TRAINING GUIDE · STAKE

Stake leaders

The stake presidency, stake clerk, executive secretary and communication director keep the stake's events, announcements, conferences and roles current, and see how every ward's site is doing. High councilors see the same pages read-only.

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

`stake-president@steepl.test` · password `stake-president`
`stake-clerk@steepl.test` · password `stake-clerk`
`stake-comms@steepl.test` · password `stake-comms`
`high-councilor@steepl.test (read-only)` · password `high-councilor`

What you can do

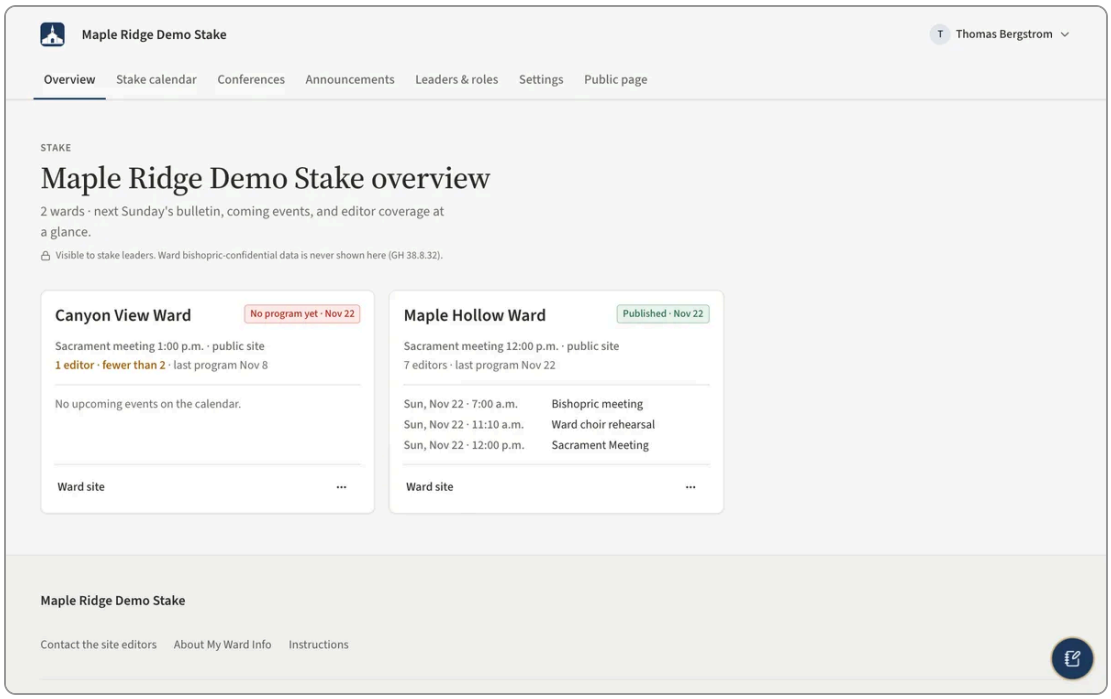
- See every ward's program status for next Sunday and its editor coverage on the stake **Overview**
- Open any ward's details: bulletin, upcoming events and leaders
- Add stake events that appear on every ward's calendar automatically
- Publish stake announcements and schedule stake conferences that flow to every ward
- Invite and release stake leaders, and create or repair a ward's bishop grant
- Keep the stake's settings, and — as stake president — record the stake's approval

Before you start

- To sign in, 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. A stake editor or platform administrator must first give that e-mail address a stake role.
- Trying the demo: on the sign-in page open **Demo accounts**, choose **Sign in with email and password** and use the stake president test account with its demo password (the start of the e-mail address — see **Demo accounts** on the Instructions page). The stake clerk and communication director accounts can do the same; the high councilor account is read-only.
- After sign-in you land on **My account**. Under **My roles**, your calling shows with a **Stake** button — that opens the stake pages. From a ward site, the **Stake** tab or the **Account menu** item **Stake · Maple Ridge Demo Stake** does the same.
- The stake pages have their own menu: **Overview · Stake calendar · Conferences · Announcements · Leaders & roles · Settings · Public page**.

