TRAINING GUIDE · WARD EDITORS

Site editor

Site editors keep the ward site current week to week: the Sunday bulletin, the calendars, announcements and flyers, reminders and messages, the Church calendar feed, moderation and the ward's settings. It is an assignment, not a calling, and it has no access to the bishopric's confidential workspace.

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

What you can do

- Prepare, publish and print each Sunday's bulletin, with the hymn picker and speaker confirmations
- Add ward events, plan the yearly events with an owner, and connect the Church calendar feed
- Keep the ward's calendars tidy: add, rename, recolour, move or archive a calendar and choose who can see it
- Approve organization announcements and keep expired ones tidy
- Build flyers from templates and send them to the bishopric for review
- Set reminder rules, send one-off messages, and moderate the study thread
- Keep the ward's settings, the **New here?** visitor information and the QR codes up to date

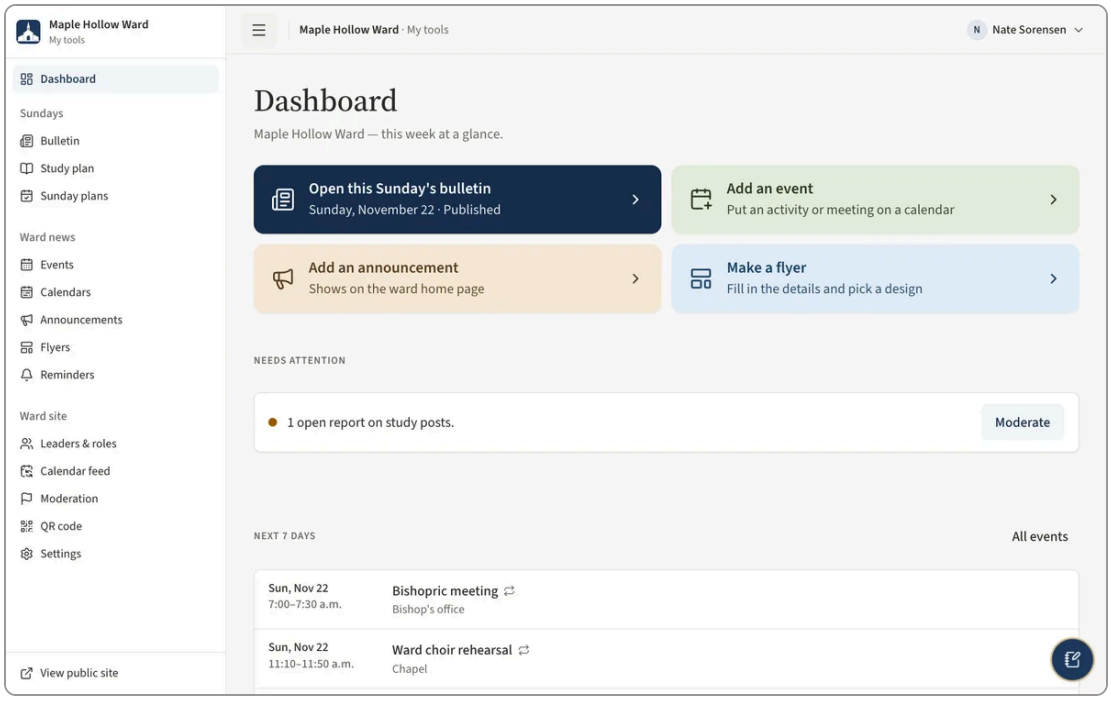
Before you start

- 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**.
- After sign-in, choose **Admin** in the ward menu. The sidebar lists **Dashboard**, then **Sundays** (**Bulletin · Study plan · Sunday plans**), **Ward news** (**Events · Calendars · Announcements · Flyers · Reminders**) and **Ward site** (**Leaders & roles · Calendar feed · Moderation · QR code · Settings**).
- On a phone or a tablet held upright the sidebar is tucked away — open it with the menu button at the top left.

- Each admin page says who can see it. Drafts are never public; nothing is visible to members until you publish.
- Rows keep one main button; the rest — archive, delete, return to draft, downloads — sit in a **More** menu (the … button) on the row or at the top of the page.

01 Start from the dashboard

1. Open **Dashboard**. The big buttons at the top are the week's jobs: **Finish this Sunday's bulletin** (or **Start…** / **Open…**), **Add an event**, **Add an announcement** and **Make a flyer**.
2. **Needs attention** lists what is waiting — a missing or untouched program, announcements awaiting approval, a feed problem, open reports — each with a button to fix it.
3. **Next 7 days** lists coming events. **Ward site** covers the **Church Calendar feed**, **Site administrators** and **Reminders**.

