TRAINING GUIDE · PLATFORM ADMINISTRATOR

Platform administrator

The few people who run My Ward Info itself. Create stakes and wards, make the first grants so each unit can run itself, archive or delete wards, and watch the background jobs. Platform administrators never see the bishopric area.

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

What you can do

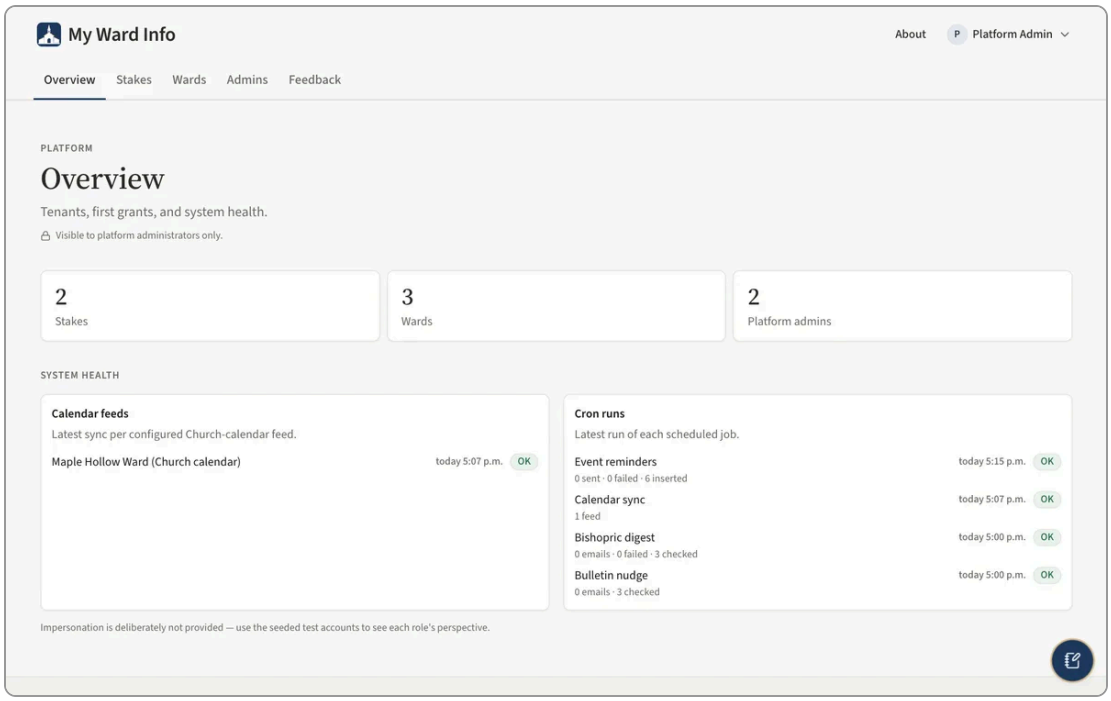
- Create stakes and wards (private until approved)
- Grant the first stake president or bishop
- Archive, unarchive or permanently delete a ward
- Check **System health**: calendar feeds and **Cron runs**
- Add or remove other platform administrators

Before you start

- Sign in; a platform administrator lands on **Platform** (also in the **Account menu**). The menu is **Overview · Stakes · Wards · Admins**.
- Trying the demo: open **Demo accounts** on the sign-in page and use **Sign in with email and password** with the platform test account and its demo password (the start of the e-mail address — see **Demo accounts** on the Instructions page).
- Approval is not yours to give: the bishop approves a ward site in the ward's **Settings**, and the stake president approves the stake page in the stake **Settings**.

01 Check system health

1. Open **Overview**: counts of **Stakes**, **Wards** and **Platform admins**.
2. Under **System health**, **Calendar feeds** shows the latest sync of each Church-calendar feed (**OK**, **HTTP** status or **Error**).
3. **Cron runs** shows the latest run of each scheduled job — **Event reminders**, **Calendar sync**, **Bulletin nudge**, **Broadcast**, **Bishopric digest** — marked **OK**, **Partly failed**, **Failed** or **Running**.



