



# QUICK LAUNCH GUIDE



ShareFaith **KIDS**



## WELCOME!

Hello, my name is David Choate and I am the director of Sharefaith Kids. As we get started, I want to personally welcome you to the Sharefaith Family. You are now part of an amazing community of thousands of teachers all over the world!

I also wanted to say “Thank You!” Children’s Ministry is your church’s most important ministry. Studies show that **83% of all people who become Christians do so between the ages of 4-14**. What you do is Kingdom work that is literally changing the world for generations to come.

**Now, down to business :) This Quick Launch Guide has been designed to help you get the most out of your Sharefaith Kids membership and empower you to experience new levels of ministry success. Inside you informational overviews on the following:**



1. Your Account

2. Membership Overview

3. Your Lesson Library

4. Lesson Scheduling

5. Additional Resources

6. Member Feedback

Again, welcome to the Sharefaith Family!  
I look forward to hearing how these resources will inspire your kids, empower your teachers, and connect your families.

Blessings,





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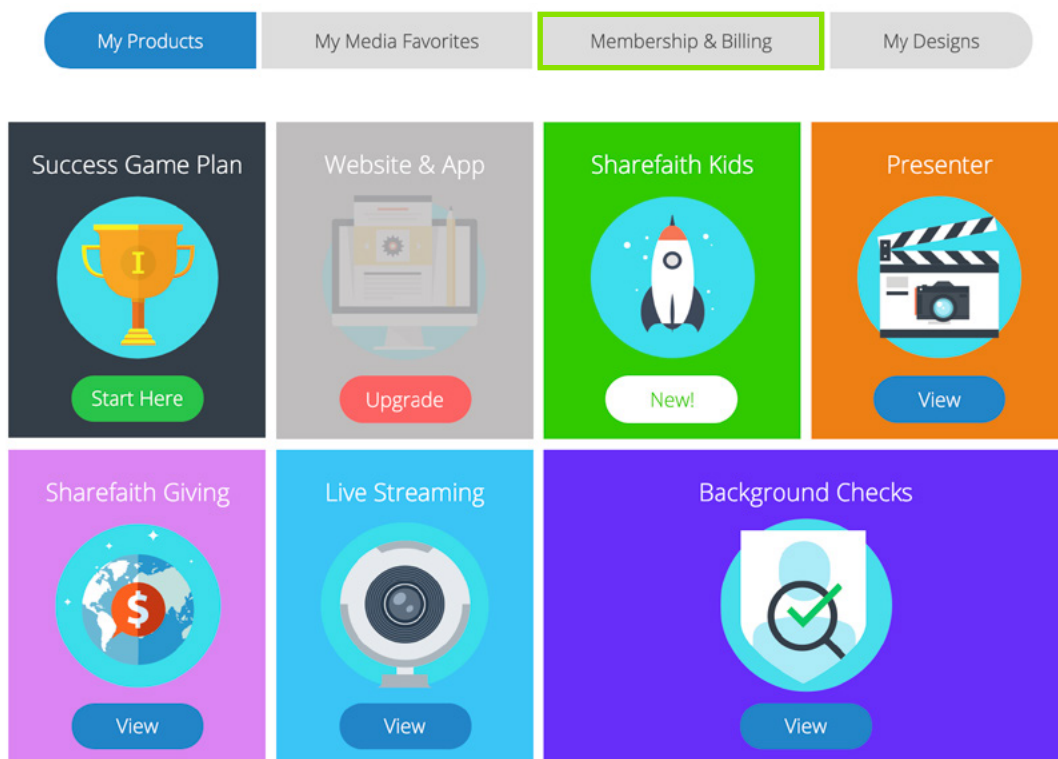
# YOUR ACCOUNT

Your Sharefaith Membership provides easy access to billing info, invoices, additional accounts, and Sharefaith support. In this section, we'll give you a quick overview of your account and provide you with links for additional tutorials.

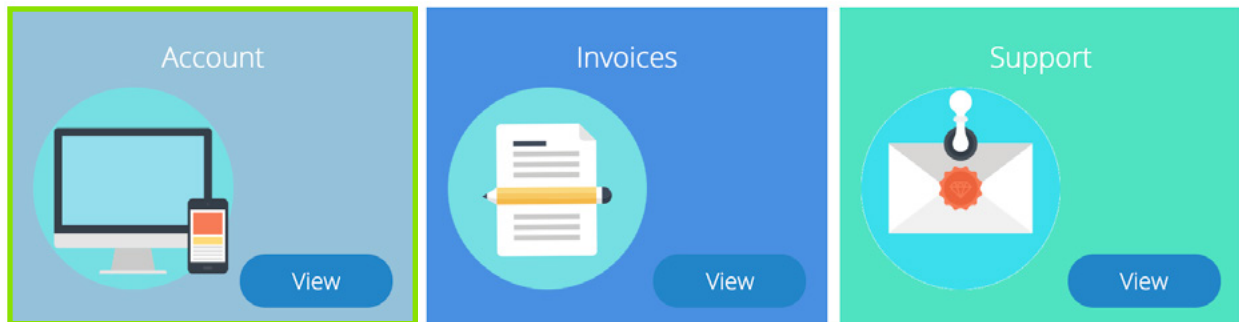
**Getting Started:** To explore your account click “My Account” in the top right corner of [sharefaith.com](https://sharefaith.com).



After selecting “My Account,” you will be taken to your Sharefaith Dashboard. This will give you an overview of everything available in your membership and provide you a quick link to manage your membership & billing. Let's start there!