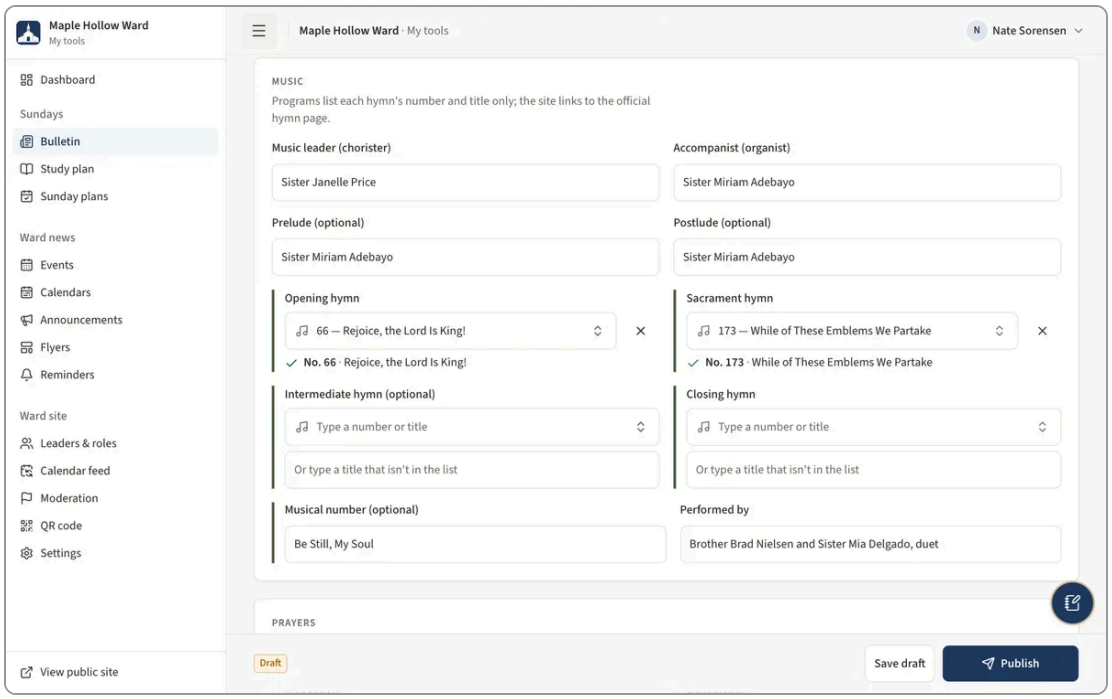


The dashboard for the fictional demo ward, Maple Hollow Ward.

> **Handbook note.** The Handbook asks for more than one administrator so the site survives a release (GH 38.8.21.2) — the dashboard warns when there is only one.

02 Fill in Sunday's bulletin

1. Open **Bulletin** and choose the Sunday's date (or **Start** on a Sunday with no program yet). **Copy from last week** fills empty people fields from the last published program.
2. Under **Meeting**, set the **Meeting type**, **Presiding** and **Conducting**.
3. Under **Music**, open each hymn and search by number or title (for example “30” or “come come”) — the picker lists all 423 hymns.
4. Under **Prayers**, tick **Confirmed** once each person has said yes. Under **Speakers**, choose **Add speaker**; each starts as **Invited** — tap it to change it to **Confirmed**.
5. Tick the **Announcements** to print, check **Second hour** and **Notes**, then **Save draft**.



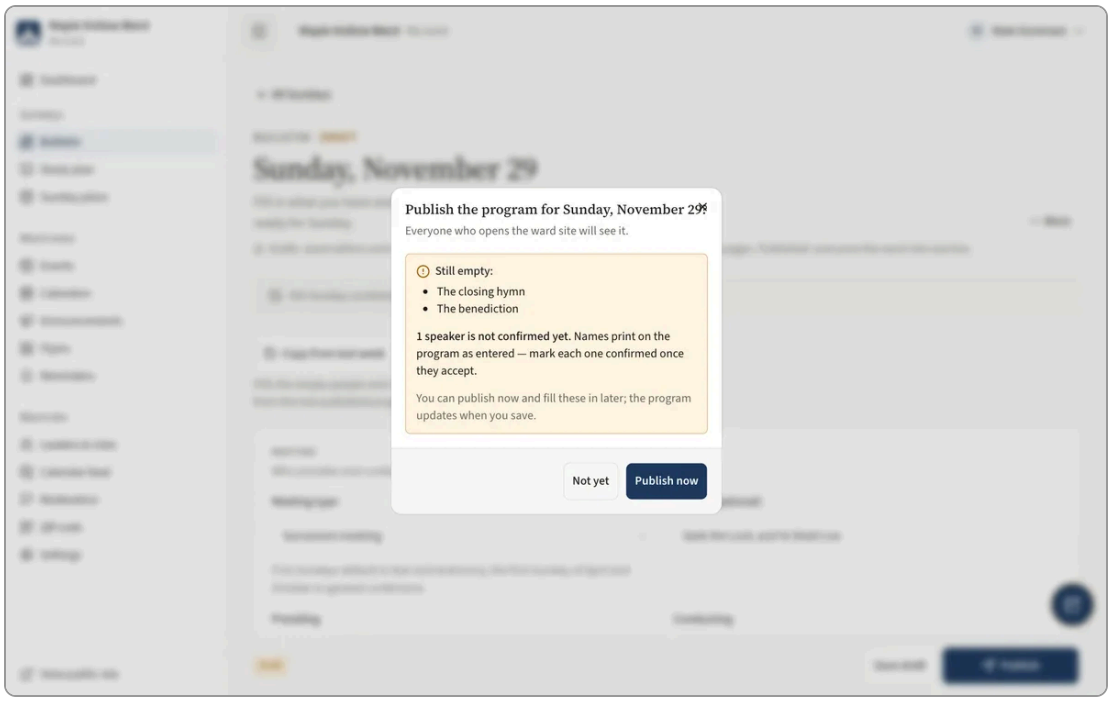
Editing a demo ward's program.