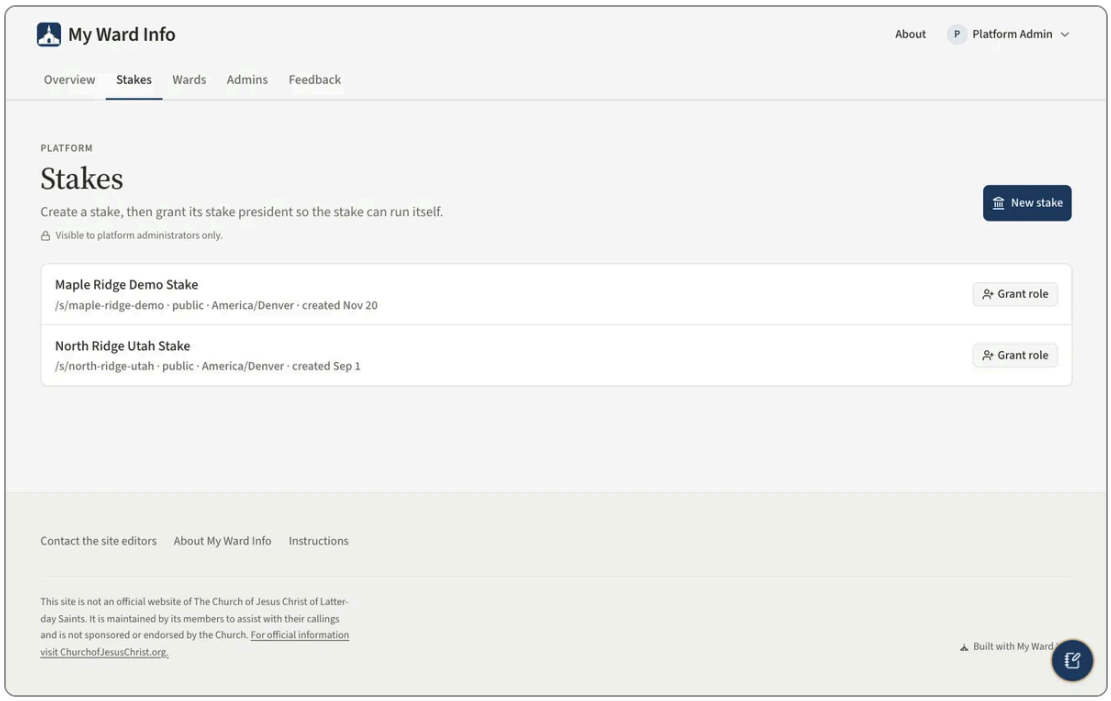
Platform overview with the demo tenants.

> **Tip.** There is deliberately no "view as" or impersonation. To see another role's view, sign in with that role's test account.

---

02 Create a stake and grant its president

1. Open **Stakes** and choose **New stake**.
2. Enter the **Name** (never the Church's name), a **Slug** and the **Timezone**, then **Create stake**. It stays private until the stake president approves it.
3. On the new stake's row, choose **Grant role**, pick **Stake president**, enter **Name** and **Email**, and choose **Grant**.
4. If they have no account yet, copy the invite link (valid 14 days) and send it. The stake's name opens its stake pages.

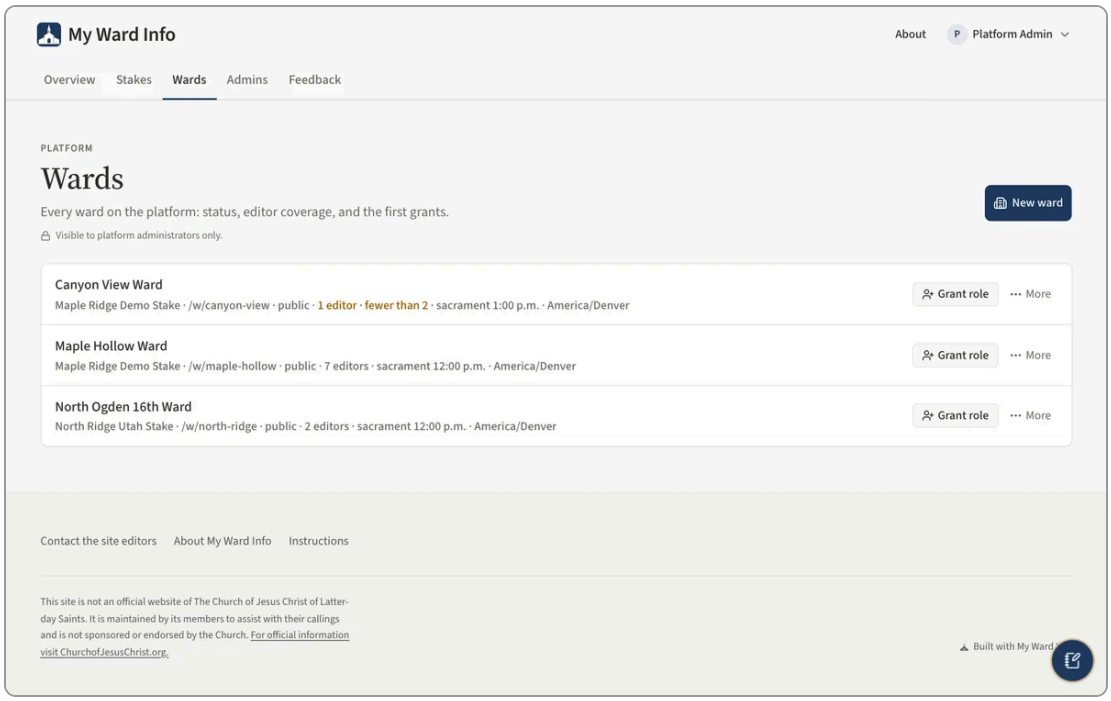


Stakes on the platform, with the demo Maple Ridge Demo Stake.

