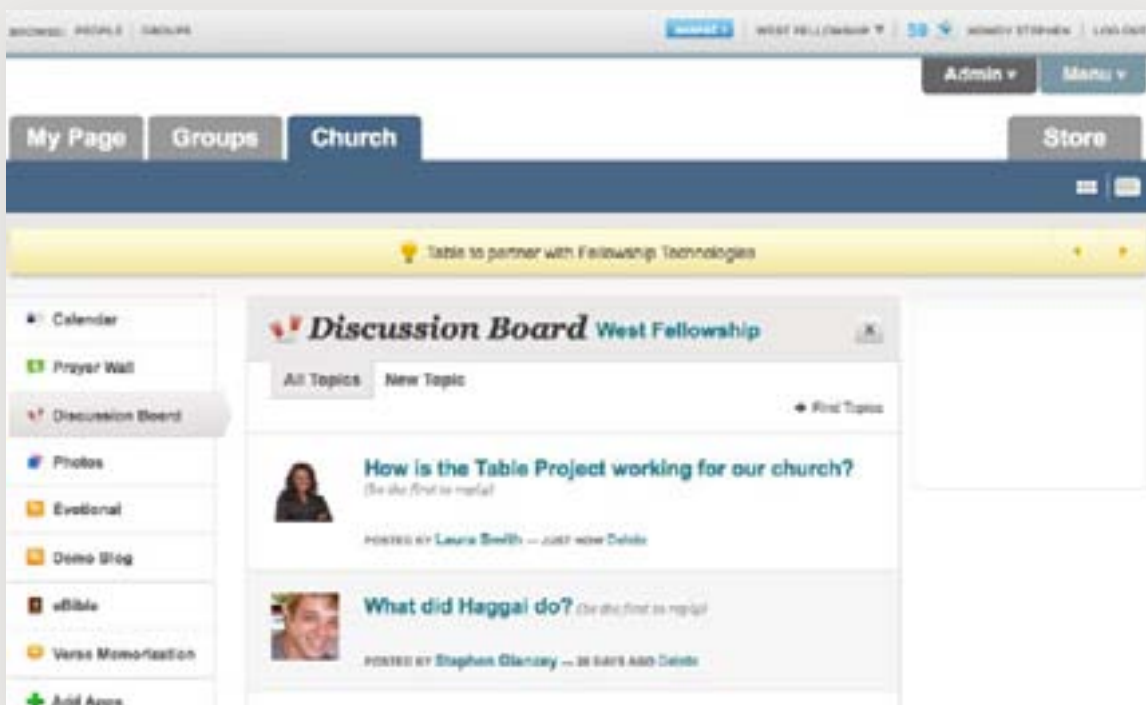
New topic - Try starting your own topic. Click **"New Topic"**, then write your discussion comment in the blank field, give it a title, and click the check box if you want to be notified every time someone responds to your discussion

Everyone responding to your topic has the ability to post different file types like photos, pdf's and word documents.

These are just a few examples of all the apps on the Table. Experiment with them all to see which ones are useful to you.

If your topic doesn't appear right away, that is because your topic needs to be approved before others can view it.

What it looks like



Groups

Basics.

Intro:

The “Group Tab” is one of the main Tabs beneath the church logo. If you have not joined a group yet, you will see a page that will get you started. This is for any groups that you’re a part of. Only people that you’re in a group with can see or interact with this information. The apps your group leader has selected for your group to interact with are on the left hand side.

If you are a group leader, see the “Group Leader” guide for more information to get a group set up and the tools in place to administrate your group.

What it looks like



My Page

Basics.

How to get there.

Click on the “My Page” tab on the far left just under your church logo.