> **Tip.** Readiness counts confirmed prayers and speakers only — names print as entered, so confirm before Sunday.

> **Tip.** The members' program lists the presiding and conducting leaders and the music at the top, each hymn's number and title, and each speaker's topic. Prelude and postlude appear on the conducting sheet only, and ward business shows as a bare line with no names.

03 Publish, unpublish and print

1. Choose **Publish** in the bar at the bottom. It always asks first: **Publish the program for** that Sunday, and lists anything **Still empty** and anyone not confirmed yet.
2. Choose **Not yet** to go back and finish, or **Publish now**. You can publish with gaps and fill them in later.
3. To change a published program, edit it and choose **Save changes** — members see the update straight away. **Unpublish** returns it to draft.
4. A draft started by mistake can be removed from the **More** menu at the top of the page: **Delete draft**.
5. To print, open the public bulletin with **Preview** and choose **Print** — it prints as a half-letter program with the QR code.

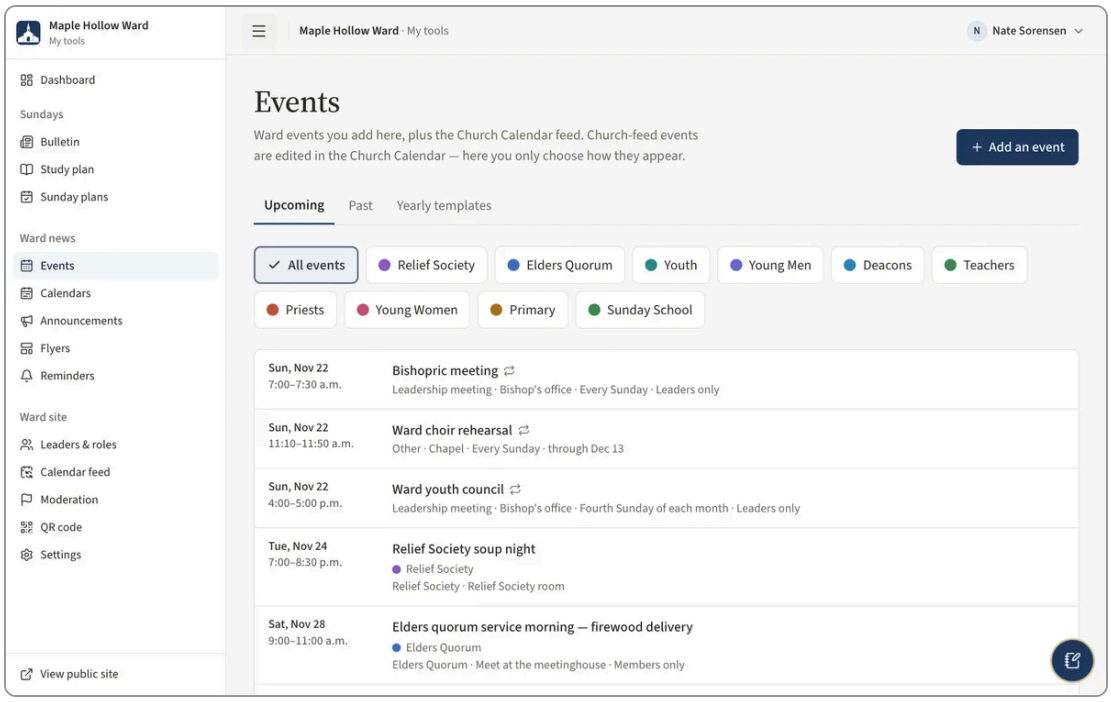


The publish question for a demo program (nothing is published).

04 Add events and plan the yearly ones

1. Open **Events** and choose **Add event**. Enter the **Title**, **Starts**, **Category** and **Who can see it**; add an **Owner (optional)** and **Repeats** if it recurs, then **Add event**.
2. Events from the Church calendar show their source; open one to change only its **Category**, visibility or **Hidden from the site**.

3. Open **Yearly templates** for the events every ward holds. Choose **Plan** with the year (for example **Plan 2027**), set the **Date** and an **Owner**, and **Plan this year's event**.
4. The plan's **Checklist** shows what is due and what is overdue; tick items as they are done and choose **Mark done for** the year when the event is over.