From within your Sharefaith Dashboard, you'll see three options: Account, Invoices, and Support. Let's start with "Account."

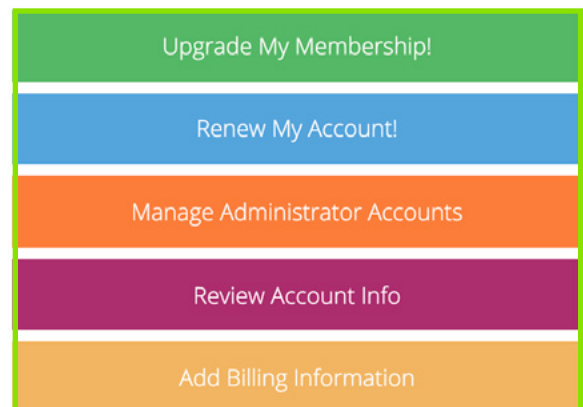


## ACCOUNT

After selecting "Account" the menu displayed on the right will appear.

This menu will allow you to:

- **Upgrade Your Membership** - Go from monthly to yearly or upgrade to our Complete plan!
- **Renew Your Account** - Manually renew your account, or select auto-renew so you don't forget.
- **Manage Administrator Accounts:** Your membership allows you to add up to 6 administrator accounts and control access. [Learn more here.](#)
- **Review Account Info:** Review or update personal info and login credentials.
- **Add Billing Information:** It is important to keep your membership and billing info up to date. If you have any questions, [learn more about your billing here.](#)



## INVOICES

Select the "Invoices" tab to see your full purchasing history.

## SUPPORT

Our number one goal is to have happy members! If you get stuck at any time select the "[Support](#)" tab. If you can't find what your looking for, give one of our member coaches a call at: 888-317-4018







# MEMBERSHIP OVERVIEW

Now for the fun stuff! Your Sharefaith membership comes loaded with products and features which can be accessed via your Sharefaith Dashboard. We'll give you a brief overview to start, and then explore each section further on subsequent pages.



## PRODUCTS & SERVICES

In your Sharefaith Dashboard you'll see the above panel of options. Your Kids membership includes the following:

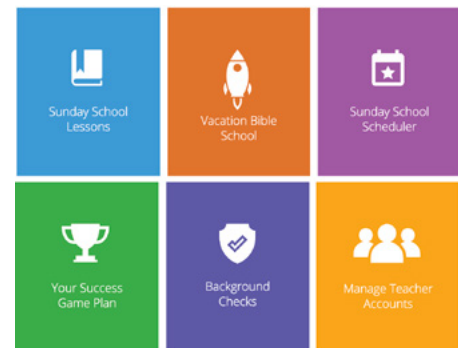
- **Success Game Plan** - A series of quick links for your Sharefaith Kids membership.
- **Sharefaith Kids** - Lessons, Scope & Sequence, Family Devotionals, VBS, and more!
- **Sharefaith Presenter** - This PowerPoint plug-in provides a great presentation solution for PC users. [Learn More.](#)
- **Sharefaith Giving** - An amazing online giving platform. [Learn More.](#)
- **Live Streaming** - Live video streaming from our partners at [ChurchStreaming.TV](#)
- **Background Checks** - Comprehensive church screening and safety training from our partners at [Protect My Ministry.](#)



## SHAREFAITH KIDS OVERVIEW

When you select “Sharefaith Kids” from your Sharefaith Dashboard you’ll be taken to “My Sharefaith Kids.” (*Pictured Right*) This dashboard will allow you to view most Kids resources.

Since we’ve already covered the Success Game Plan and Background Checks, the remainder of this section will cover:

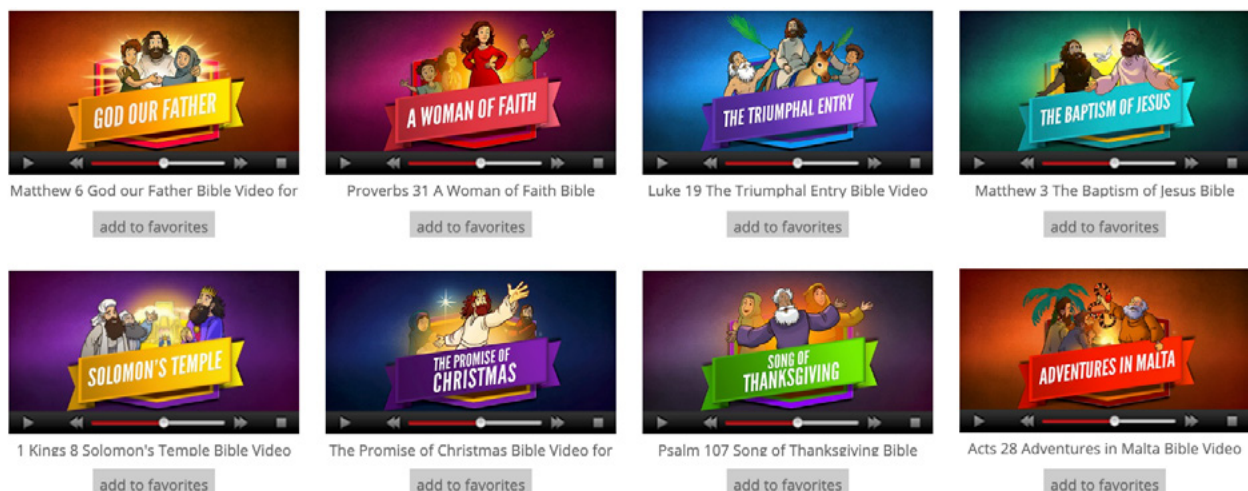


**Sunday School Lessons | Family Devotionals | Lesson Scheduler**  
**Scope & Sequence | Vacation Bible School | The Kids App | Sharefaith Media**

## SUNDAY SCHOOL LESSONS

Sharefaith Kids includes an incredible [library](#) of over 120 fully-digital kids Bible lessons. Each lesson includes a kids [Bible video](#), [teacher-friendly curriculum](#), [teaching slideshow](#), [family devotional](#), [coloring pages](#), [crossword puzzles](#), [word search puzzles](#), [spot the differences](#), [mazes](#), [bookmarks](#), and an intro video.

