

Simple instructions to do the most common things

I want to do this thing:

Contents

Respond to the INVITE	1
Understand the basics of what I am looking at when I login.	1
Go from My FaithLife personal site to the Ferndale Baptist Church group and back again.....	1
Read a post.....	2
Write a post.....	2
Sign up on a signup list.....	4
View the Calendar.....	5
Post a prayer request.....	5
Update a prayer request.....	6
Post something I learned from scripture.....	7
Go to the Website from Faithlife Groups	7
Go to Faithlife Groups from the Website	7
Chat with others in the group (This replaces facebook chat).....	7

Respond to the INVITE

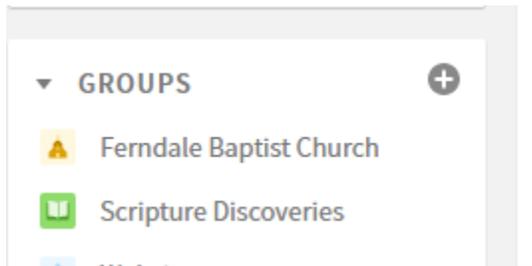
[Click on this link to go to these instructions](#)

Understand the basics of what I am looking at when I login.

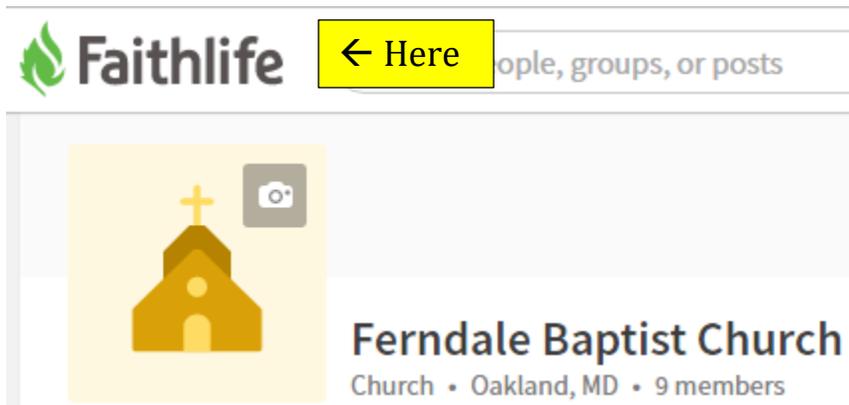
[Click on this link to go to these instructions](#)

Go from My FaithLife personal site to the Ferndale Baptist Church group and back again.

Once you are in the My Faithlife site you will find FERNDAL E BAPTIST CHURCH under GROUPS. Click on it and you will go there.



To get back to My Faithlife site click on the Faithlife icon in the top left.



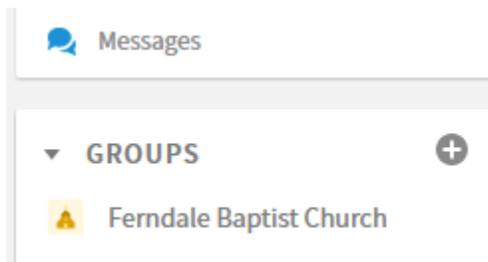
[Read a post](#)

Go to www.faithlife.com

Login with your email address and password

You will automatically go to your personal FaithLife page. There will be posts in the middle column that you can read and respond to.

Then you can click on the Group- Ferndale Baptist Church in the left hand column.



That will take you to all of our Church Group posts.