Ward events in the demo ward.

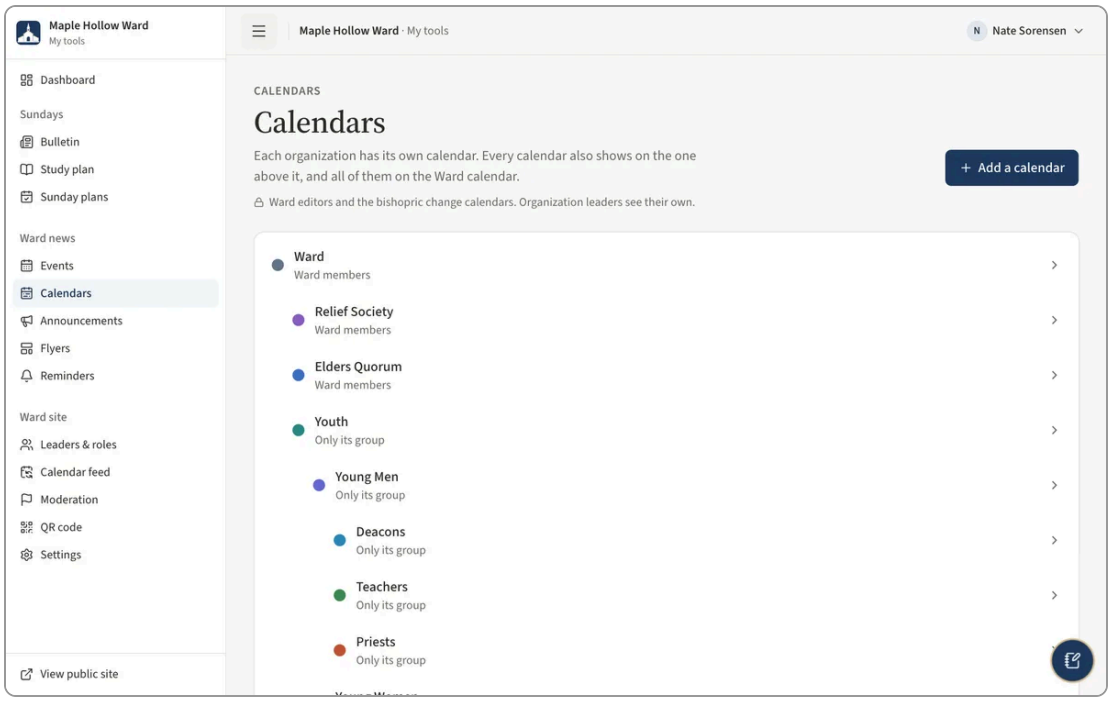
> **Tip.** Assigning an owner each year keeps the recurring event from going stale.

05 Keep the ward's calendars

Each organization has its own calendar and colour. Every calendar also shows on the one above it, and all of them on the Ward calendar.

1. Open **Calendars**. The list shows each calendar with its colour and who can see it: **Everyone**, **Ward members** or **Only its group**.
2. Choose **Add a calendar** for a new one (for example Activity Days): enter its **Name**, what it is **Part of**, a **Colour** and **Who can see its events?**, then **Add calendar**.
3. Open a calendar to rename it, recolour it, move it (**Part of**) or change who can see it, then **Save changes**. **Archive** hides it; its events are kept.
4. When you add an event, **Which calendar?** puts it on one calendar; **Combined with (optional)** adds a second group — it shows once, with both colours.

5 Group calendars (youth, Primary) are opened by their leaders and the bishopric: they share the link and answer **Waiting to join**.



The demo ward's calendars.

> ⓘ **Tip.** Letting more people see a calendar asks first — choose **Yes, show it to more people**. Changing a calendar to **Only its group** makes its public events members-only, and changing it back later does not make them public again.

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06 Approve and tidy announcements

