TRAINING GUIDE · MEMBERS

Ward member

Everyone in the ward. Read this Sunday's program on your phone, open the hymns, put the ward calendar on your phone, choose the calendars and reminders you want, and share what you are learning in Come, Follow Me.

Demo sign-in (Demo accounts → Sign in with email and password):
`member@steepl.test` · password `member`

What you can do

- Read **This week** and the sacrament meeting program — no sign-in needed
- Open any hymn on the program to see the music and words
- Add the ward calendar to your phone, and choose which calendars you follow (for example Relief Society or Primary)
- Ask to join a group calendar, such as your child's youth class or Primary
- See leaders' phone and e-mail (when they chose to share them) once you are signed in
- Share an insight or reply on the **Study** page
- Keep your name and phone current on **My account**, and join your ward with its join code

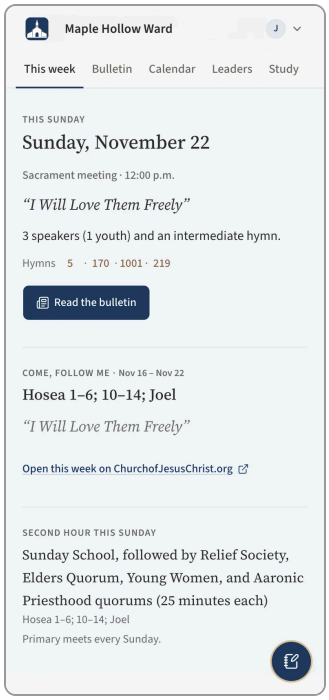
Before you start

- The bulletin, calendar and leader names are public — you do not need an account to read them.
- To see members-only events, leader contact details and the study thread, sign in. To sign in, tap **Sign in** at the top right. Choose **Sign in with Google**, or type your e-mail address and choose **Email me a sign-in code**, then type the 6-digit code from the e-mail and choose **Sign in**. Use the e-mail address the ward clerk has for you. No password is needed.
- Trying the demo: on the sign-in page open **Demo accounts** and choose **Sign in with email and password**. Enter the test account e-mail and its demo password (the start of the e-mail address — see **Demo accounts** on the Instructions page), then choose **Sign in**.
- After signing in you land on your ward's **This week** page. The menu under the ward name shows **This week · Bulletin · Calendar · Leaders · Study**; your initial (the **Account menu**) is at the top right.

01 Find your ward and this week

Every ward site opens on This week: the coming Sunday, announcements, what is coming up and what each class is studying.

1. Scan the QR code at the meetinghouse door, or go to the My Ward Info home page and choose **Find your ward**.
2. Under **Ward sites on My Ward Info**, find your stake and tap your ward's name.
3. On **This week**, the navy **This Sunday** band (it reads **Today** on Sunday itself) shows the meeting, the theme, how many speakers and the hymn numbers. Tap **Read the bulletin** for the full program.
4. Next to it (below it on a phone) are this week's **Come, Follow Me** reading and **Second hour this Sunday**.
5. Scroll for **Coming up** (the next two weeks), **Announcements** (the ward's and the stake's) and, in the green band, **What each group is studying**.
6. Bookmark the page, or add it to your phone's Home Screen, so it is one tap away next Sunday.

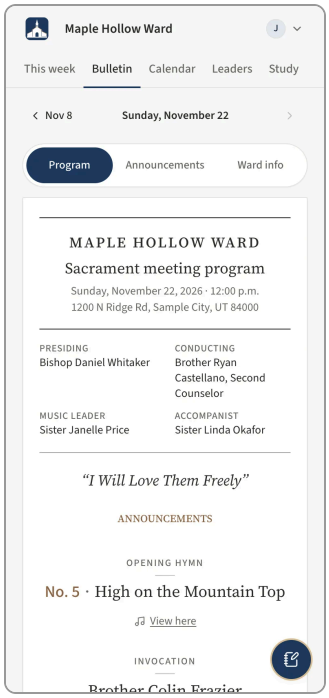


This week for the fictional demo ward, Maple Hollow Ward.

> ⓘ **Tip.** Stake-wide announcements from the stake appear alongside the ward's, on This week and on the bulletin. Announcements tagged **Members only** appear only when you are signed in as a member of the ward.