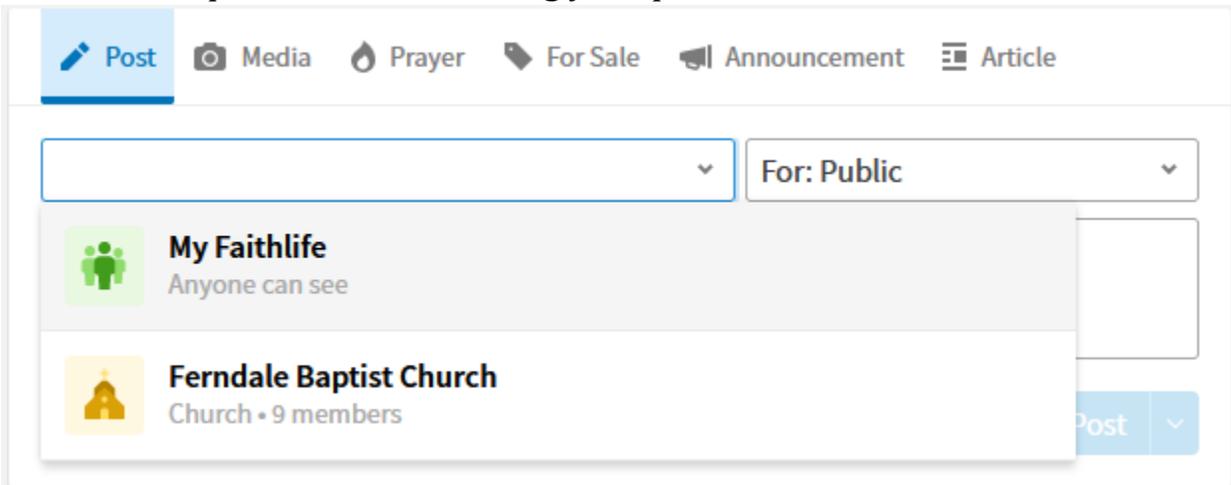
[Write a post](#)

Follow the login instructions above.

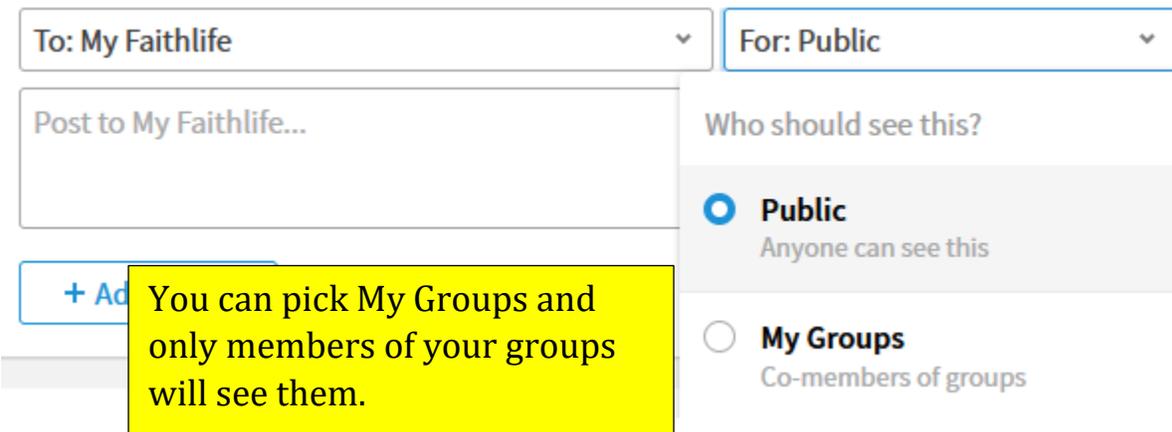
If you want to respond to a post, simply write what you want to say in the REPLY field. Then click on the POST button.

If you want to create a new post, that is a little trickier.