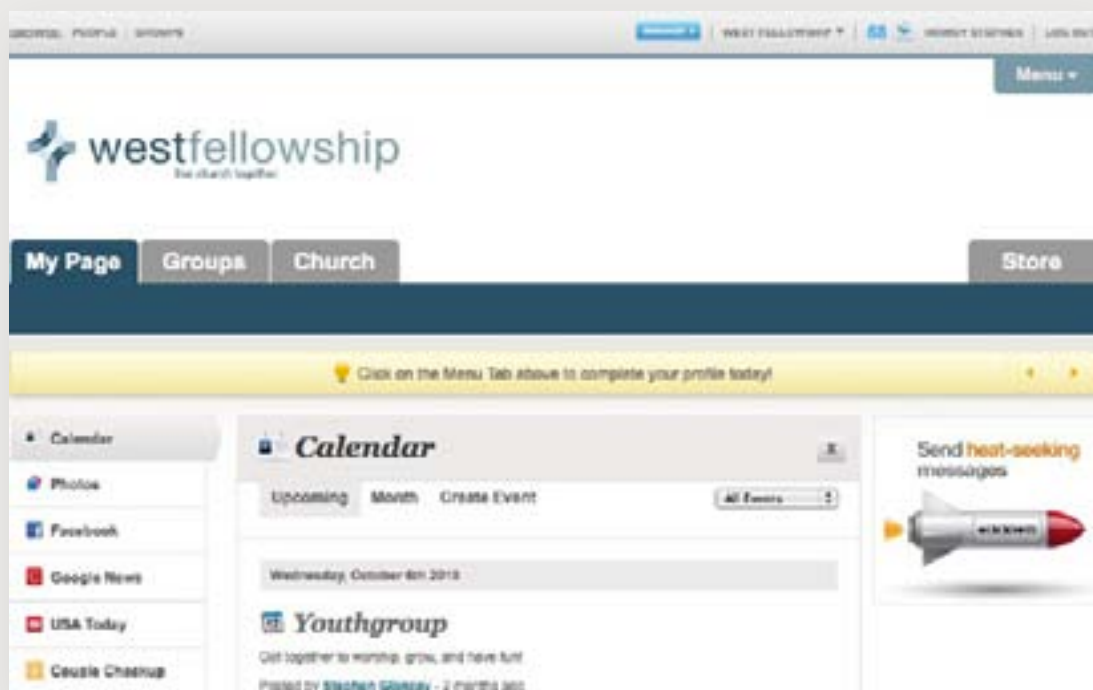
What is it?

Your My Page is a custom personal dashboard that you can fill with custom apps to keep you connected at church as well as content from all over the web. There is no limit to what you can add here. Choose from all of the apps in the directory or bring in RSS content from anywhere. Only you see and interact with this page.

Next you will find out how to customize your page.

The apps act a little different on your My Page. They are personalized to you. For example, the Calendar app shows all the events you have RSVP'd to.

What it looks like



My Page

Customize.

What are apps?

“App” is short for application program. In simple, it’s a miniature (yet often times powerful) software program that sits within a larger system (i.e. The Table.) On the Church and Groups page only the administrators can add/delete and rearrange apps, but every user can customize their My Page.