02 Read and share the bulletin

1. Tap **Bulletin** in the ward menu. The program for the coming Sunday opens; if it is not published yet you see the most recent one, with a note saying so.
2. On a phone, the tabs under the date split the page: **Program** (the order of service), **Announcements** (ward and stake news and what is coming up) and **Ward info** (meeting time and address, second hour and the bishopric). On a tablet or computer it is all one sheet.
3. The program starts with who presides, conducts and leads the music, then the order of service: each hymn's number and title under its label, and each speaker with their topic. An announcement with a flyer shows a small picture — tap it to flip the flyer open.
4. Use the arrows at the top (for example **Oct 11**) to move between weeks.
5. Below the program, tap **Share** to send it, or **Print**. The **More actions** menu (…) holds **Copy link**, **Email this** (signed in: enter **Send to** and an optional **Personal note**, then **Send**) and **Past bulletins**.
6. The printed program (also **Print bulletin** in the footer) is a half-letter sheet with a QR code back to the online bulletin.



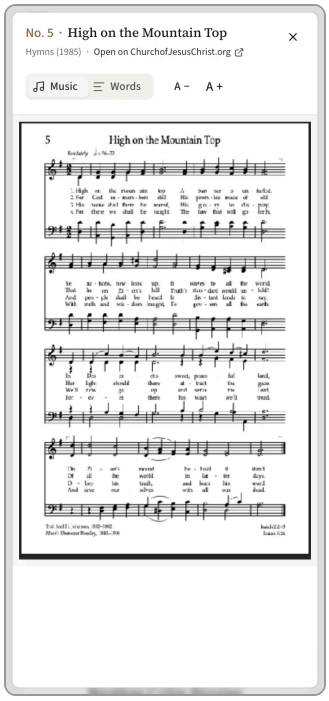
This Sunday's program in Maple Hollow Ward (demo data).

> **Tip.** The QR code appears only on the printed program — the one by the chapel doors opens this page directly, with no sign-in.

> **Tip.** Ward business (releases and sustainings) shows only as a **Ward business** line — the names are announced in the meeting.

03 Open a hymn

1. On a phone or tablet, tap the hymn number and title under any hymn label — for example under **Opening hymn** — to open the hymn in the **Gospel Library** app (or on the Church's website if the app isn't installed). On This week, tap a hymn number.
2. To stay on the bulletin instead, tap **View here** under the hymn (on a computer, tap the hymn itself). The hymn opens full screen: **Music** shows the sheet music, sized to fit your screen; **Words** shows the text when it can be reprinted.
3. Longer hymns stack their pages one under the other — scroll down to read on.
4. Tap **Open on ChurchofJesusChrist.org** for the official hymn page, or close the viewer with the X.

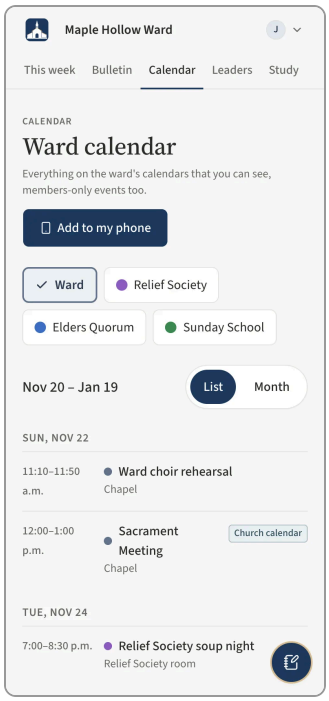


A hymn from the demo ward's program, opened in the viewer.

04 Put the ward calendar on your phone

Each organization has its own calendar, with its own colour. The Ward calendar shows them all.

1. Tap **Calendar**. The coloured chips at the top switch between calendars — **Ward** shows everything; **Relief Society**, **Elders Quorum** and the others show just theirs. A group calendar, such as Primary, appears once you join it.
2. Choose **List** for the coming weeks or **Month** for a grid. A coloured dot shows which calendar an event is on; an activity two groups do together shows once, with two dots.
3. Tap an event for details: **Add this one event**, **Remind me**, or **Directions**.
4. To have the calendar on your phone, tap **Add to my phone** once. In **Add the calendar to your phone**, tap **Add to iPhone** (then **Subscribe**) or **Add to Google Calendar** on Android. On a computer, use **Copy link**.
5. New and changed events then appear in your phone's calendar by themselves. Signed in, members-only events are included.



The ward calendar for the demo Maple Hollow Ward, list view.