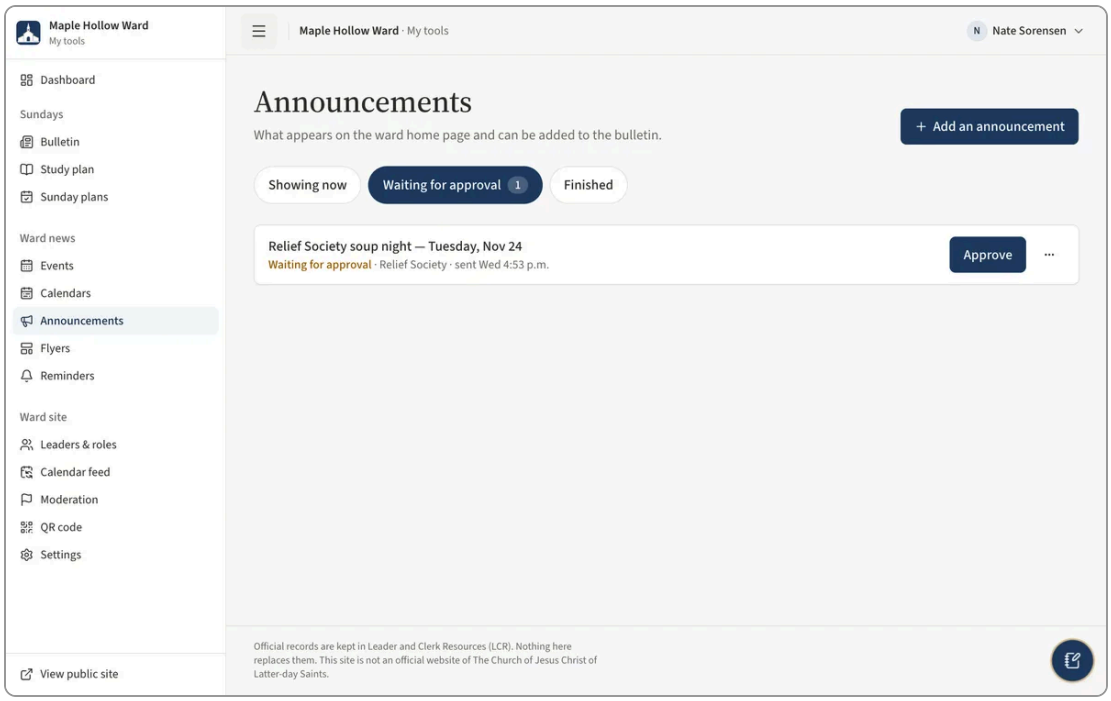
1 Open **Announcements**. Organization leaders' submissions are on the **Waiting for approval** tab.

2 Read each one and choose **Approve**, or open **More** and choose **Return to draft** if it needs changes.

3 To write one yourself, choose **New announcement**, fill in **Title**, **Show from** / **Until (optional)** and **Audience**, and **Publish announcement**. **Pin to the top** keeps it first on This week.

4 Use the **Expired** filter for announcements past their end date, and open **More** to **Archive** what is no longer needed.

5 Stake-wide announcements are published by the stake and appear on This week and the bulletin next to the ward's. The bulletin editor lists them under **Announcements** too, so you can tick the ones to print.



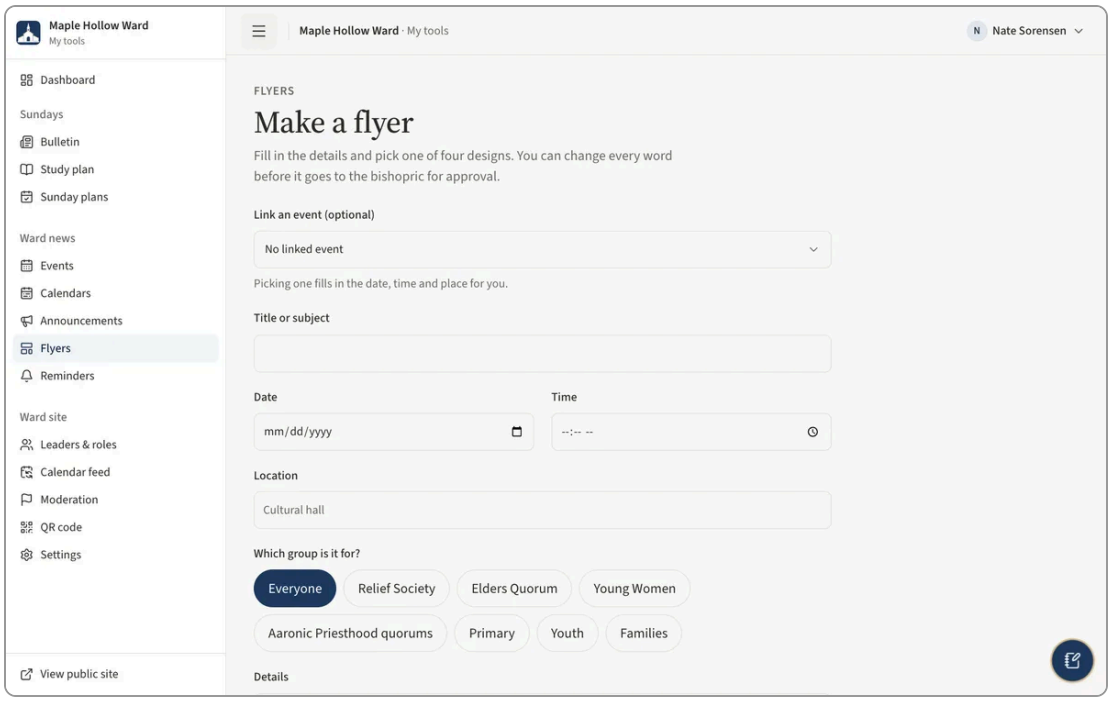
A pending Relief Society announcement in the demo ward.

> **Handbook note.** Announcements in the meeting itself should be kept to a minimum (GH 29.2.1.1) — the details belong here.