01 Check every ward at a glance

1. Open **Overview**. The page title is the stake name followed by **overview**.
2. Each ward card shows next Sunday's program: **Published**, **Draft** or **No program yet**, with the date.
3. Below that, the number of editors (shown in amber with **fewer than 2** when a ward needs another editor), the last published program and up to three coming events.
4. Choose the ward's name for its read-only summary, or **Ward site** to open its public pages. The **More** menu (…) on the card holds **Ward details** and **Bishop grant…**.



The overview for the fictional demo stake, Maple Ridge Demo Stake, with its two wards.

> **Handbook note.** The Handbook asks for at least two website editors for a ward site (GH 38.8.21.2) — follow up with wards showing **fewer than 2**.

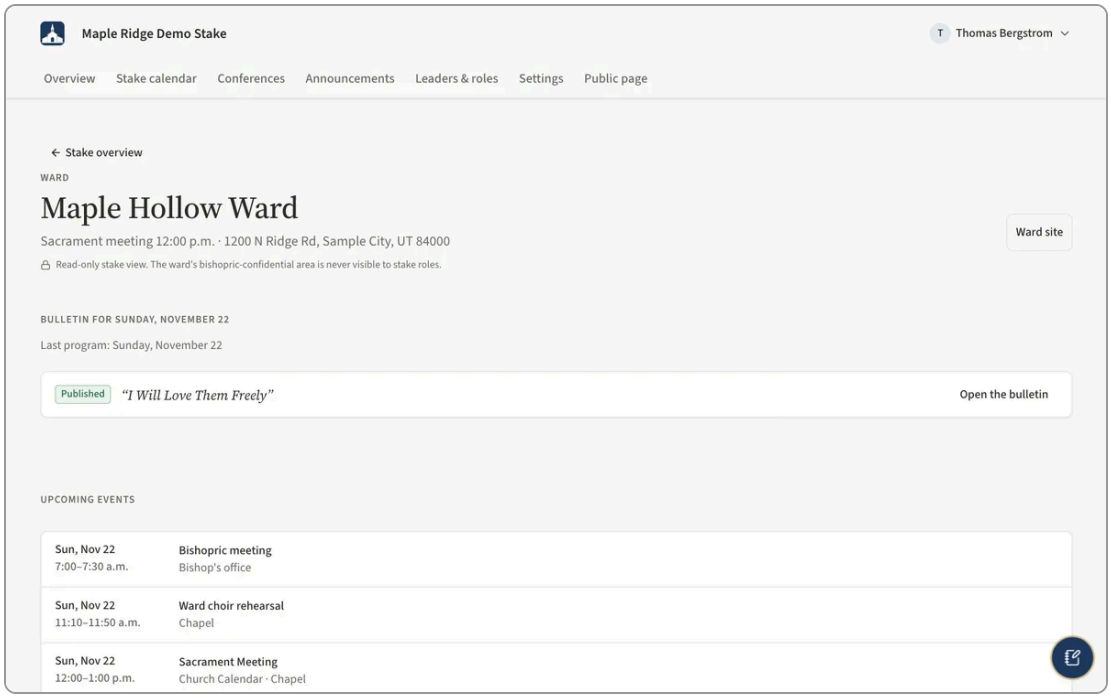
> **Confidential.** Ward bishopric-confidential information (callings in progress, interviews, visits, needs) is never shown to stake roles — not on these pages and not if you open the ward's admin area.

---

02 Look at one ward's details

1. On **Overview**, choose the ward's name on its card (or **Ward details** in the card's **More** menu).

2. **Bulletin for** next Sunday shows whether it is **Published** or **Draft**, with **Open the bulletin**.
3. **Upcoming events** lists the ward's and the stake's events (stake ones are marked **Stake**).
4. **Leaders** lists the ward's leaders with phone and e-mail. Use **Stake overview** to go back.



The Maple Hollow Ward's details as the demo stake president sees them.

