TRAINING GUIDE · WARD EDITORS

Organization leader

Elders Quorum, Relief Society, Young Women and Primary presidents (and any organization leader the ward adds) share news for their own organization: events on their own calendar, announcements and flyers. Leaders of a group calendar (youth, Primary) let parents in. Elders Quorum and Relief Society presidents also choose the general conference talk for each Sunday.

Demo sign-in (Demo accounts → Sign in with email and password):

`rs-president@steepl.test` · password `rs-president`
`eq-president@steepl.test` · password `eq-president`
`yw-president@steepl.test` · password `yw-president`
`primary-president@steepl.test` · password `primary-president`

What you can do

- Write announcements for your organization (an editor approves them)
- Add events to your organization's calendar — or one activity together with another group (**Combined with**)
- Youth and Primary: share your calendar's link or printed code with parents, and answer **Waiting to join**
- Make a flyer for an activity and send it to the bishopric for review
- Elders Quorum and Relief Society: choose the Sunday talk in **Study plan**
- Draft a message to your organization's subscribers for an editor to send

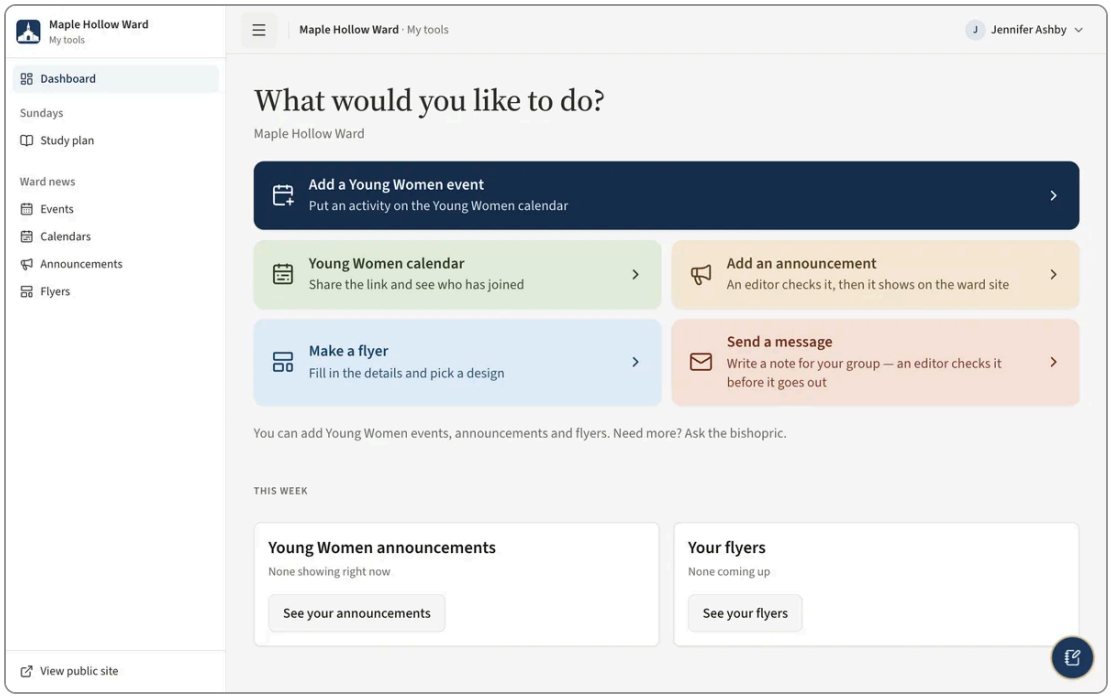
Before you start

- 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. 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**.
- Choose **Admin** in the ward menu. Your sidebar shows **Dashboard**, **Events**, **Calendars**, **Announcements** and **Flyers** — and **Study plan** for Elders Quorum, Relief Society and the youth.
- On a phone or a tablet held upright the sidebar is tucked away — open it with the menu button at the top left.

- Your dashboard asks **What would you like to do?** and shows big buttons for your jobs. The line under them says what your role covers, ending with **Need more? Ask the bishopric.**

01 Your part of the ward site

1. Open **Dashboard**. It asks **What would you like to do?**
2. The big buttons are your jobs, for example **Add a Young Women event**, **Young Women calendar**, **Add an announcement**, **Make a flyer** and **Send a message**.
3. The calendar button says how many people are **waiting to join** — tap it to answer them.
4. Under **This week**, cards count your announcements and flyers; Elders Quorum and Relief Society also see **Sunday talk selection**.