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07 Make a flyer

1. Open **Flyers** and choose **New flyer**.
2. Optionally **Link an event**, then fill in **Title or subject**, **Date**, **Time**, **Location**, **Who it's for**, **Details** and **Vibe**.
3. Choose **Generate 4 flyers** (or **Build 4 template flyers** when AI drafting is not set up), then **Use this one** on your favourite.
4. Refine the text, **Template** and **Palette**, then **Submit for review**. A member of the bishopric approves each flyer before members see it.



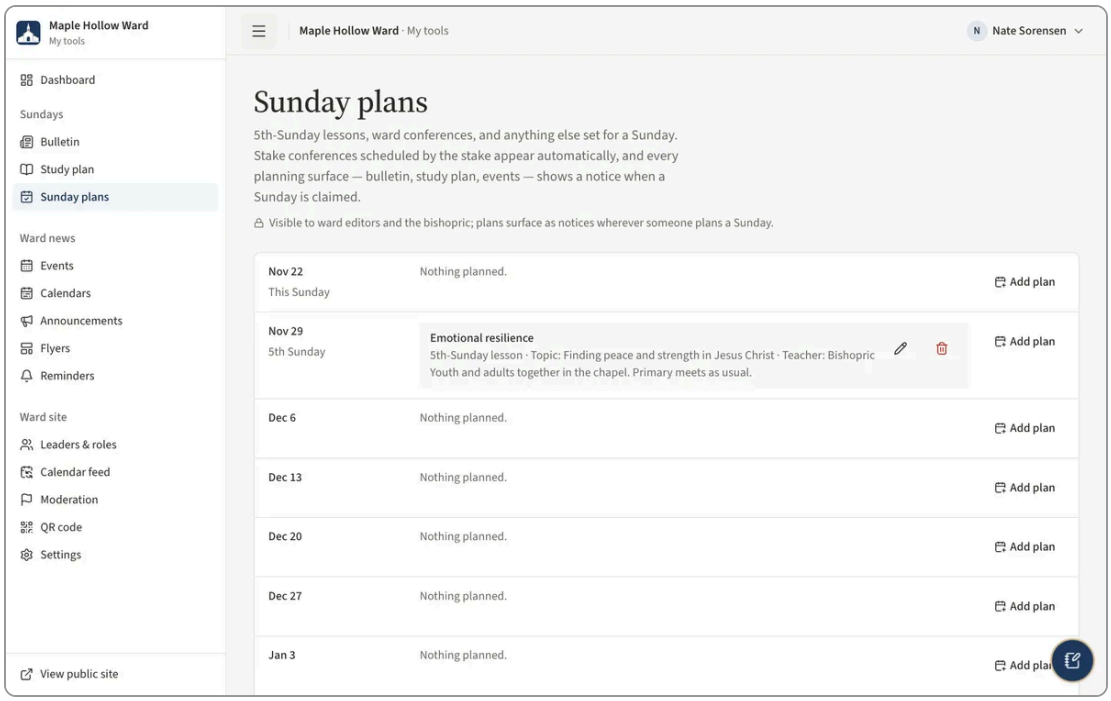
Starting a flyer in the demo ward.

> **Tip.** Only the bishop and his counselors open **Flyer review**. Approved flyers appear on This week with their own page, and on the bulletin as a thumbnail beside the matching announcement — members tap it to flip the flyer open.

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08 Study plan and Sunday plans

1. Open **Study plan** to set the general conference talk Elders Quorum and Relief Society study each Sunday: choose **Choose talk**, search by title or speaker, and choose **Save for** that Sunday.
2. Open **Sunday plans** for 5th-Sunday lessons, ward conferences and other plans: **Add plan** on the Sunday, pick the **Kind**, add a **Title**, and **Save plan**.
3. Stake conferences scheduled by the stake appear on their own, and every planning page shows a notice for a claimed Sunday.