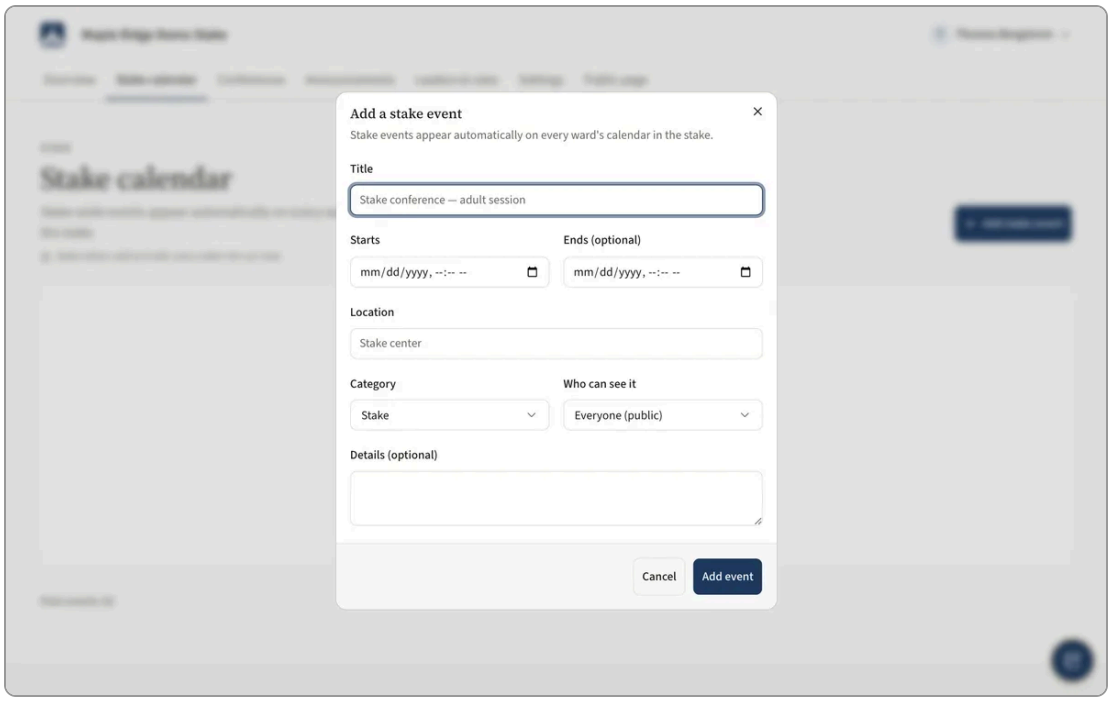
> **Handbook note.** Leader contact details are shown to you as a stake leader regardless of their public consent. Use them for Church purposes only (GH 38.8.14).

---

03 Add a stake event

Stake events appear automatically on every ward's calendar in the stake.