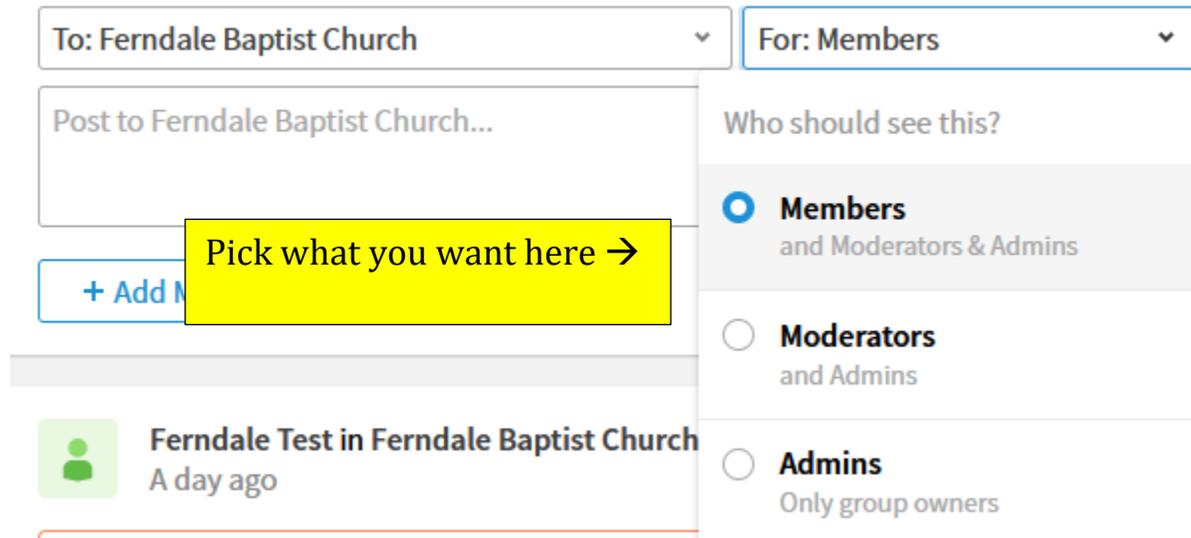
If you write a post from MY FAITHLIFE (your personal page) you must select the desired options before entering your post. See below.



Note how you can send a post to My Faithlife. These posts can be seen by anyone who is on the Faithlife platform. That is normally not what we want to do. But even with that selection there are options. See below.



But if you chose the To Ferndale Baptist Church, the readers are automatically limited. This is usually the choice you want.



When done click on the POST button.

Sign up on a signup list

Make sure you log into the FaithLife site and click on the Ferndale Baptist Church group.

You will see signups on the links on the right hand column.

Recommended Links

Ferndale Website

<http://ferndalebaptistchurch.com>

Find What you need resources

<http://findwhatyouneed.org>

Signup to provide Whole Church Meal

https://1drv.ms/w/s!AnYaKqwaVf7pgf5CHR_...

Signup for the Next Holiday Meal

<https://1drv.ms/w/s!AnYaKqwaVf7pgf5Ac3h...>

Signup for Church Camp

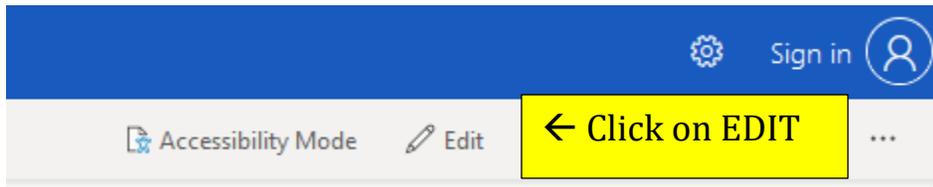
<https://1drv.ms/x/s!AnYaKqwaVf7pgf5BvNf...>

Logos Online Bible tool- use Faithlife login

<https://app.logos.com/books/115%2A29.1...>

Pick the one you want. When it appears you need to take another step. It will look like you have to log into something. But you do not. You need to click EDIT.

This is what it looks like in WORD



This is what it looks like in EXCEL



Then fill in whatever you need to fill in.
It saves automatically.