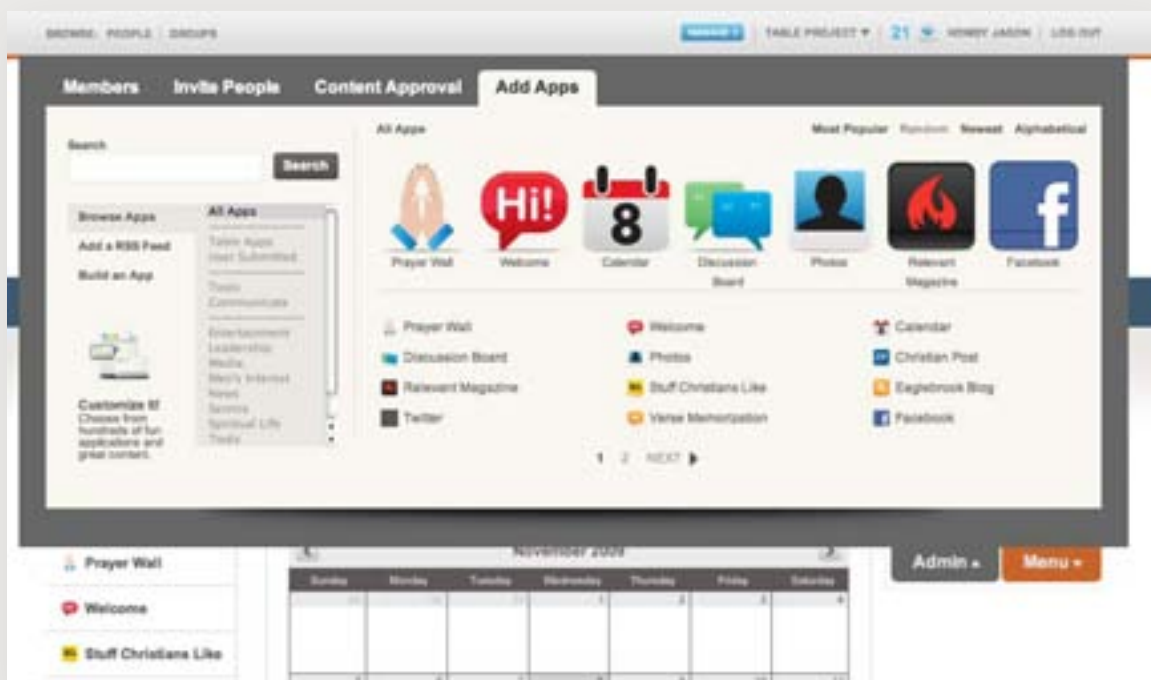
Maybe you’ve seen examples of “apps” on a smartphone such as the “iphone” or an internet start page such as “igoogle”.

Let’s get familiar with apps on the Table

Play around with the default apps you already have - open them and try posting the first piece of content.

- Rearrange the apps - click and hold the app name/icon and drag it up or down to rearrange it.
- Delete apps - you can remove any app you want by clicking the “X” on the top right of the app (NOTE: once you delete an app the content is not lost). The App and its information can be retrieved by simply adding the app again.
- Add apps - you can add apps to your group page by either clicking the “Admin” tab (top right) and then clicking on the sub link “Add Apps” or by clicking on the “Add Apps” button (under the navigation on the left).

What it looks like



My Page

Customize.

How to use the App Directory

Searching Apps - using the search bar on the left while featured apps / search results show up on the right. (or the menu > apps tab)

Preview Apps - read more about any one app by clicking on its **icon or name**.

Adding Apps - to add an app click on the **“green plus sign”** that appears when scrolling over it in the directory. (If you are in the app detail screen – you can also click on the **“add application”** button in the lower right.)