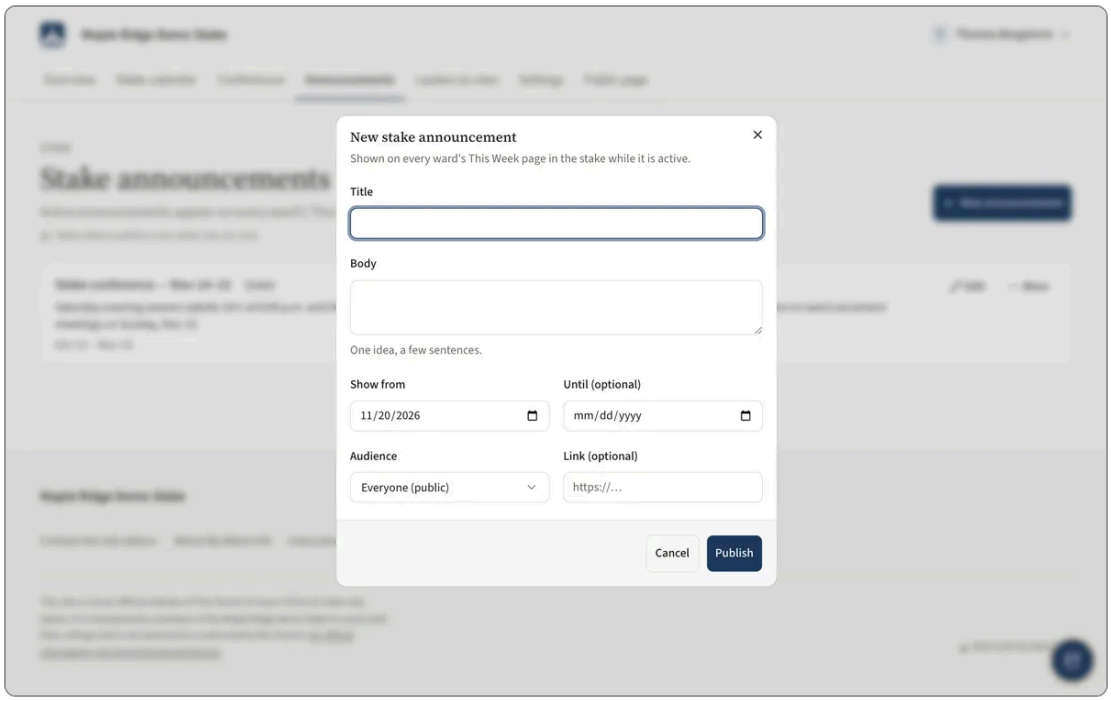
1. Open **Stake calendar** and choose **Add stake event**.
2. Enter a **Title**, **Starts** (and **Ends (optional)**), **Location** and **Category**.
3. Choose **Who can see it**: **Everyone (public)**, **Signed-in members** or **Leaders only**. Add **Details (optional)**.
4. Choose **Add event**. Use **Edit** to change it later, or open **More** and choose **Remove event** to take it off every ward's calendar.



Adding a stake event in the demo stake.

04 Publish a stake announcement

1. Open **Announcements** and choose **New announcement**.
2. Enter a **Title** and a short **Body** — one idea, a few sentences.
3. Set **Show from** and, if it should end, **Until (optional)**. Choose the **Audience** and an optional **Link**.
4. Choose **Publish**. The list marks each announcement **Active**, **Scheduled** or **Ended**; **Edit** changes one, and **More** holds **Remove announcement**.



A new stake announcement in the demo stake.

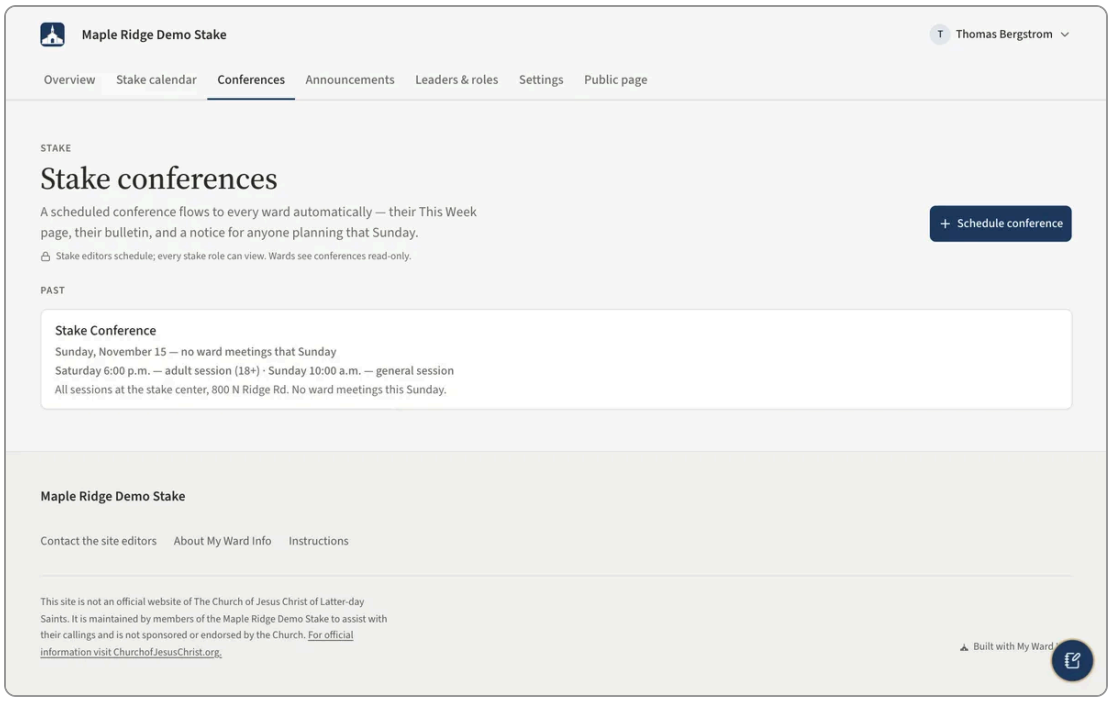
> **Tip.** Active stake announcements appear on every ward's **This week** page and on its bulletin, next to the ward's own announcements.