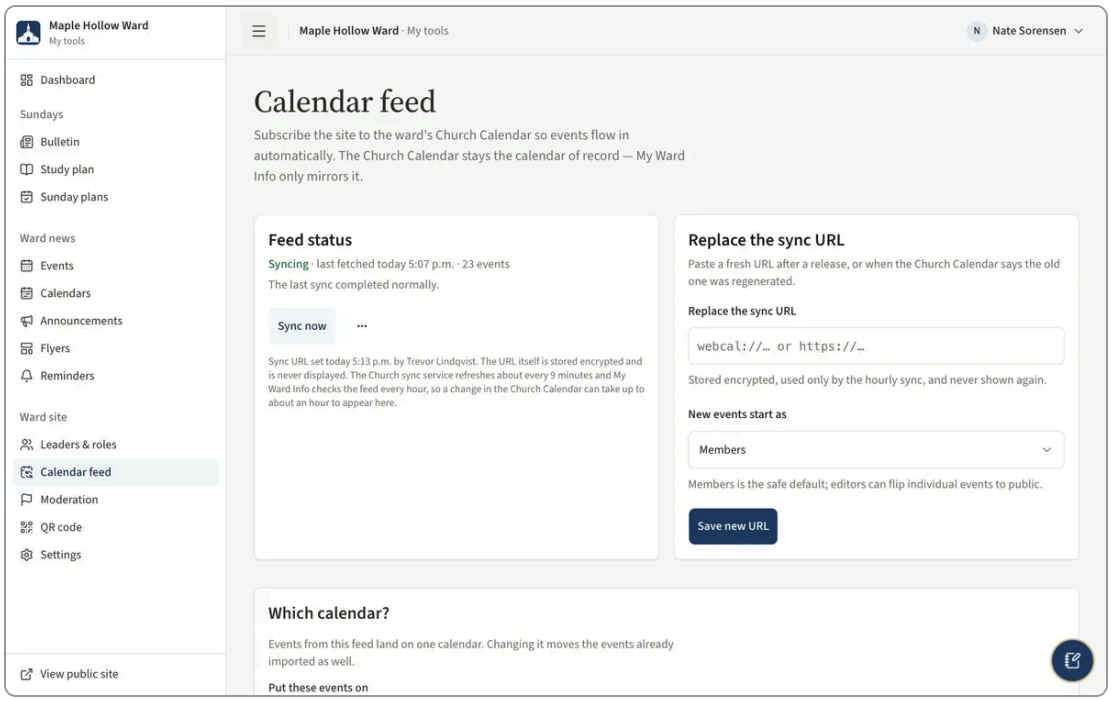


Sunday plans in the demo ward.

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09 Connect the Church calendar feed

1. Open **Calendar feed** and follow **How to get the sync URL** — sign in to the Church Calendar, choose the calendars, generate the sync URL.
2. Paste it under **Church Calendar sync URL**, choose **New events start as**, and **Connect the feed**. Once a feed is connected, the same card reads **Replace the sync URL**, with **Save new URL**.
3. **Feed status** shows the health, when it last fetched and how many events; **Sync now** checks straight away.
4. Under **Which calendar?**, choose the calendar the imported events go on (**Put these events on**) and **Save**. Changing it moves the events already imported too.
5. Under **Filters**, add a rule such as **Hide events whose title contains** “Gym” and **Add filter**.



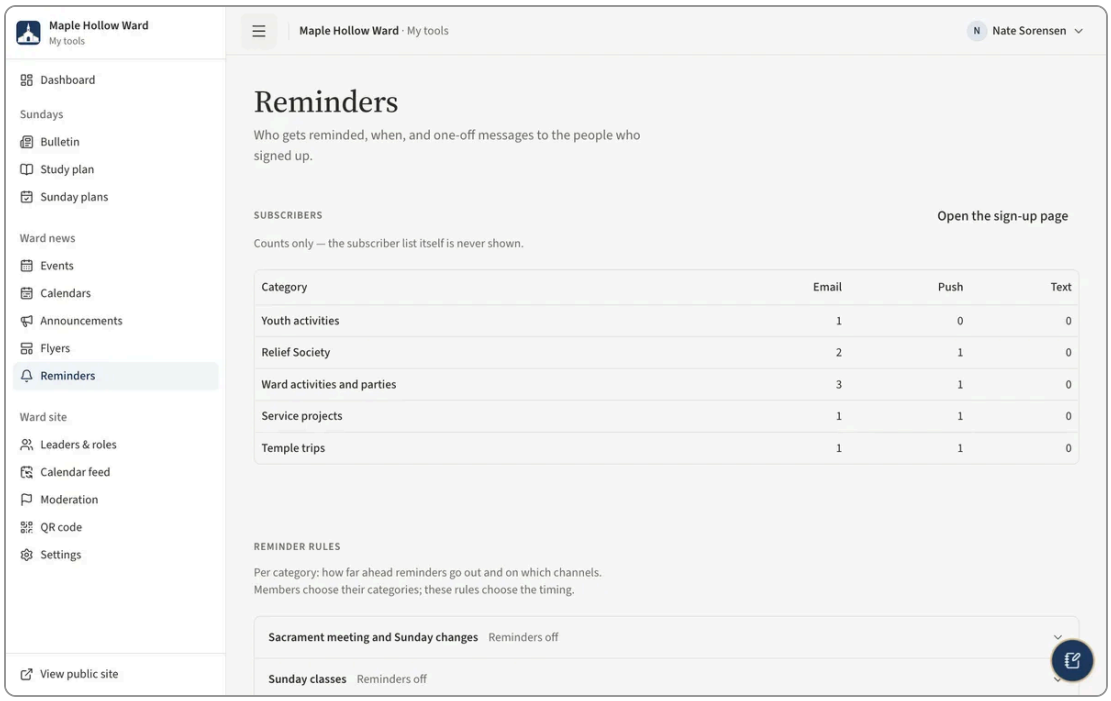
The demo ward's Church calendar feed (sample URL).

> ⓘ **Tip.** Don't paste a leadership calendar. The URL is stored encrypted and never shown again.

