

Once your church has set up the Church App for Seraphim, you can now download the app onto your mobile device from the the App Store or Google Play.

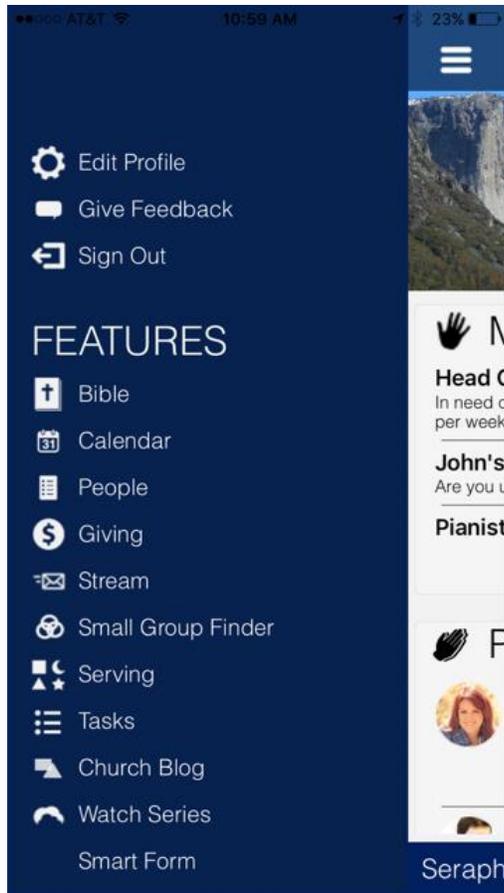
Once the app has completed downloading, open the app.



1. Enter the authentication code that you received in your email. If you did not receive a code, you can use your Seraphim Login credentials. If you do not know what those credentials are, contact your church administrator.
2. Upon logging into the app, you'll be taken to your church's home page. Here you'll see ministry opportunities, prayer requests, and links to other pages your church has configured. (Such as a church blog).

Note the HOME button in the upper right corner. Hitting this button will bring you back to your church's home page from anywhere in the app. To the right of the HOME button you'll see a SEARCH button. Here you can search for just about anything: people, small groups, events, etc.

On the left you'll see a menu icon. This will bring up a navigation menu. What appears here on this page is determined by what your church has decided on. Also note that some titles of pages might be listed differently. For instance, the "GIVING PAGE" might be titled "Tithes" in your church.



EDIT PROFILE

If you would like to edit any of your personal information, click on the Edit Profile icon. Here you can make updates that will automatically appear on your Seraphim Account. (NOTE: Major account changes may need to be updated by an administrator at your church office.)

Give Feedback

Clicking on the Give Feedback link will allow you to send a message directly to Seraphim Support. Use the feedback feature if:

- You need assistance with the app
- You'd like to report an issue that you're having

SIGN OUT

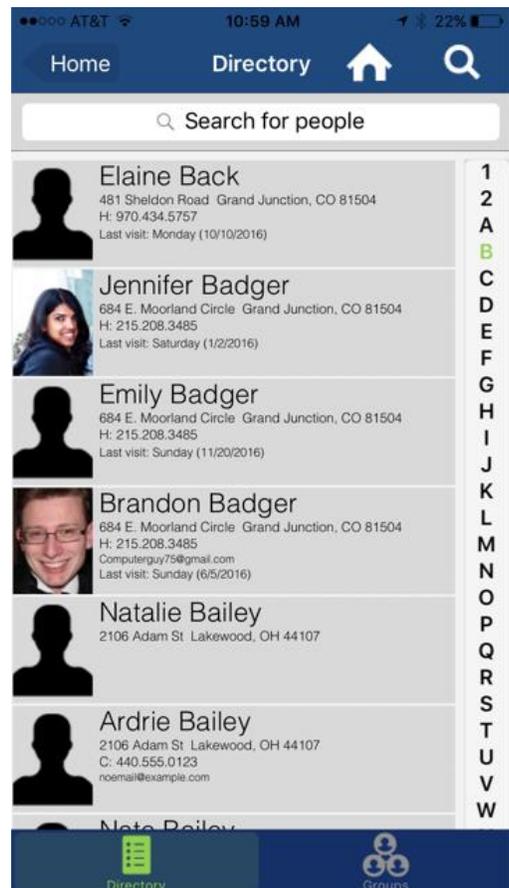
You do not have to sign out every time you close the app. The app will remember your login credentials.

DIRECTORY PAGE

The directory page allows you to find people in your church. (Some churches title this page "People".)

1. Enter the name or a partial name of the person you're looking for and hit SEARCH. You can then tap the name of the person you're looking for to see their contact information and photo.
2. If they have any contact information listed, you can call, email, or text them from the app.
3. If you have admin rights, you can edit this person's profile from your mobile device.