**Additional Resources:** Your Sharefaith Kids membership also includes [Bible quiz videos](#) & [countdown timers](#). For more information on searching, downloading, and presenting your lessons see the “[Lesson Library](#)” section of this guide.

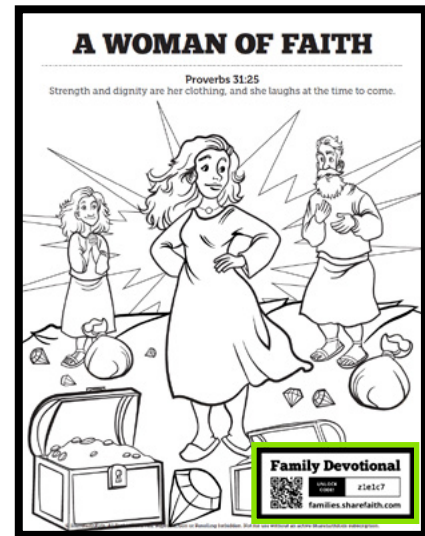


## FAMILY DEVOTIONALS

Every Sharefaith Kids lesson includes an interactive Family Devotional that includes your lesson video, Scripture reading, discussion questions, downloadable activities, and more!

Family Devotionals can be easily accessed via the coloring page printouts for each lesson. In the bottom right corner you'll find a QR code providing direct access to the devotional, additionally devotionals can be accessed by entering the unlock code at: <https://families.sharefaith.com/>

- [Learn more about Family Devotionals here!](#)
- [Preview a Family Devotional](#)
- More about QR Codes: [Android](#) | [IOS](#)

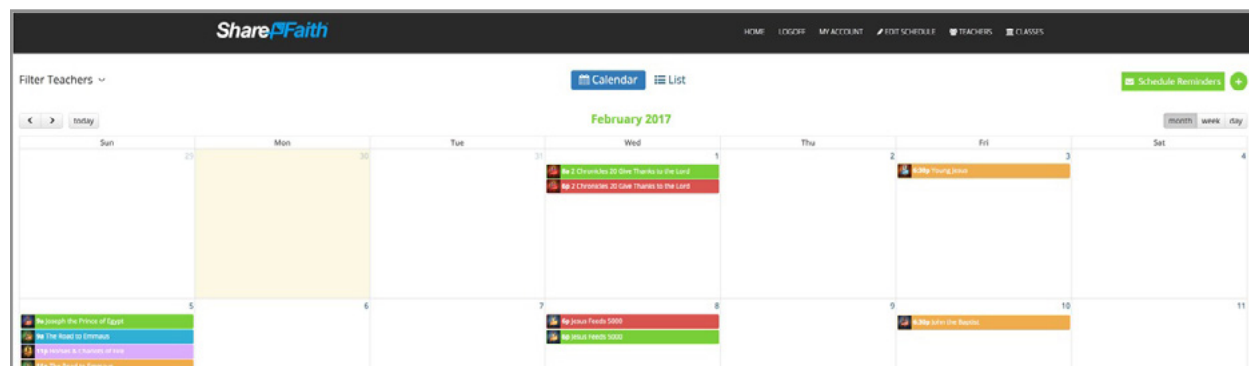


## LESSON SCHEDULER

The Sharefaith Kids Sunday School Scheduler allows you to gain control of your calendar with an innovative easy-to-use scheduling software that allows you to:

- **Organize:** Manage your volunteers, lessons, classes, and calendar in minutes.
- **Schedule:** Keep your teachers in the know with convenient email reminders.
- **Equip:** Give your teachers full access to any Sharefaith Kids lesson.
- **Safeguard:** Full background checks that integrate directly into your Scheduler.

Learn more: [Scheduler walk-through](#) | [Helpful tutorials](#) | [Lesson Scheduling](#)





## SCOPE & SEQUENCE

Sharefaith Kids lessons are designed to bring to life the Bible in fun and engaging ways for children. As such, each lesson can stand on it's own. However, many of our teachers have found our Scope & Sequence overviews helpful. These overviews provide the lessons you'll teach along with the big ideas, and key Scriptures.



### 1 Year Lesson Plan

Help your kids discover the big story of God with this [52-week lesson plan](#). Your students will journey through the Bible, Old and New Testaments, over the course of one year.

[Download PDF](#)



### Chronological Bible Lessons

[This overview](#) presents all Sharefaith Kids lesson in chronological order. Perfect for a 2-year journey through the Bible this list is easily customizable with a convenient search option.

[Download PDF](#)



### Theme Based (Coming Soon!)

Help your kids explore major biblical themes with this customizable lesson plan. Mix and match 4 week lesson bundles that focus on major themes such as faith, hope, salvation, and more.