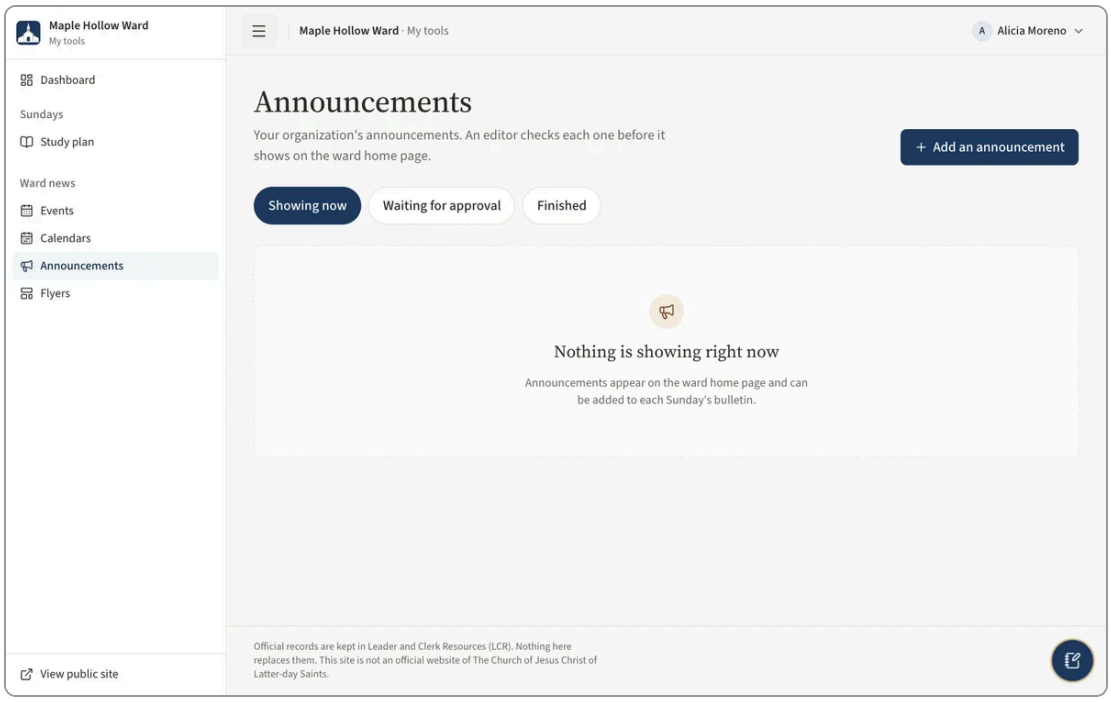
The Young Women president's dashboard in the fictional demo ward, Maple Hollow Ward.

---

02 Submit an announcement

1. Open **Announcements** and choose **New announcement**.
2. Enter the **Title** and **Details (optional)**, the **Show from** and **Until (optional)** dates, the **Audience** and your **Organization**.
3. Choose **Send for approval**. A ward editor approves it before it appears; until then it is on the **Waiting for approval** tab.

4 If it comes back as a draft, edit it and send it again.



The demo Relief Society's announcements, one awaiting approval.

> ⓘ **Tip.** Some wards let organization leaders publish without approval (a ward setting). The form tells you which applies.