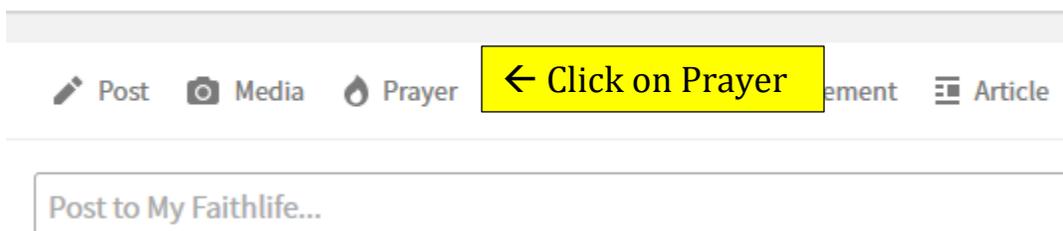
View the Calendar

There are lots of places to view the church Calendar. You can do it on the website or the in the Ferndale Baptist Church group. Just click on Calendar in the group or on the website many of the scheduling links go to the Calendar. You can even access it without logging into FaithLife. You can just go to the website <http://ferndalebaptistchurch.com> and click on any of the schedule links.

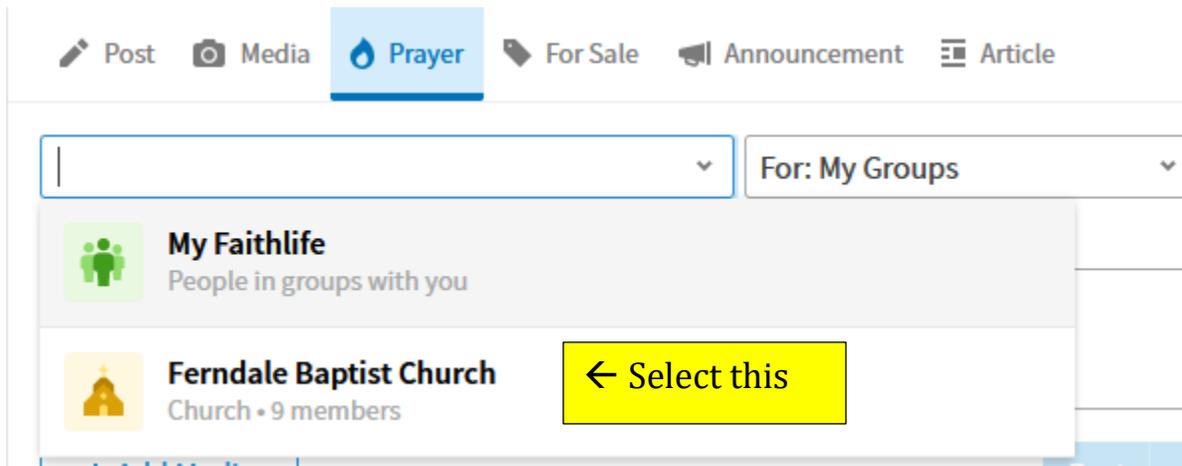
Post a prayer request

Posting a prayer request has the same settings as a regular post. You can do it from either your My Faithlife site or the Ferndale Baptist Church site. You just need to select the proper actions.

My Faithlife



In the TO box you will probably want to select Ferndale Baptist Church for Members



Then everyone in our group will see your request.