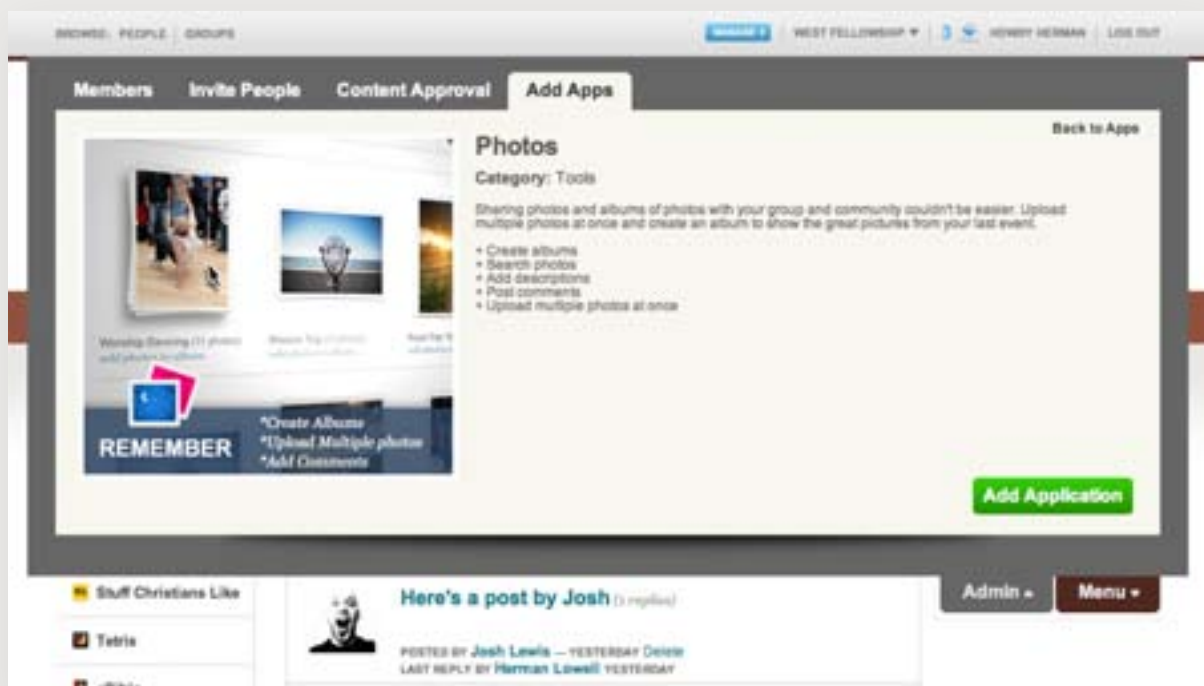
Check it out! - once you have added an app the link for it automatically appears at the top of the left hand navigation under your group.

New apps will be added to the App Directory regularly so make sure to check back in frequently!

Recommended Apps

- Calendar - *This will pull all the events you have RSVPed to in your group/church calendars*
- Photo - *upload photos and create albums, then forward post them to your church/groups*
- Facebook - *feed your page right into the Table!*
- Podcast - *add topical podcasts*


What it looks like




My Page

Create and add an “RSS App” to your my page

What is an RSS feed? An RSS feed allows you to feed content from around the web into an “RSS App” on the Table. Most websites use RSS to distribute their content on numerous sites across the web. We make it easy to bring this content right into the Table.

 RSS feeds are available on millions of blogs and websites from around the world. Just look for the little RSS symbol on any web page to find a feed.