---

03 Add an event on your calendar

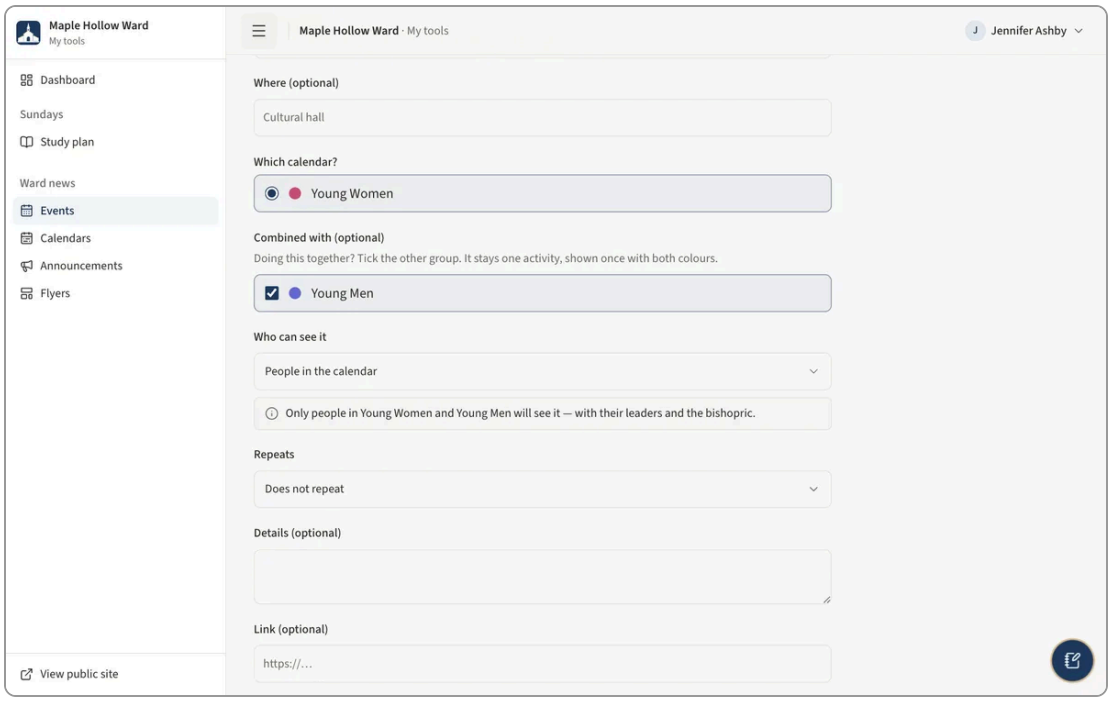
1 On **Dashboard**, choose **Add a Young Women event** (your organization's name), or open **Events** and choose **Add event**.

2 Fill in **What is it?**, the **Date**, **Starts at** and **Where (optional)**.

3 Under **Which calendar?**, your organization's calendar is already chosen.

4 Doing it together with another group, such as a combined youth activity? Under **Combined with (optional)**, tick the other group. It stays one activity and shows once, with both colours.

5 Check **Who can see it**, then choose **Add event**. It is on the calendar straight away.



Adding a combined youth activity in the demo ward (nothing is saved).

> ⓘ **Tip.** On a group calendar (youth, Primary), **Who can see it** offers **People in the calendar** or **Leaders only** — such events are never public.

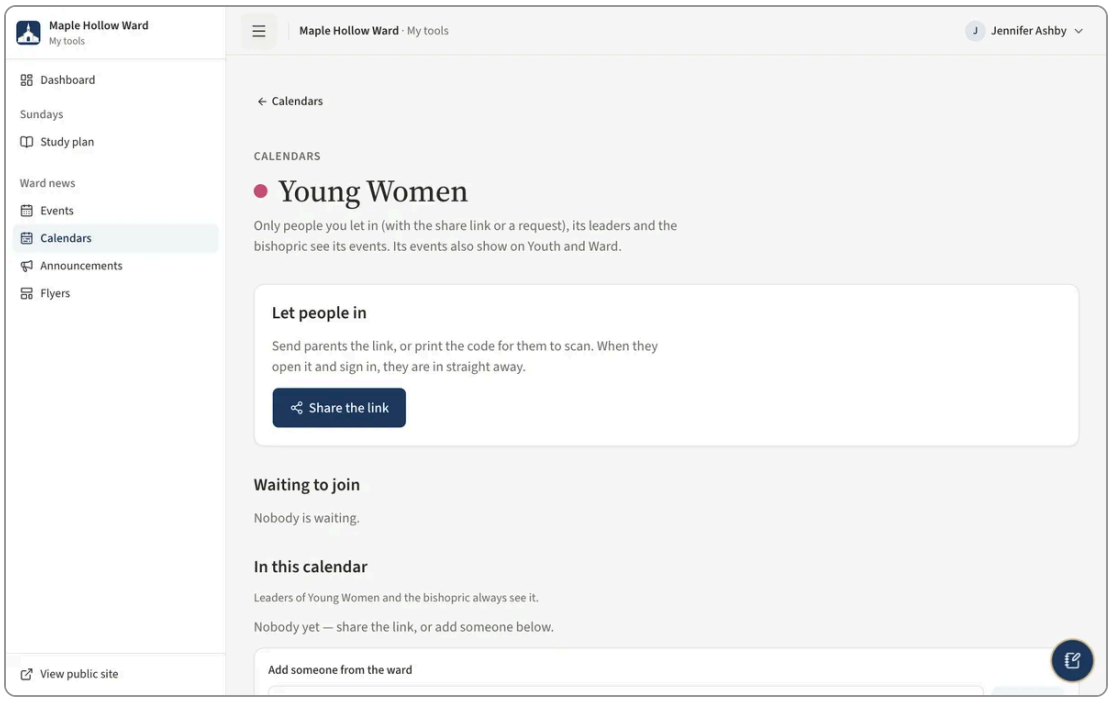
> ⓘ **Tip.** As an organization leader you add events for your own organization only.