## VACATION BIBLE SCHOOL

Fully downloadable VBS programs are included with Kids Yearly (Basic & Essentials) and all Sharefaith Suite memberships. Each VBS includes a VBS checklist, 5 daily curriculum bundles, a VBS promo pack, and a VBS swag pack. Together these resources provide everything you'll need to plan, promote, and deliver your perfect VBS.



### God Of Wonders VBS

God of Wonders is an epic 5-day Vacation Bible School adventure where your kids will explore the exciting story of Moses and discover the God of Wonders along the way!

[Learn More](#) | [Download Your VBS](#)



### Kingdom Heroes VBS

Kingdom Heroes is a fun-filled 5-day Vacation Bible School program where your kids will discover the biblical foundations of their faith and God's purpose for their lives!

[Learn More](#) | [Download Your VBS](#)

## THE SHAREFAITH KIDS APP

Put any Sharefaith Kids lesson in the palm of your hand with the Sharefaith Kids App. This convenient resource empowers you to explore the library of Sharefaith Kids lessons and preview lessons on your teaching schedule. Now you can prepare and present, anywhere at anytime.

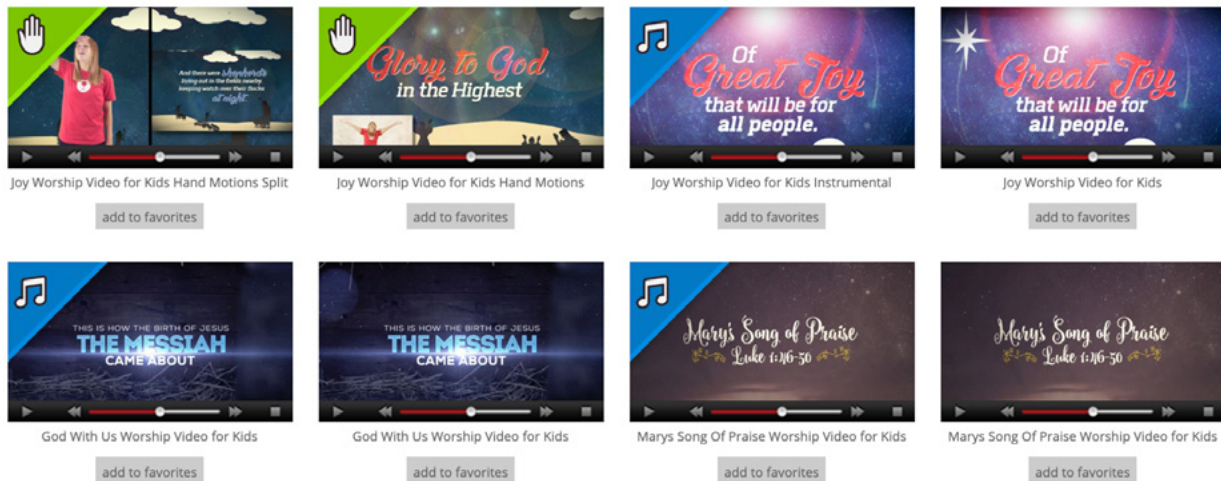
[Download IOS](#) | [Download Android](#)



# ESSENTIALS

## SHAREFAITH KIDS ESSENTIALS

Sharefaith Kids has always been committed to improving our resources to better meet the needs of our members. This commitment has led us to create a [new suite of “Essentials” content](#). Each category of this new content has been designed to expand the impact and effectiveness of your Kid’s Ministry. It is important to note that Sharefaith Kids Essentials resources are only available on “Essentials” plans. If you are interested in upgrading your membership to include these resources call us at 888-317-4018 or [visit our plan selection page here](#).



## KIDS WORSHIP VIDEOS

Sharefaith Kids has just [partnered with Seeds Family Worship](#) and we could not be more excited! Each of their songs comes straight from the Bible...what’s better than your kids praising God while singing word-for-word scripture? Each worship song includes lyrics and instrumental versions with select songs also including hand-motion videos. For Children’s Ministries large and small, these videos are a must-have resource. On the following page we will explore this resource in more detail.





## VIDEO VARIATIONS

Every Seeds Family Worship song includes a lyric video and an instrumental version, while select songs will include hand-motion videos as well. Below we will explore each asset and how you can identify them in the worship video library.



**Worship Lyric Videos:** Every Seeds Family worship song includes a standard worship video with song lyrics. Each of these videos are beautifully animated and include lyrics to help your children memorize Scripture.



**Instrumental Worship Lyric Videos:** Instrumental videos are a great resource if you have a live worship team. You can identify instrumental videos with the blue music note icon in the top-left corner of the video thumbnail.



**Picture-In-Picture Hand-Motion Videos:** Picture-In-Picture provides hand-motions while keeping the lyrics the primary focus. You can identify these videos with the green hand icon in the top-left corner of the video thumbnail.



**Split-Screen Hand-Motion Videos:** Split-Screen videos make the hand-motions the focus while minimizing the lyrics on the right side of the video. These videos can also be identified by the hand icon in the top-right corner of the video thumbnail.

## MORE ABOUT SEEDS

Seeds Family Worship is led by two brothers Jason and Josh Houser. Jason Houser is a songwriter, worship leader and the founder of the Seeds Family Worship ministry. In addition to his work with Seeds, Jason is a Grammy-nominated songwriter that has co-written recent chart topping radio singles with Matthew West including “Broken Things” and “All In”. He and West also co-wrote 2 ASCAP Songs of the Year together “The Motions” and “More” and co-wrote Joy Willims #1 single “Hide”. Josh’s daughter Kylie is Seeds the ‘Worship Girl’ on the hand-motion videos. She is very passionate about her relationship with God and this gives her an excellent place to shine.