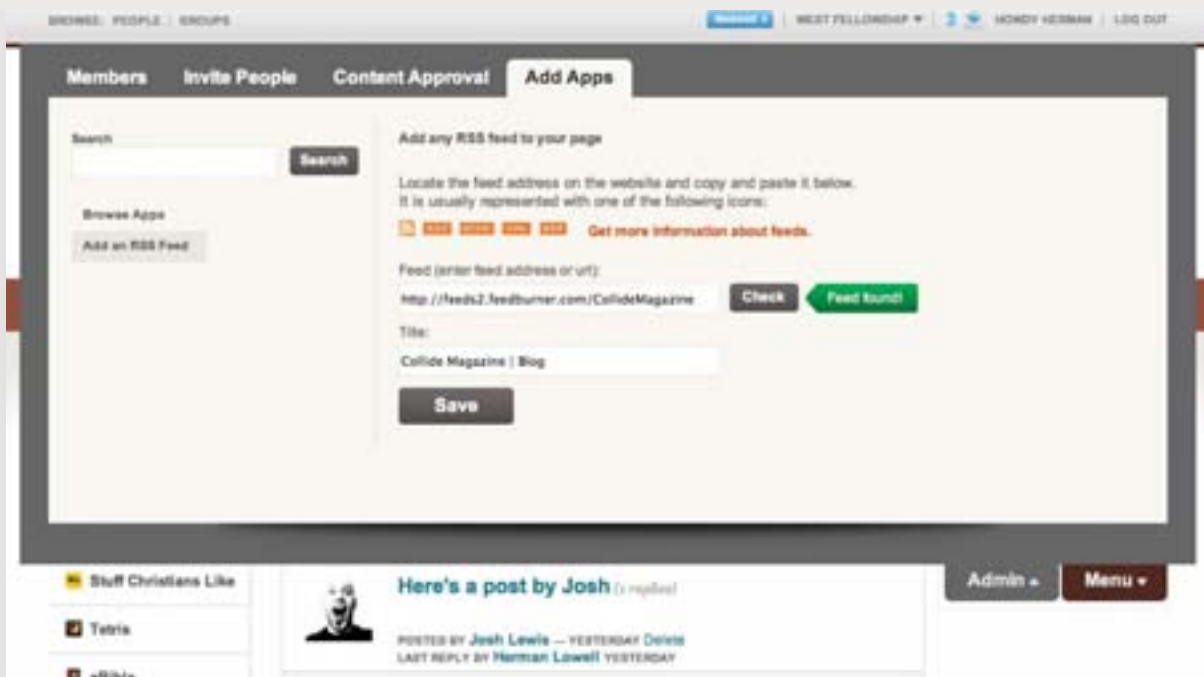
Adding an RSS feed

1. Look for this symbol  on the site you are bringing in. Click on the **symbol** and then highlight and **copy the entire (url) web link** (top of browser).
2. In the “App Directory” click on the **“Add an RSS Feed”** link.
3. Paste the copied (url) link into the **“feed”** field and click the **“check”** button.
4. If the feed is confirmed, the feed’s title will appear in the “Title” field. Make any changes to the feed name you wish (the shorter the better) and then click on the **“save”** button.
5. The RSS Feed will be added in a “RSS APP” at the top of the “app navigation”.

If you’re into the news, you might add a CNN or BBC World news RSS feed.

Add some challenging content to your everyday devotions by bringing in a RSS feed (blog) of a respected theologian.

What it looks like



Miscellaneous

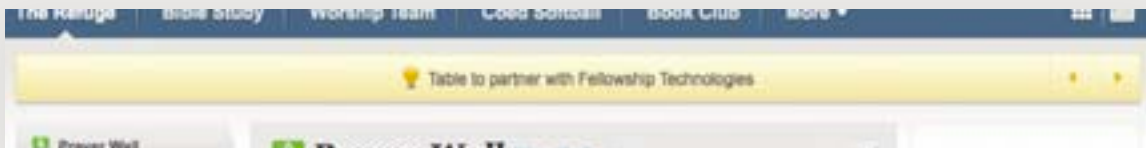
Tip bar.

Helps you:

The goal of this yellow tip bar is to deliver 3 main types of information that are relevant to you. Here are the types of content it will deliver.

- Church Messages - your church can post a message to a specific demographic on the Table. So these messages should be relevant to you instead of just blanket promotions.
- System Tips - the Table team will insert tips about the system so you can get to know all the fun and interesting things you can do.
- Resources - every once in awhile Christian resources will also be featured here and will again be targeted to you based on your interests and location.

What it looks like



Miscellaneous

Top bar.

Quick links to:

[“Browse People”](#) - The directory of people at your church who have joined the Table

These are also all found in the menu tab

[“Browse Groups”](#) - All the “visible” groups available to join on your table

[“Organization toggle”](#) - If you’re a Table member of multiple organizations there is a dropdown to switch from your current Church, to another.

[Messages \(click the envelope\)](#) - View your Messages

Profile - Click on Howdy [“your 1st name”](#) to go to your profile

[“Log out”](#) - signs you out of the Table

What it looks like



Miscellaneous

Store tab.

Table Bookstore: (Coming soon)

The Table bookstore is an element of the site that helps keep the Table free for all churches. The first version of the bookstore will allow you to purchase books using your Amazon account. A percentage of these purchases will go back to the Table. A second version of this bookstore will add a layer of social data to the bookstore, so it will be more helpful to you. Check back to see the cool stuff we will be adding to this feature.