---

03 Create a ward and make the first grant

1. Open **Wards** and choose **New ward**.
2. Pick the **Stake**, enter **Name**, **Slug**, **Unit** (Ward or Branch), **Sacrament meeting** time and **Timezone**, then **Create ward**.
3. Choose **Grant role** on its row, keep **Bishop**, enter his **Name** and **Email**, and choose **Grant**.
4. The ward shows **Awaiting bishop approval** until the bishop approves the site in the ward's Settings.
5. The ward's name opens its admin; **More** on the row holds **Open the ward site**, **Archive** and **Delete permanently**….

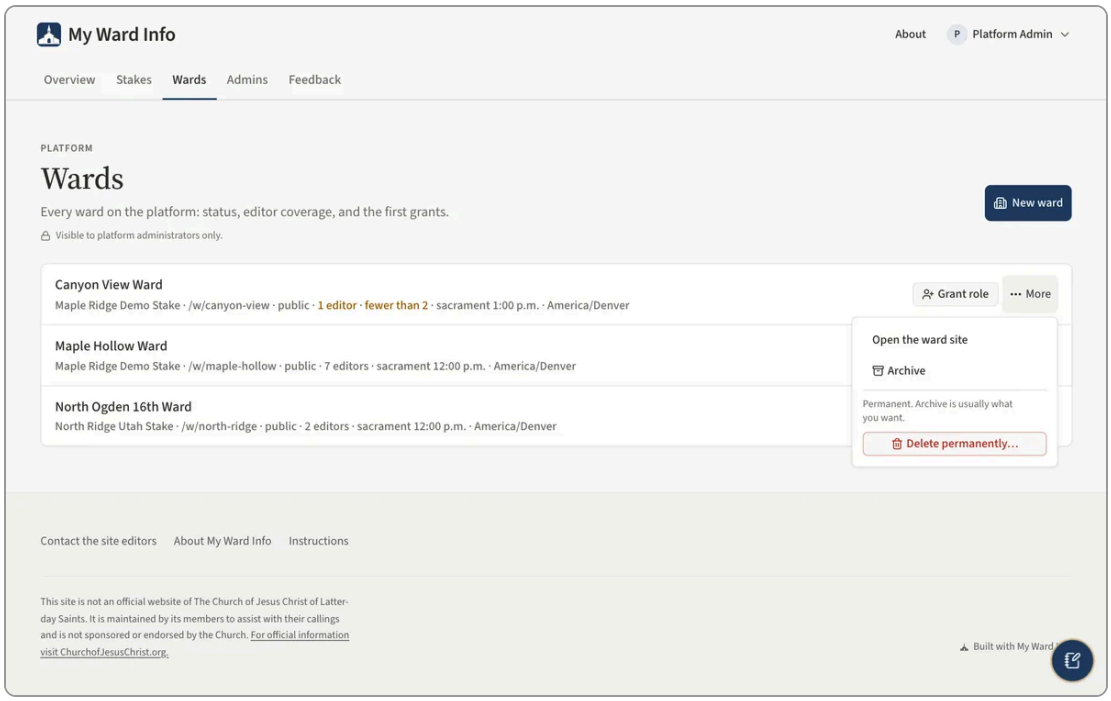


Wards on the platform — the three demo wards.

---

04 Archive or delete a ward

1. On **Wards**, open **More** on the ward's row. **Archive** hides a ward from the public site and ward lookups; its content is kept and **Unarchive** (in the same menu) brings it back.
2. To delete for good, choose **Delete permanently…** in that menu.
3. First download the ward's content archive from its Settings page. Then type the ward's slug and choose **Delete permanently**.



The More menu on a demo ward. UAT: do not delete or archive the demo wards.

> **Tip.** Archive is almost always what you want. Deleting removes bulletins, events, memberships, study posts, subscriptions and QR codes, and cannot be undone.

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.

- [ ] Signed in as the platform account, you land on **Platform Overview**
- [ ] **Cron runs** lists each job with a state
- [ ] The **New stake** and **New ward** dialogs open (cancel without creating in the demo)
- [ ] **Grant role** opens with the role choices for a stake and for a ward
- [ ] **More** on a ward shows **Delete permanently…** (do not confirm)
- [ ] A ward's admin sidebar shows no **Bishopric** link for the platform account, and opening the bishopric address directly is refused

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.