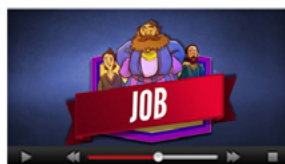
## DIGITAL BIBLE COMICS FOR KIDS

Your Ultimate Lesson Take-Home! The goal of every Sunday School teacher is to get their lesson out of the classroom and into the family room. With our brand new digital Bible comics, Essentials members will get exclusive access to a take-home resource that kids actually want to take home! You can explore our library of [digital Bible comics](#) [here](#) and look forward to new bundles of comics to be released each month.



SPANISH Tower of Babel Bible Story For Kids

[add to favorites](#)



SPANISH The Story of Job Kids Bible Video

[add to favorites](#)



SPANISH Story Jacob and Esau Kids Bible Video

[add to favorites](#)



SPANISH The Story Of Abraham and Isaac Bible

[add to favorites](#)



SPANISH The Story Of Sodom and Gomorrah

[add to favorites](#)



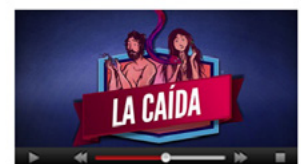
SPANISH Noah's Ark Bible Video For Kids

[add to favorites](#)



SPANISH Cain and Abel Bible Video For Kids

[add to favorites](#)



SPANISH The Fall Of Man Genesis 3 Kids Bible

[add to favorites](#)

## SPANISH BIBLE VIDEOS FOR KIDS

Expand Your Kid's Ministry Influence! Help your Sunday School broaden its outreach with our new Spanish Bible videos for kids. Every month Essentials members will gain access to a new pack of [Spanish Bible videos for kids](#). These videos feature the same quality illustrations, narration, and storytelling that our members have come to love!







## SHAREFAITH MEDIA

One of the incredible perks of being a Sharefaith Kids Essentials member is gaining full access to Sharefaith Media!

[Sharefaith Media](#) includes over 90,000 church graphics and is the largest, weekly updated, collection of church graphics and creative church resources. Our church graphics bundle features the best in [church PowerPoints](#), [social media graphics](#), [bulletins](#), [flyers](#), [newsletters](#), [stunning worship graphics](#), [loops](#) and [mini-movies](#). All church graphics are available in 4K (UHD), SD and Photoshop, downloadable in a variety of formats.

For more information about your Sharefaith Media check out [these helpful tutorials](#)!

**Additionally, your Kids membership gives you access to the [Sharefaith Designer](#).** This easy to use resource allows you to customize Sharefaith graphics and easily share them across multiple channels. If you are interested in using the Sharefaith Designer take a look at [these helpful tutorials](#).





# YOUR LESSON LIBRARY

Your Sharefaith Kids membership gives you access to over 120 Sunday School lessons, with new lessons being added every month! In this section we'll cover how you search, download, teach, and present your lessons.

## SEARCHING YOUR LESSONS

At the top of your Sharefaith Dashboard you find a “Quick Media Search” bar. This will allow to search your lesson library and all Sharefaith Media.

**Filtering Results:** It is very important to set your filter using the blue filter drop-down when using the search tool. This will ensure that you find the exact type of resource you're looking for!

Quick Media Search:  [Filter ▾](#)

My Products

My Media Favorites

Membership & Billing

My Designs

Success Game Plan



Start Here

Website & App



View

Sharefaith Kids



View

Presenter



View



**Library Search:** After completing a search using the “Quick Media Search” you’ll be taken into the Kids lesson library. Continue to search using the search box in the black sidebar. *Filtering is important when using this option as well.*




## DOWNLOADING YOUR LESSONS


All Sharefaith Kids resources are fully downloadable. When you select the resource you'd like to download a series of options will appear to the right of the image.


Matthew 6 God our Father Kids Bible Story




Download Options

 PowerPoint SD

 Full Curriculum

 See Full Set

 Share Feedback

★ add to favorites!



The Matthew 6 God Our Father lesson slideshow explores the amazing truth that we are to know God as our loving Father. And, as Jesus will teach us, the way we get to know our Heavenly Father is through prayer! This lesson will explore Jesus' amazing example of prayer (the Lord's Prayer) and teach us that we are to trust God to provide for our every need. With tons of

**Individual Download:** The first download option will allow you to download the individual asset you are viewing. In the example above this is a PowerPoint file.

**Full Curriculum Download:** Since most Kids assets are part of a larger lesson set, teachers have the option to download the Full Curriculum zip bundle. This zip bundle includes all corresponding lesson videos, slideshow, and PDF files.

**See Full Set:** If you would like to preview your entire lesson before downloading the zip file then select "See Full Set." This will show you all assets connected to the lesson set with the exception of the lesson intro video.

**Share Feedback:** We love hearing from our members! If you have any feedback on Sharefaith Kids select the orange "Share Feedback" button and let us know!

**Add To Favorites:** Love a Sharefaith Kids lesson, but not ready to download it? No problem. Just click the "add to favorites!" link and you can find the lesson later in your Sharefaith Dashboard.