---

05 Schedule a stake conference

A scheduled conference flows to every ward: This week, the bulletin, and a notice for anyone planning that Sunday.

1. Open **Conferences** and choose **Schedule conference**.
2. Pick the **Sunday** and keep or change the **Title** (Stake Conference).
3. Under **Session times (optional)**, type one session per line — for example the Saturday adult session and the Sunday general session.
4. Add **Notes (optional)** and choose **Schedule**. It is listed under **Upcoming**.
5. In each ward, Sunday plans, the bulletin editor and This week now say there are no ward meetings that Sunday.

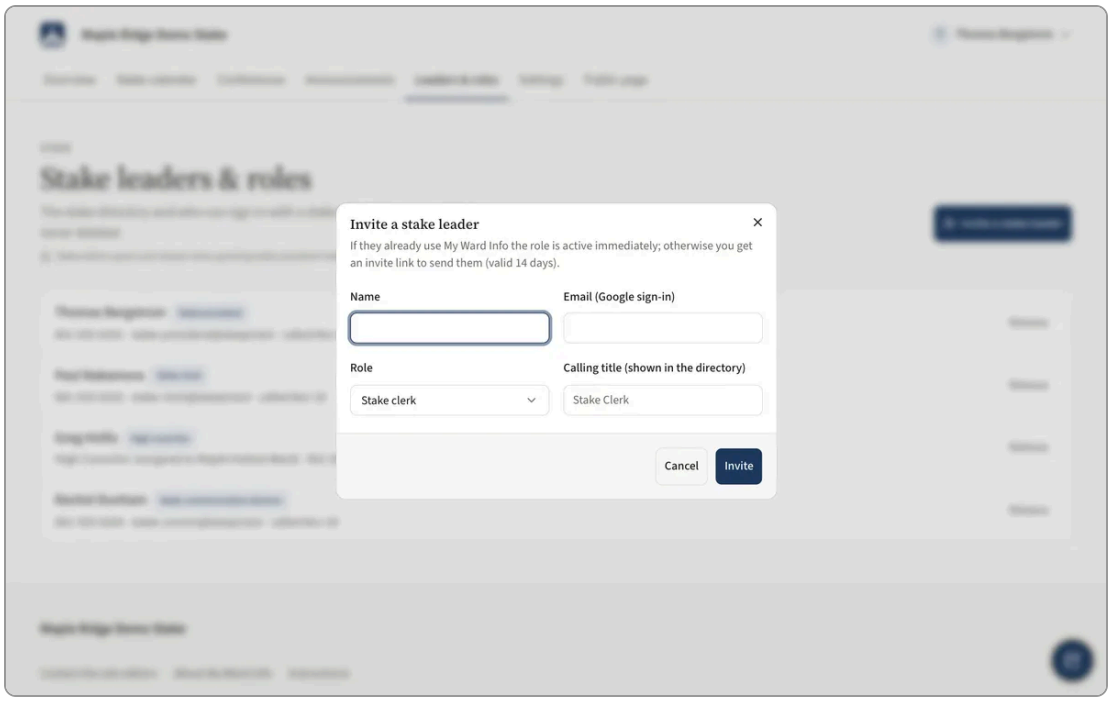


The demo stake's November stake conference.