Flagging.

Keeping it clean:

Any information on Table apps will have a flagging option. If you're offended by a particular piece of content, please flag it by click on the "Flag" icon or link. As soon as content is flagged it gets taken off the Table and put into the churches Admin queue to address the content. They will act as the judge to the content and follow a pre-outlined procedure on how to deal with it from there.

What it looks like



Miscellaneous

Feedback. *(Temporary)*

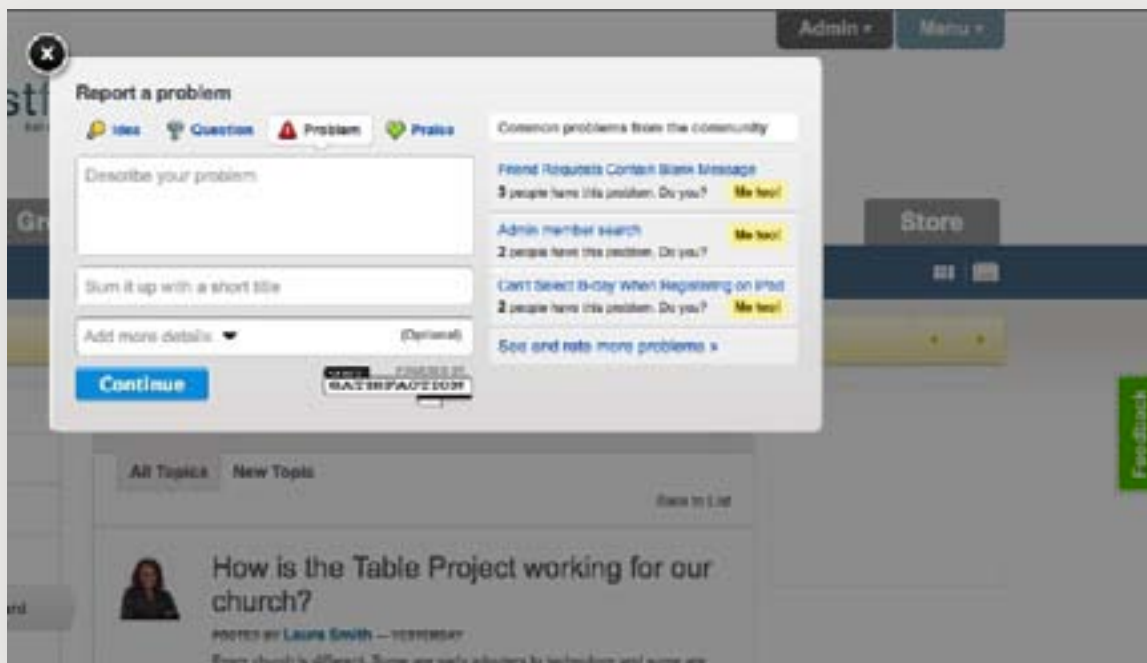
Help us, help you:

If you're a part of the Table's Beta stage, your input is essential in making the Table a success. Please help by giving us your feedback.

You can offer feedback by clicking the green "feedback" tab on the right side of the page. Here you can offer 4 types of feedback:

- Praise: Tell us what you like about the site (we really appreciate it!)
- Question: Not sure about something? No problem. Just ask, and we will get back to you as soon as we can
- Problem: This is a complicated site with a lot going on and thousands of variables. If you see something that looks or acts funny, please let us know. That way we can address it quickly.
- Idea: The possibilities are endless! Let us know what's ticking up in that brain of yours.

What it looks like



Miscellaneous

Footer.

Blog

We will be keeping an updated blog on news and upcoming apps/features for the Table

Twitter

Follow us on twitter!

Facebook

Like us on Facebook and show your support for The Table!

That's it! Please take a look at all the help videos that are sprinkled around the site for further guidance. We hope you find the Table so intuitive that once you have read this once, you will never have to read it again! Now jump in!

What it looks like