## SUGGESTED ORDER OF SERVICE (1 Hour & 30 Minutes)

TIME	CLASSROOM ACTIVITY
5 Minutes	<b>Pre-Service:</b> Show a Bible Quiz Video.
10 Minutes	<b>Praise &amp; Worship:</b> Try using our <a href="#">kids worship videos</a> .
5 Minutes	<b>Opening:</b> Welcome children, introduce volunteers, and preview lesson.
5 Minutes	<b>Pre-Lesson Activities:</b> (Found in curriculum PDF)
5 Minutes	<b>Lesson Video:</b> Have children sit down and then play Bible video.
5 Minutes	<b>Lesson Recap:</b> Use the artwork slides to have the children re-tell what they saw in the video. This is a great opportunity to evaluate how well they retained what was shared or how well they were paying attention :)
10 Minutes	<b>Lesson Teaching:</b> Use the teaching suggestions to share some key teaching points from your lesson.
15 Minutes	<b>Small Groups:</b> Use your curriculum PDF and lesson slideshow to lead an interactive discussion through your lesson. Note: Your curriculum PDF includes teacher notes to help facilitate this conversation.
5 Minutes	<b>Lesson Wrap Up:</b> Use your slideshow to cover the lesson's big idea, memory verse, and closing prayer. Ask for volunteers to lead each slide.
10 Minutes	<b>Activity Printouts:</b> Pass out all printable activities to your kids. Remind them that their coloring pages include a family devotional!
10 Minutes	<b>Post-Lesson Activities:</b> (Found in curriculum PDF)
5 Minutes	<b>Lesson Take Home:</b> Review and apply the big ideas from your lesson using your curriculum PDF. Additionally, remind kids of the <a href="#">family devo</a> on their color pages, and/or email parents a <a href="#">digital Bible comic</a> .



## TEACHING TIPS

We encourage teachers to creatively customize our lessons and make them their own. As our members have given us feedback here are some teaching tips to get the most out of your lessons.

**Lesson Prep:** Prior to teaching a Sharefaith Kids lesson review your curriculum document. We recommend reading the overview section and the corresponding passages of Scripture prior to teaching. Additionally, read through the pre, and post-lesson activities and assemble any necessary items.

**Bible Quiz Videos:** Each month start your class with a different [Bible Quiz video](#). These videos are a great way to teach your Kids about the Bible in a fun and engaging way.

**Customize Your Slideshow:** Your lesson slideshow can be customized to fit your unique needs. Take time before you teach in PowerPoint or Google Slides to rearrange your slides in the order that works best for your class. Additionally you can delete slides you don't want, copy slides you want to cover multiple times, or go into [Sharefaith Media](#) to grab any artwork that you would like to include! [Learn more here](#).

**Kid Volunteers:** A great way to get the most out of your lesson is to have kids volunteer to lead portions of your slideshow. Have children retell the story using the lesson artwork slides or let kids lead the class through the Big Idea, Memory Verse, and Closing Prayer slides.

**Q&A Small Groups:** Every Sharefaith Kids lesson includes an interactive small group discussion. Your curriculum file has teacher notes for this slideshow and is designed to be used as a companion piece to this resource. In larger settings we recommend breaking your class into small groups with a leader. Give each leader a copy of the Q&A section of the curriculum to help them lead the discussion.

**Family Devotionals:** Each of your [coloring pages](#) has a Family Devotional that connects to the lesson you are teaching. Encourage kids to take their coloring pages home and share your lesson with their families!





## PRESENTING YOUR LESSONS: CUSTOMIZING YOUR SLIDESHOW

Because Sharefaith Kids is a fully digital Sunday School library, it's important to consider how you are going to present your lessons. As you get ready to teach, here are some recommendations:

**Customize Your Slideshow Presentation:** We recommend opening your slideshow in a presentation software like PowerPoint or Google Slides prior to presenting. Inside your presentation software you have the ability to customize your lesson slideshows in a variety of ways. Here are some things we'd suggest:

- Embed your Bible Quiz Video and lesson video. [PowerPoint](#) | [Google Slides](#)
- Add speaker/teaching notes to each slide. [PowerPoint](#) | [Google Slides](#)
- Copy slides you want to cover multiple times. [PowerPoint](#) | [Google Slides](#)
- Delete slides you don't want to use. [PowerPoint](#) | [Google Slides](#)
- Add additional artwork from Sharefaith Media. [PowerPoint](#) | [Google Slides](#)

To learn more about customizing your slideshow check out these helpful guides:

- [PowerPoint Overview](#)
- [Google Slides Overview](#)



## PRESENTING YOUR LESSONS: PRESENTATION & CASTING

After you've customized your slideshow with videos, notes, and additional artwork its time to look at how you'll get that slideshow up on a screen. Below we'll cover some options to make this happen.

**Present on a laptop or desktop computer:** In smaller settings teachers can present directly on their laptop or desktop computer. This is a great option, however when you present full screen from your computer you lose the option of speaker notes.