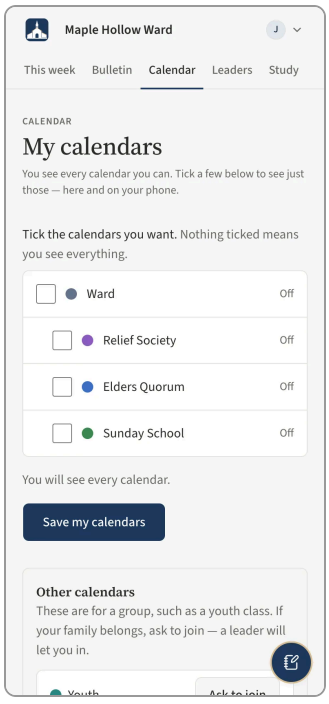
> ⓘ **Tip.** Your phone link is just for you — please don't share it. The footer link **Add the calendar to my phone** opens the same steps.

> ⓘ **Tip.** Times are in the ward's local time. Sunday meetings come straight from the Church calendar.

05 Choose your calendars, and join a group calendar

Youth classes and Primary have group calendars. Parents join them; youth and children do not need an account.

1. On **Calendar**, tap **My calendars** (below the calendar).
2. Tick the calendars you care about — for example **Relief Society** — and tap **Save my calendars**. Your calendar page and your phone then show just those, plus ward-wide events. Nothing ticked means you see everything.
3. Under **Other calendars**, tap **Ask to join** next to your child's group. It then says **Requested** until a leader lets you in.
4. Did a leader send you a link or a printed code? Open it (or scan it with your phone camera) and sign in — you are in straight away, on a page that says **You're in**.
5. To leave a group calendar, tap **Leave** next to it under **Group calendars you are in**.



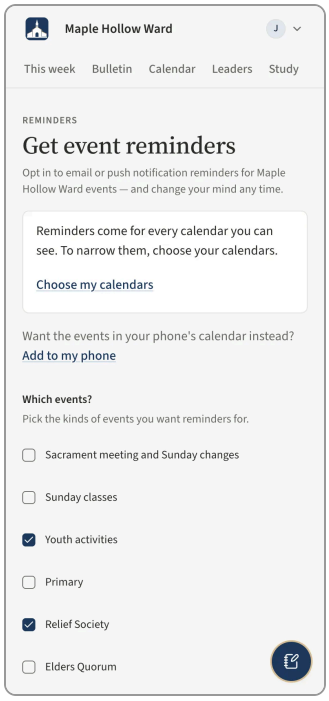
My calendars for the demo member account in Maple Hollow Ward.

> ⓘ **Tip.** Joining a calendar only lets you see that group's events. It does not change anything else about your account.

06 Choose your reminders

1. Tap **Get reminders** on the calendar or This week, or **Subscribe to reminders** in the footer. The page is **Get event reminders**.

2. Under **Which events?**, tick the kinds of events you want (for example **Youth activities** or **Temple trips**).
3. Under **How should we reach you?**, keep **Email reminders** ticked. On a phone that supports it, you can also turn on **Push notifications on this device**.
4. Tap **Save reminder settings**. (Not signed in? Enter your e-mail, tick the consent box, tap **Sign me up**, then enter the 6-digit code from the e-mail on **Confirm your email**.)
5. Signed in, reminders come only for the calendars you chose in **My calendars** (the page links to **Choose my calendars**). You can change or stop reminders from **My account**.



Reminder choices for the demo Maple Hollow Ward.

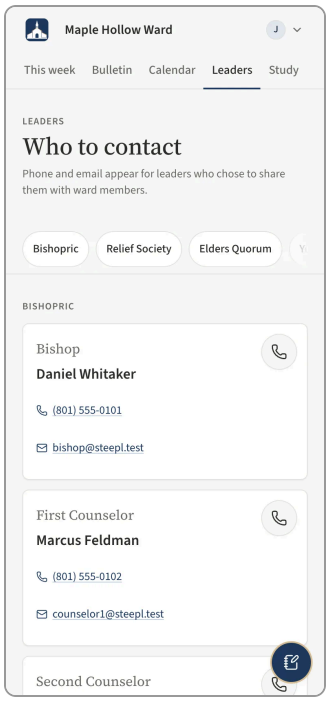
> **Tip.** For now My Ward Info sends only sign-in codes and the code that confirms your e-mail address. Your reminder choices are saved and take effect when reminder e-mails are switched on.

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07 Contact a leader

1. Tap **Leaders**. The page is **Who to contact**, grouped by organization — use the chips at the top to jump to one.
2. Signed in as a ward member, a leader's phone and e-mail appear when that leader chose to share them. Tap to call or write.