---

04 Let parents into your calendar

Youth and Primary calendars are group calendars: only the people you let in see their events. Youth and children do not need an account — their parents join.

1. Open **Calendars** (or the **Young Women calendar** button on **Dashboard**) and choose your calendar.
2. Under **Let people in**, choose **Share the link**. Copy the link into a text message or e-mail to parents, or choose **Print a half-sheet** with the QR code to hand out. Whoever opens it and signs in is in straight away.
3. Parents can also choose **Ask to join** on the ward calendar. They appear under **Waiting to join** — choose **Approve** or **Decline**.
4. To add a parent yourself, type part of their name under **Add someone from the ward**, choose **Find**, then **Add**.
5. Link shared too widely? On the share page, choose **New link**. The old link stops working; everyone already in stays in.



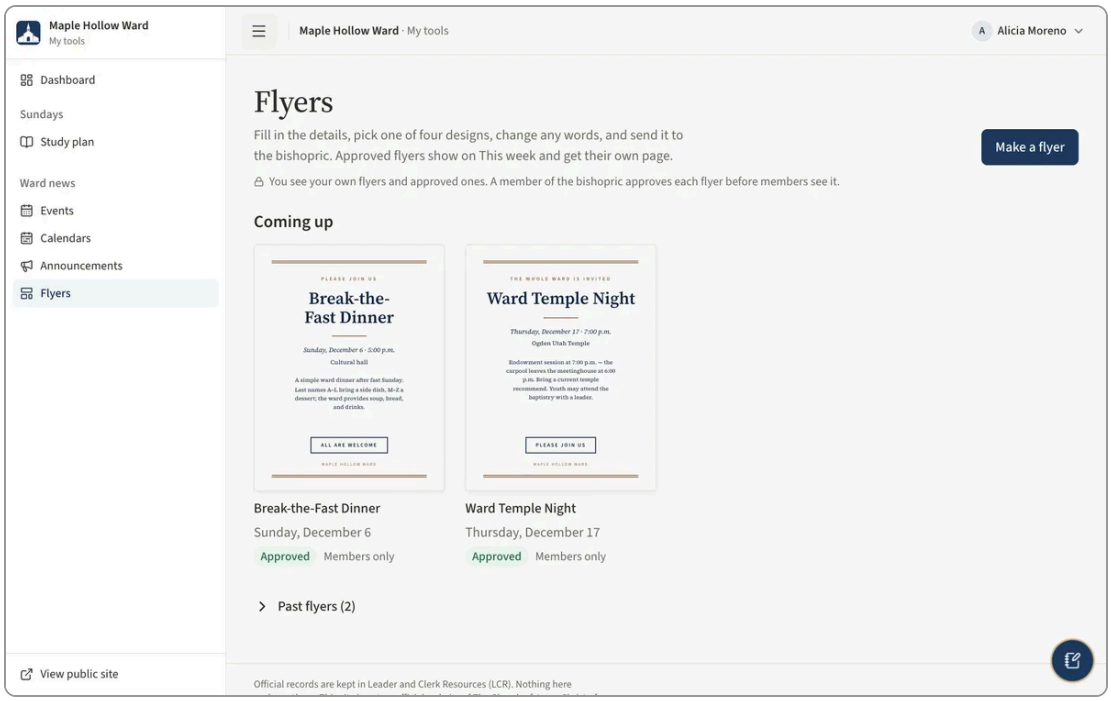
The demo Young Women calendar, as its president sees it.