- Presentation Mode: [PowerPoint](#) | [Google Slides](#)

**Presenting from a laptop/desktop to another screen:** If you have access to a projector or a TV monitor you can easily put your presentation up on one of these screens. Typically this will require you to connect your computer via an HDMI or VGA cable. The benefit of this solution is that you can put your slides/video on one screen while referencing your speaker notes on your laptop/desktop. Below are some resources that will help you with this process:

- Connecting your computer to an additional screen. [TV](#) | [Projector](#)
- Setting up a second screen on your computer. [Windows](#) | [Mac](#)
- Enabling presentation mode on your slideshow. [PowerPoint](#) | [Google Slides](#)

**Casting via ChromeCast:** ChromeCast is a great solution for presenting your lesson to another screen, especially with ChromeCast coming standard with many smart TVs and being able to be controlled via most mobile devices with the Google Slides App. Here are some resources to help you with this solution:

- [ChromeCast Overview](#)
- Google Slides App: [Android](#) | [IOS App](#)

**The Kids App:** With the Kids App you can present your lesson directly on any mobile device or cast to supported platforms. Download the Sharefaith Kids App here:

- [Kids App Android](#) | [Kids App IOS](#)

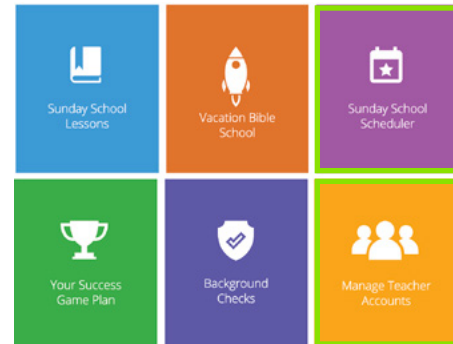




# LESSON SCHEDULING

## ACCESSING YOUR SCHEDULER

From your Sharefaith Kids dashboard select the purple “Sunday School Scheduler” button and you’ll be taken to your the online Scheduler. You can also jump directly into managing your teachers via the orange “Manage Teacher Accounts” button.



## SCHEDULER: CALENDAR VIEW

The Calendar View of your Scheduler gives you an easy way to schedule lessons and get an overview of all lessons that you’ve scheduled. From this view you can quickly do the following:

- Filter your scheduled lessons by teachers.
- Switch to a list view to get a monthly list of scheduled lessons.
- Access all Scheduler tutorials via the “Help” button.
- Change your calendar view to month, week, or day.

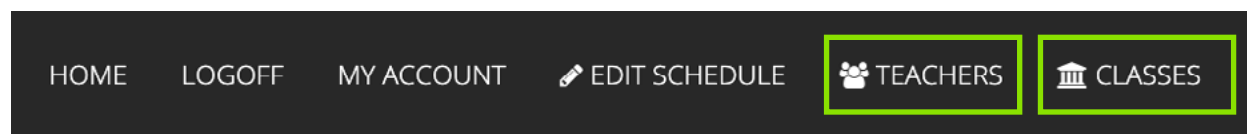
The screenshot shows the ShareFaith Scheduler interface. At the top is a navigation bar with links: HOME, LOGOFF, MY ACCOUNT, EDIT SCHEDULE, TEACHERS, and CLASSES. Below the navigation bar, there's a "Filter Teachers" dropdown menu. To its right are two buttons: "Calendar" (selected) and "List". Further right is a "Help" button with a plus icon. Below these are view toggles for "month", "week", and "day", with "month" selected. The main area displays a calendar for July 2019. The calendar shows lessons scheduled for various days, including:
 

- Wednesday, July 3: 1 Kings 8 Solomon's Temple, Acts 27 Shipwreck
- Thursday, July 4: (empty)
- Friday, July 5: (empty)
- Saturday, July 6: (empty)
- Sunday, July 7: Jacob and Esau, James 3 The Power Of, Jesus Feeds 5000, Joshua and the Jordan
- Monday, July 8: (empty)
- Tuesday, July 9: (empty)
- Wednesday, July 10: Acts 16 Prison Break, Acts 28 Adventures in
- Thursday, July 11: (empty)
- Friday, July 12: (empty)
- Saturday, July 13: (empty)



## SCHEDULER: CREATING TEACHERS & CLASSROOMS

Before you can start scheduling your Sharefaith Kids lessons you'll need to create your teachers and classrooms. Both of these options are found in the black navigational menu above your Scheduler.



## SCHEDULER: TEACHER ACCOUNTS

**Creating a Teacher Account:** After selecting “Teachers” in the black navigational menu you can create a new teacher account by entering your teacher’s email along with their first and last name. Your teachers will immediately be notified of their new account.

[Creating teacher accounts tutorials can be found here.](#)

A screenshot of a form titled 'Add a Teacher Account (5 of 32 active teacher accounts created)'. It has three input fields: 'Email', 'First Name', and 'Last Name'. Below the 'Email' field is a small note: '\*Upon creation an email will be sent to this teacher regarding Sharefaith Kids access information.' To the right of the form is a blue button labeled 'Create Teacher'.

**Managing Teacher Accounts:** Once you have created a new teacher they will appear under the green “Manage Your Teacher Accounts” bar. You can view their automatically generated password via the orange “View” bar or edit/customize their account using the green “Edit” button.

A screenshot of a table titled 'Manage Your Teacher Accounts'. The table has four columns: 'Teacher', 'Email', 'Last Login', and 'Options'. There is one row of data for Sarah Anderson.

Teacher	Email	Last Login	Options
 Sarah Anderson	sanderson56@hotmail.com	1/28/2019 3:34 PM	<a href="#">View</a> <a href="#">Edit</a>

**Editing Teacher Accounts:** When you select the green edit button next to a teacher account this will take you into a dashboard that allows you upload a photo of your teacher for their profile, enter a role, and set a color for them that appears on your calendar The edit dashboard also allows you to expire a teacher account or re-issue a password. [Additional tutorials can be found here.](#)



## SCHEDULER: CLASSROOMS

**Adding a class:** After selecting “Classes” in the black navigational menu you can create a new class. Simply enter your class name and then select “Create Class.” [A video tutorial for creating a class can be found here.](#)

**Add a New Class**

**Class Name**

Create Class

**Managing Classes:** Once you have created a class you can edit the class name or delete the class from your calendar.

Manage Your Classes	
Class Name	Options
1st - 3rd Grade	Delete Edit
4th - 5th Grade	Delete Edit

## SCHEDULER: SCHEDULING A LESSON

**Scheduling a Lesson:** There are two ways to schedule a lesson via your calendar. The first is to click on any date box on your calendar. The second is to click the green “plus” icon in the top right of your Scheduler.