3. To meet with the bishop, contact the executive secretary, as the page notes under **Bishopric**.



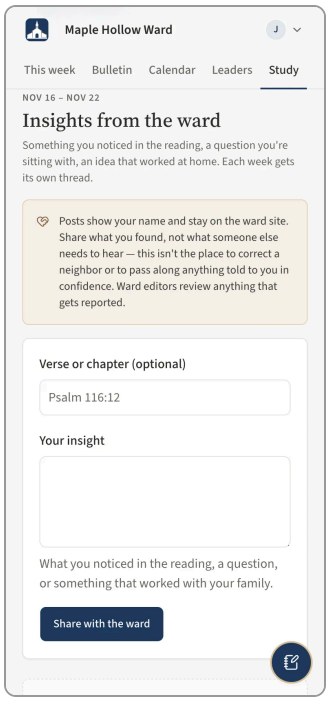
Leaders of the demo Maple Hollow Ward — all names are fictional.

> **Tip.** Contact details are never shown to visitors who are not signed in, and are never printed on the program.

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08 Share an insight in Come, Follow Me

1. Tap **Study**. The page shows this week's reading and **What each group is studying** (including this Sunday's talk in Elders Quorum and Relief Society).
2. Use the week pills to look at another week.
3. Under **Insights from the ward**, add an optional **Verse or chapter**, write **Your insight**, and tap **Share with the ward**.
4. On someone else's post, tap **This helped me**, **Reply**, or **Report** if something is not appropriate (only the ward editors see reports).



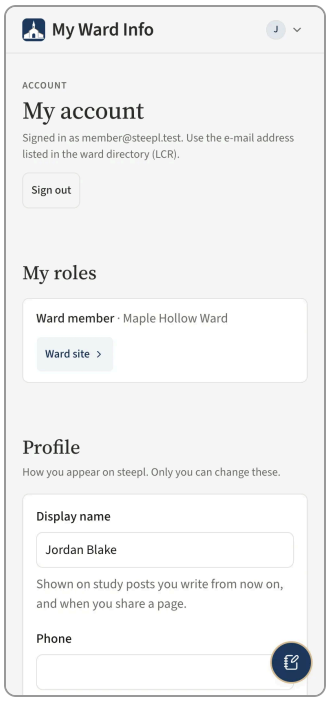
The Study page for the demo Maple Hollow Ward, with sample insights.

> ⓘ **Tip.** Posts show your name and stay on the ward site. Share what you found — not something told to you in confidence.

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09 Your account, and joining your ward

1. Open the **Account menu** (your initial, top right) and choose **My account**.
2. Under **Profile**, set your **Display name** and **Phone** (never shown to other members), then **Save profile**.
3. Under **Reminders**, use **Edit** or **Unsubscribe** on any reminder.
4. Not a member of a ward on My Ward Info yet? Under **Join your ward**, choose your **Ward**, type the **Join code** from your ward clerk or a member of the bishopric, and tap **Join**. You become a member straight away and land on your ward's site.
5. **Delete my data** removes your account and reminders (type DELETE to confirm).



My account for the demo member account.

> **Tip.** The **Bishopric digest** section appears only for the bishop and his counselors.

> **Tip.** UAT: the member test account already belongs to Maple Hollow Ward, so it does not see **Join your ward**. A signed-out visitor sees **Sign in to join** on This week instead.

UAT checklist

Tick each flow once you have confirmed it works as described. Note anything unexpected — a wrong label, a missing button, an error — under “What did you see?” and send it to your UAT coordinator.

- [ ] Without signing in, **This week** and **Bulletin** open from the home page's **Find your ward** list
- [ ] Signed in as the member account, you land on the Maple Hollow Ward's **This week**
- [ ] Moving between weeks on the bulletin works, and **Copy link** (in the … menu) shows **Link copied**
- [ ] On a phone, the bulletin's **Program**, **Announcements** and **Ward info** tabs switch the view
- [ ] A hymn opens in the viewer with **Music** and **Words**
- [ ] **Add to my phone** opens **Add the calendar to your phone**; **Add to iPhone** or **Add to Google Calendar** adds it; **Add this one event** downloads one event
- [ ] The calendar chips switch between calendars, and each event shows the coloured dot of its calendar
- [ ] **Save my calendars** narrows the calendar to the ticked calendars; **Ask to join** on a group calendar shows **Requested**
- [ ] **Save reminder settings** shows **Reminder settings saved.** and the reminder appears on **My account**
- [ ] **Who to contact** shows phone or e-mail for leaders who shared them (and hides them when signed out)
- [ ] **Share with the ward** posts an insight; **This helped me** and **Reply** work on another post
- [ ] **Save profile** saves a new display name
- [ ] The printed bulletin (**Print bulletin**) fits a half-letter sheet and shows the QR code

What did you see?

Account used, date, device, and anything that did not match this guide.

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