> ⓘ **Tip.** Share the link only with people who belong in your group. Your leaders and the bishopric always see the calendar.

---

05 Request a flyer

1. Open **Flyers** and choose **New flyer**.
2. Fill in the details (or **Link an event**), choose **Who it's for** and a **Vibe**, and build the four options.
3. Choose **Use this one**, refine the text, and **Submit for review**.
4. The bishopric approves it, or returns it with a note you can act on.

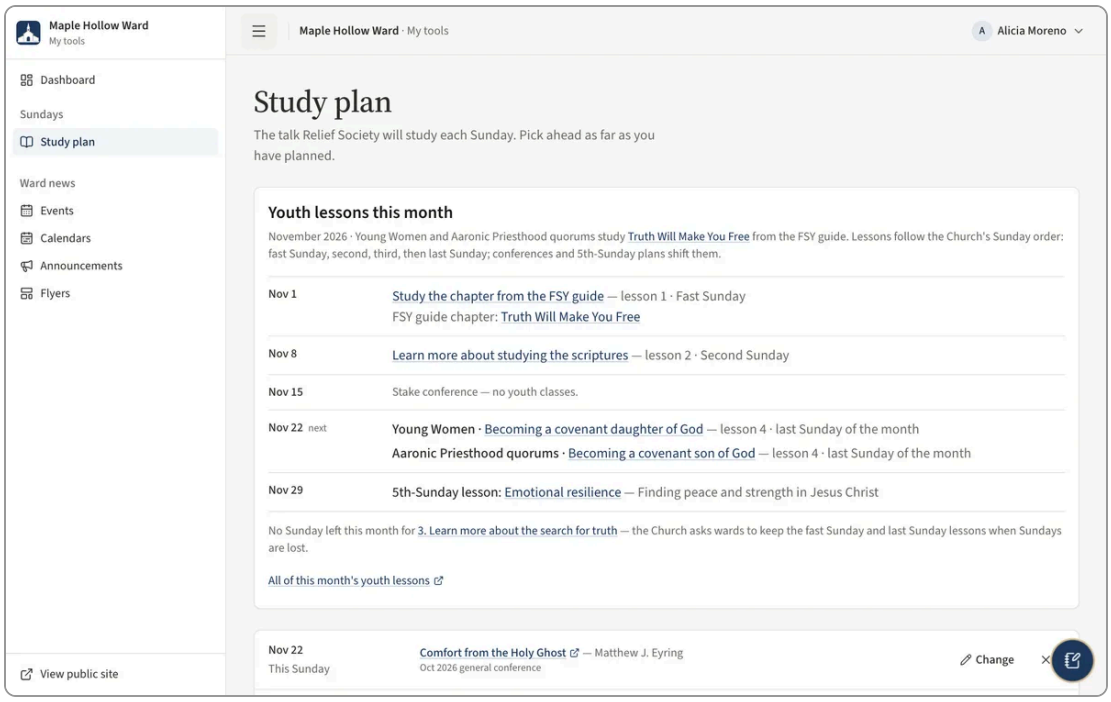


Flyers in the demo ward, as the Relief Society president sees them.

---

06 Choose the Sunday talk (Elders Quorum and Relief Society)

1. Open **Study plan**. The next 12 Sundays are listed; **This Sunday** is marked.
2. Choose **Choose talk** on a Sunday. Search **Conference talks** by title or speaker, or paste a Gospel Library link under **Other — paste a link**.
3. Choose **Save for** that Sunday. The talk shows on the ward's **Study** and **This week** pages.
4. Use **Change** to swap it later.