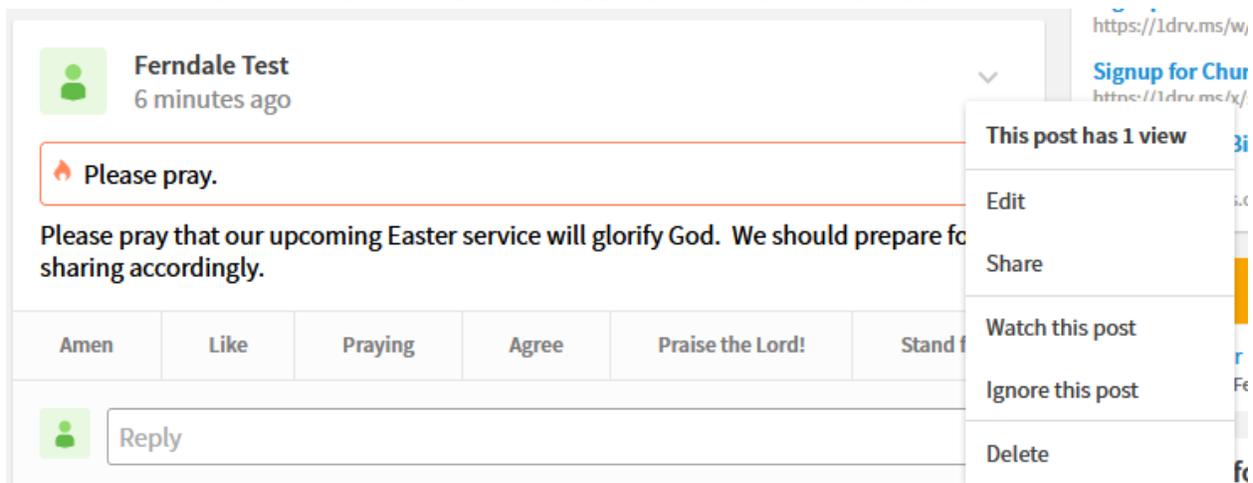
Update a prayer request

I really think it is important that if we make a prayer request that we follow up with it. Any member requesting prayer can take the time and effort to update everyone praying. And they can do it in a way that best communicates what they want said.

All we need to do is find the request in the posts and add a REPLY with updates. It is simple to do and so important.

Keep a prayer request so I can see it

I am not sure yet what it does, but there is an option on prayer requests to hit the down arrow in the Title bar and select "Watch This Post"



Post something I learned from scripture

Pretty soon everyone will have another group to choose from. It will be Scripture Discoveries. Sharing our insights will be as easy as posting something in that group. That should be the only thing we can all see in those posts so they won't get covered up with other posts.

Go to the Website from Faithlife Groups

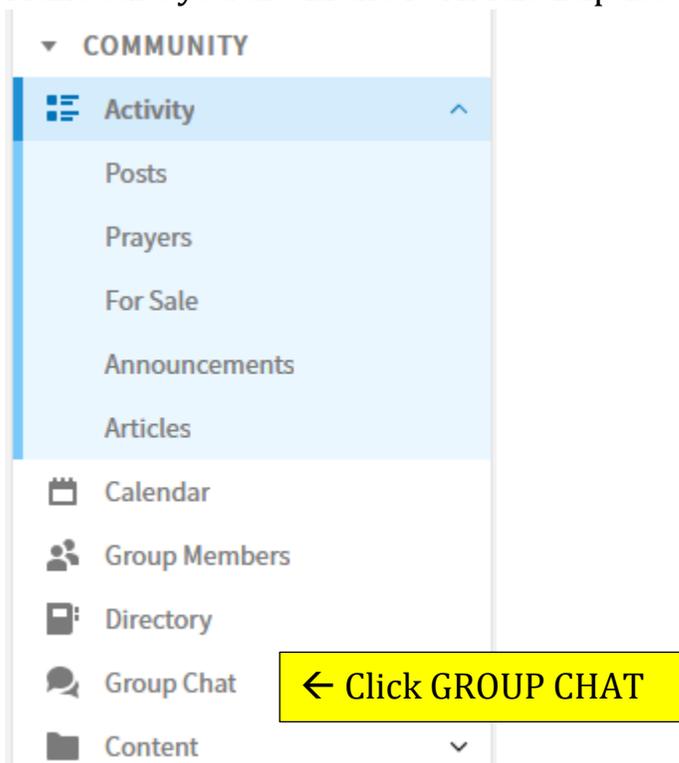
When in the Ferndale Baptist Group going to the website is as simple as clicking on the top link in the right hand column.

Go to Faithlife Groups from the Website

When in the website all one needs to do is click on the Connect tab at the top of the page and select Community. That will take the user directly to the Ferndale Baptist Church group.

Chat with others in the group (This replaces facebook chat)

Make sure you are in the Ferndale Baptist Church group.



Now if you write a message from the page this takes you to, it will go to the whole membership. If you want to edit who it goes to, select the NEW button.



Find people,

Messages

 New

I am not yet sure of all the features. I am still playing with it. But it does video chat by selecting the video camera in the bottom right.