---

06 Invite or release a stake leader

1. Open **Leaders & roles** and choose **Invite a stake leader**.
2. Enter the **Name** and their **Email (Google sign-in)**, pick the **Role**, and type the **Calling title (shown in the directory)**.
3. Choose **Invite**. If they already use My Ward Info the role is active now; otherwise copy the invite link (valid 14 days) and send it to them.
4. To release someone, choose **Release** on their row. The dated record is kept — releases are never deleted.
5. Invitations not yet accepted appear under **Pending invites**, where you can **Cancel** them.



Inviting a stake leader in the demo stake.

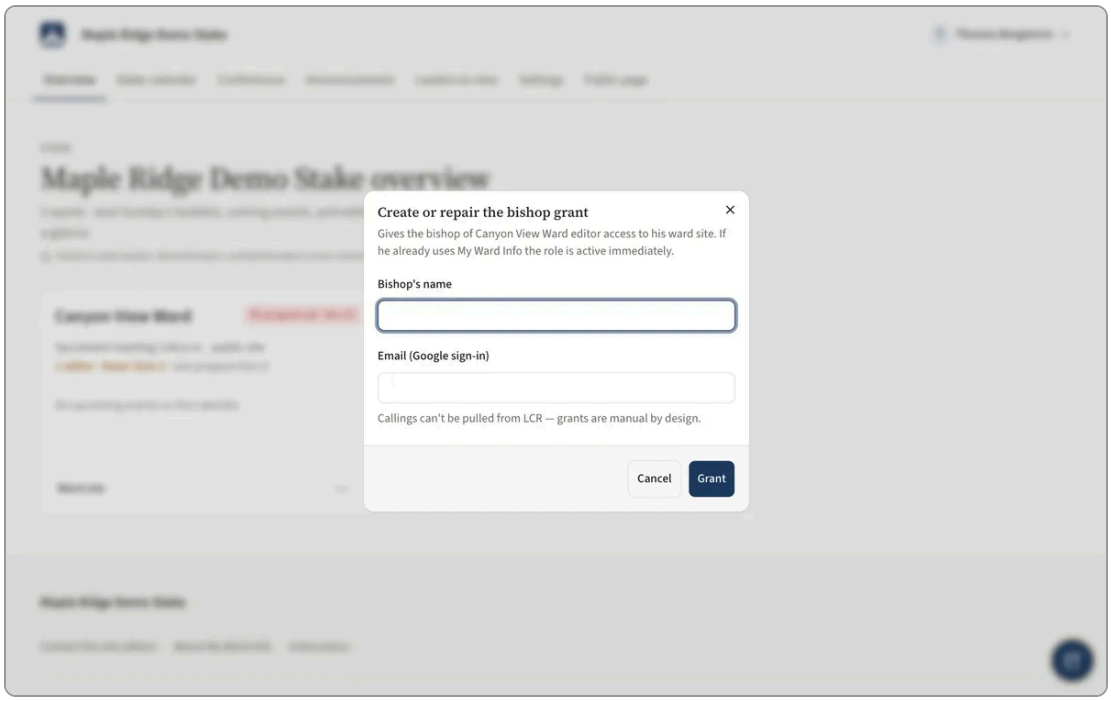
> ⓘ **Tip.** Only the stake president (or a platform administrator) can grant or release the stake president role.

---

07 Grant a ward's bishop

Callings cannot be pulled from LCR, so a new bishop's access to his ward site is granted by hand.

1. On **Overview**, open the **More** menu (…) on the ward's card and choose **Bishop grant…**.
2. In **Create or repair the bishop grant**, enter the **Bishop's name** and his **Email (Google sign-in)**.
3. Choose **Grant**. If he already uses My Ward Info his access is active right away; otherwise copy the invite link and send it to him.
4. Once he signs in, the bishop can add the rest of the ward's editors himself.