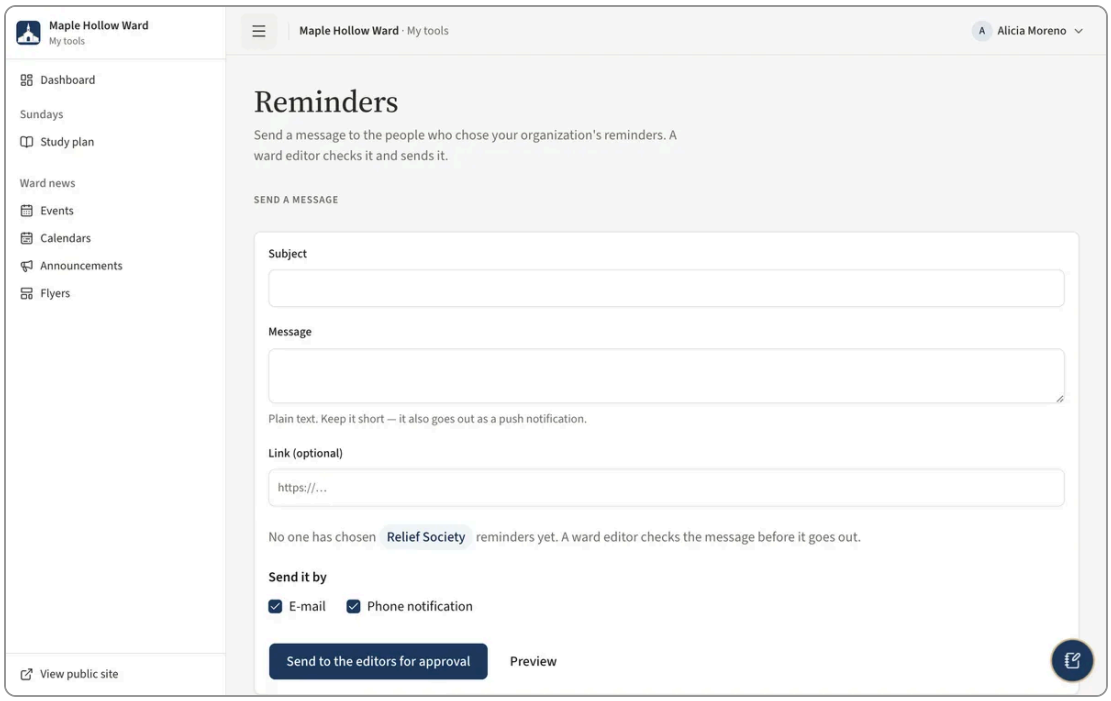


The demo Relief Society's study plan.

---

07 Draft a message to your organization

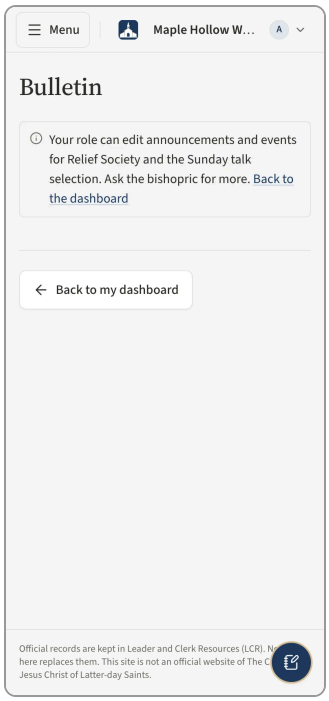
1. On **Dashboard**, choose **Send a message**.
2. Write the **Subject** and **Message** (keep it short — it also goes as a push notification) and an optional **Link**.
3. Choose **Send to the editors for approval**. A ward editor reviews it and sends it to the people who chose your organization's reminders.



Drafting a message to Relief Society subscribers in the demo ward.

08 What your role does not cover

1. Pages outside your role show a short note instead — for example the bulletin says what your role can edit and **Ask the bishopric for more.**
2. The bulletin, leaders directory and settings are kept by the ward editors and clerk; ask them for changes.
3. Bishopric matters (callings, interviews) stay with the bishopric.



A page outside the Relief Society president's role in the demo ward.

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.

- [ ] The sidebar shows only your organization's pages, including **Calendars**
- [ ] **Send for approval** puts a new announcement on the **Waiting for approval** tab
- [ ] **Add event** adds an event on your organization's calendar; another organization's calendar is not offered under **Which calendar?**
- [ ] Young Women: **Combined with** offers **Young Men**, and the event shows once on the calendar with two dots
- [ ] **Share the link** on your group calendar shows the link, **Copy link** and **Print a half-sheet**
- [ ] **Submit for review** sends a flyer to the bishopric
- [ ] A talk saved in **Study plan** appears on the ward's **Study** page
- [ ] **Send to the editors for approval** on a message saves it for an editor
- [ ] Opening **Bulletin** shows the role note rather than the editor

What did you see?

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

My Ward Info training guide. This site is not an official website of The Church of Jesus Christ of Latter-day Saints. It is maintained by its members to assist with their callings and is not sponsored or endorsed by the Church.