NOTE: If a user does not wish to "publish" their information to the public church directory, only admins will be able to see their profiles.



STREAM

The stream is a communication tool built right into Seraphim. Think of it like an in-app instant messenger. You can search for specific individuals and send them a private message on stream. You can even message a group of individuals that you belong to for a group discussion.

BIBLE

Need to check a quick bible passage and don't feel like leaving the ChurchApp? Check out the Bible section. Here you can read up on your favorite verses or read scripture while you're waiting for a meeting to start. Right now The King James Version is available. But don't worry, more versions will be coming in the future!

CALENDAR PAGE

The Calendar page will show all events that are scheduled.

1. Click on a specific date to view the events that are scheduled on that day.
2. On the next page, you can filter what events you're seeing by selecting a specific *event type* at the top of the page.
3. To view an event's details, click on the event.
4. On the next page, you will see the event times and a map of the event location. To view the event address, click on the pin in the map marking the event's location.
5. You can also indicate your attendance by clicking on "Going", "Interested", or "Not Interested".
6. When you select "Going", your device will ask if you would like to be reminded of this event. If you allow it, the church app will sync up with your device's calendar, and automatically add the event. You may need to allow the church app access to your calendar first depending upon your device.



MY GIVING PAGE

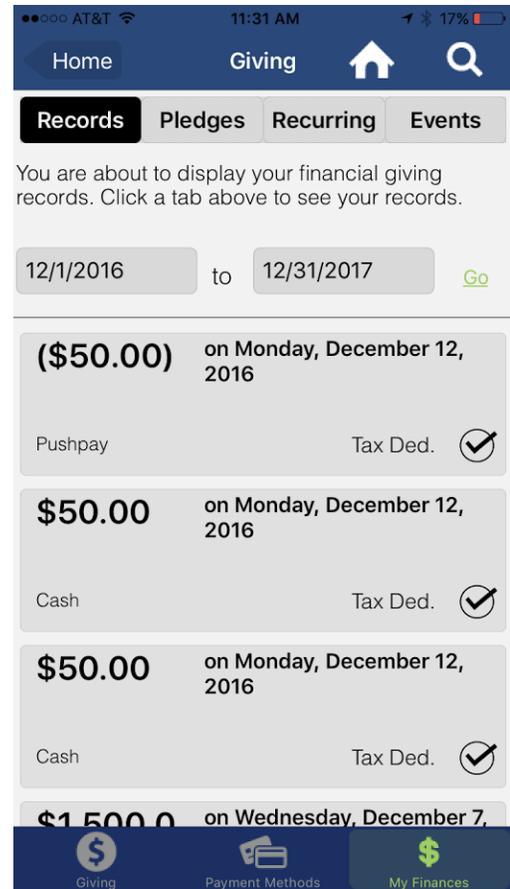
Here you can view a history of your giving records and other financial data.

1. From the giving page, click on the MY FINANCES icon in the bottom right corner.
2. The page will default to the "records" screen. Enter a start date and end date to view the giving records within that date range. Hit GO.
3. Records will be listed in order from newest to oldest.

To view a history of your pledges, go to MY FINANCES and click on the PLEDGE tab at the top.

To view a history of your recurring gifts, go to MY FINANCES and click on the RECURRING tab at the top of the screen. To edit a recurring gift, click on the the recurring gift, and select YES when you are asked if you want to EDIT RECURRING GIFT.

To view a history of any event payments, go to MY FINANCES and click on the EVENTS tab at the top.



SMALL GROUP FINDER PAGE

If you're looking for a new small group to join but don't know what's out there, come to the Small Group Finder Page. Here you'll see a scrolling list of all open small groups.

1. Click on the name of a small group to view it's meeting place and location on a map.
2. Click on MORE INFO to see what type of group it is, when it meets, and it's web page (if applicable).
3. If this is a small group that you're interested in joining, click on the JOIN button at the bottom of the page, and hit YES in the confirmation message.
4. If joined successfully, you will receive a Congratulations message.

But what if you're looking for a specific type of small group? Reading through all those small group offerings can be exhausting! Maybe you need a group that offers childcare, or maybe you're looking for a group just for women. Narrow your search to find what you're looking for.

1. Click on the ADVANCED SEARCH button at the top of the screen.
2. Here you can select the Type of group, Location, Day of week, and dynamics that you're looking for. (You don't have to select something in each parameter. The more restrictions you add, the fewer results you'll receive)
3. You can also toggle if you need childcare provided, or if children are welcome.
4. When you're finished, hit the SEARCH button at the bottom.

Also, if you'd like to see a list of groups on a map, simply click on the MAP button at the bottom of the screen. You may need to zoom in on the map to see the appropriate spread of locations.