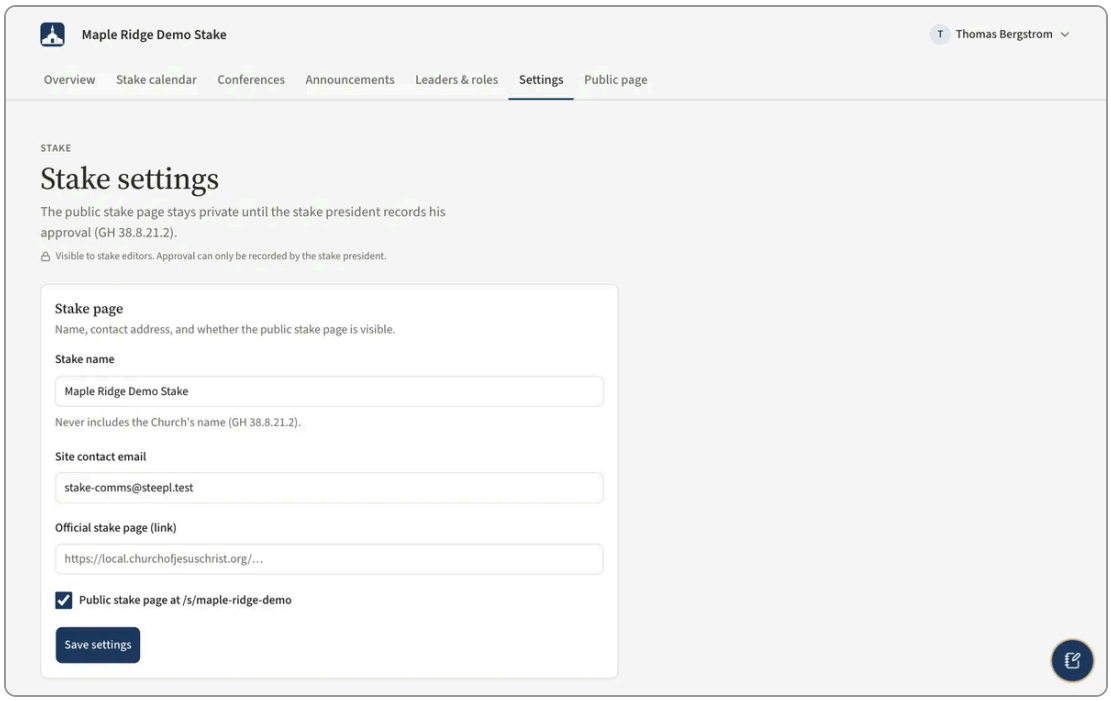


The bishop grant dialog for a demo ward, Canyon View Ward.

---

08 Stake settings and approval

1. Open **Settings**. Under **Stake page**, check the **Stake name**, **Site contact email** and **Official stake page (link)**.
2. Tick **Public stake page** to make the public stake page visible, then **Save settings**.
3. The stake page stays private until the stake president records his approval: under **Stake president approval**, he ticks the attestation and chooses **Record my approval**.



Settings for the demo stake.

> **Handbook note.** A stake site must be approved by the stake president before it is public, and its name never includes the Church's name (GH 38.8.21.2).

> **Tip.** Settings is for stake editors. A high councilor who opens it sees **Your account can't open this page**.

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 stake president, **My roles** shows the stake calling with a **Stake** button
- [ ] **Overview** shows all three demo wards with a program status badge and editor count
- [ ] Choosing Maple Hollow Ward on **Overview** shows the bulletin status, upcoming events and leaders
- [ ] A new stake event appears on a ward's **Calendar** marked **Stake**
- [ ] A new stake announcement shows as **Active** and appears on a ward's **This week** and bulletin
- [ ] A scheduled conference appears under **Upcoming** and on the ward's Sunday plans
- [ ] **Invite a stake leader** returns an invite link (or activates an existing account)
- [ ] **More** on a ward card offers **Bishop grant…**, which opens **Create or repair the bishop grant**
- [ ] As the high councilor, the add, edit and release buttons are not shown
- [ ] As any stake account, opening a ward's **Bishopric** area 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.