**ShareFaith**HOME LOGOFF MY ACCOUNT EDIT SCHEDULE TEACHERS CLASSES

Filter Teachers ▾Calendar ListHelp +

< > today

July 2019

month week day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
			<div>1 Kings 8 Solomon's Request</div> <div>Acts 27 Shipwreck</div>			





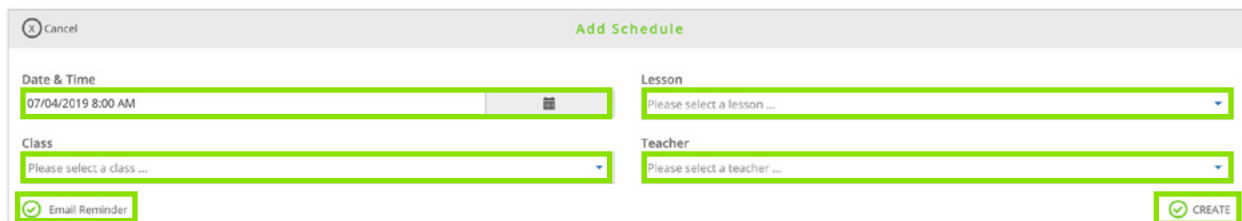
## SCHEDULER: ADDING A LESSON TO YOUR SCHEDULE

**Adding a lesson to your schedule:** After selecting a date box or selecting the green plus icon the “Add Schedule” dashboard will appear above your calendar. From within this dashboard you can do the following:

- Assign a date and time to your lesson.
- Assign a class from your class list to the lesson.
- Select any Sharefaith Kids lesson from the lesson library.
- Assign a teacher from your teacher list to the lesson.

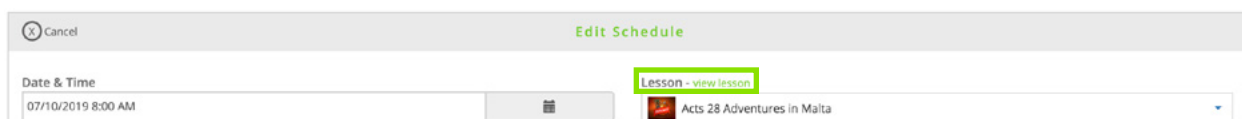
After you have done the steps listed above, hit the green “Create” button in the lower right corner of your “Add Schedule” dashboard. This will finalize your scheduled lesson and automatically send an email notification to the teacher you assigned the lesson to. If you wish to disable the email reminder select the green “Email Reminder” in the lower right corner of your “Add Schedule” dashboard.

[Additional tutorials for adding a lesson to your schedule can be found here.](#)



## SCHEDULER: DOWNLOADING A SCHEDULED LESSON

**Admin Account:** Calendar admins can access their scheduled lessons via the “Add Schedule” dashboard using the “View Lesson” link. Teacher accounts can access their lesson via the link in their email notification.





# ADDITIONAL RESOURCES

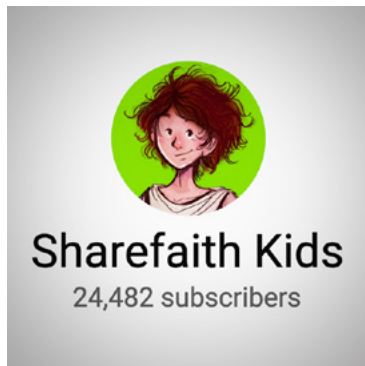
To get the most out of your Sharefaith Kids membership we recommend taking advantage of the following resources that will provide you with Kid's Ministry tips, resources, and social groups.



## **Sharefaith Magazine**

The Sharefaith Magazine is a weekly updated blog filled with ministry-related articles that include: kids, youth, worship, preaching, leadership and so much more.

[View Sharefaith magazine resources here](#), and be sure and pass along relevant content to your team.



## **Sharefaith Kids YouTube Channel**

The Sharefaith Kids YouTube channel is a growing community of Kid's Ministry leaders, teachers, and volunteers. In addition to our lesson videos this channel is continually updated with ministry-related content.

[Subscribe to the Sharefaith Kids Youtube Channel today.](#)



## **Sharefaith Community Group**

The Sharefaith Community FaceBook group is a great social resource where our members can share ideas, make suggestions, and have great conversations about what's going on in their ministry.

[Join the Sharefaith Community today.](#)





# MEMBER FEEDBACK

The success of Sharefaith Kids depends on you! We love getting to know you, hearing about your ministry, and improving our resources based on your suggestions. Below are two great options for you to get in touch.

## Schedule a meeting with David

As the leader of the Sharefaith Kids team nothing energizes me more than hearing from our members. If you'd like to talk Kid's Ministry or ask me some Sharefaith Kids questions just schedule a meeting at a time that works best for you.

[Schedule a meeting today.](#)

## Sharefaith Kids Feature Requests

Many of our best innovations have come from members letting us know what they want. Share your feedback by reaching out to us via our feature request page.

[Share your feature request.](#)