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10 Reminder rules and messages

1. Open **Reminders**. **Subscribers** shows counts only — never the list.
2. Under **Reminder rules**, open a category, choose **When** and **Channels**, and **Save rule**.
3. Under **Send a message**, write a **Subject** and **Message**, pick who gets it, then **Preview** and **Send now** (or **Save draft**).
4. Messages drafted by organization leaders wait under the message list — choose **Approve & send** or **Cancel**. The **Delivery log** shows what went out.

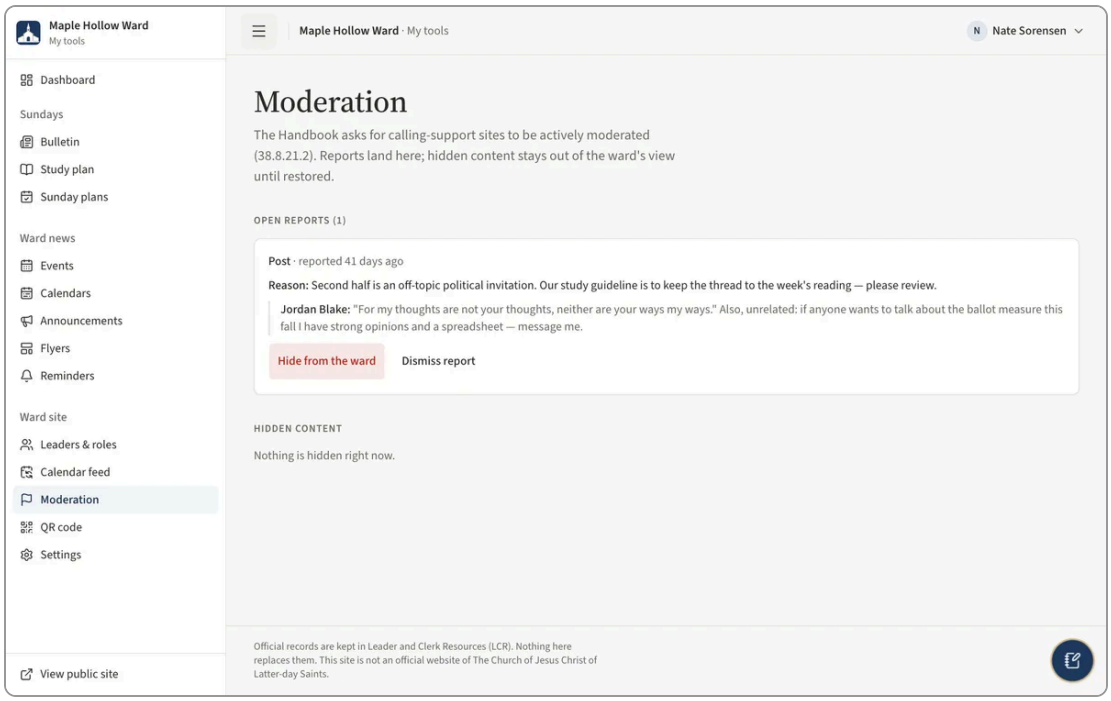


Reminders and messages in the demo ward (no real messages are sent).

> **Tip.** For now My Ward Info sends only sign-in codes and the code that confirms a reminder sign-up; other e-mail is held back. Rules and messages are still saved.

11 Moderation, QR codes and settings

1. Open **Moderation**. For each report under **Open reports**, choose **Hide from the ward** or **Dismiss report**; hidden posts can be restored later.
2. Open **QR code** and choose **Poster** to print the door poster.
3. Open **Settings** to keep the meeting time, address and contact current, and fill in **New here? (for visitors)** — what to expect, children and nursery, parking, who to contact. Then **Save settings**.
4. **Leaders & roles** is read-only for site editors — ask the clerk or bishopric to add or change leaders.



An open report on a demo study post.

> **Handbook note.** Calling-support sites are to be actively moderated (GH 38.8.21.2).

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.

- [ ] **Dashboard** shows the big buttons and lists what needs attention, such as a draft program that has not been touched
- [ ] **Copy from last week** fills empty fields only
- [ ] The hymn picker finds a hymn by number and by title
- [ ] A speaker toggles between **Invited** and **Confirmed**; **Publish** always asks first and lists who is not confirmed yet
- [ ] **Publish** → **Publish now**, **Save changes**, **Unpublish** and **Delete draft** (in **More**) work on a test Sunday
- [ ] **Calendars** shows the tree; **Add a calendar** adds one under the calendar chosen in **Part of**
- [ ] On **Calendar feed**, **Which calendar?** moves the imported events to the chosen calendar
- [ ] **Add event** with **Repeats** creates a series on the calendar
- [ ] **Approve** publishes the pending Relief Society announcement
- [ ] **New flyer** builds four options and **Submit for review** sends one to the bishopric
- [ ] **Sync now** updates the feed status
- [ ] **Hide from the ward** removes a reported post from the study page
- [ ] **New here?** fields appear on the ward's About page after **Save settings**

What did you see?

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

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