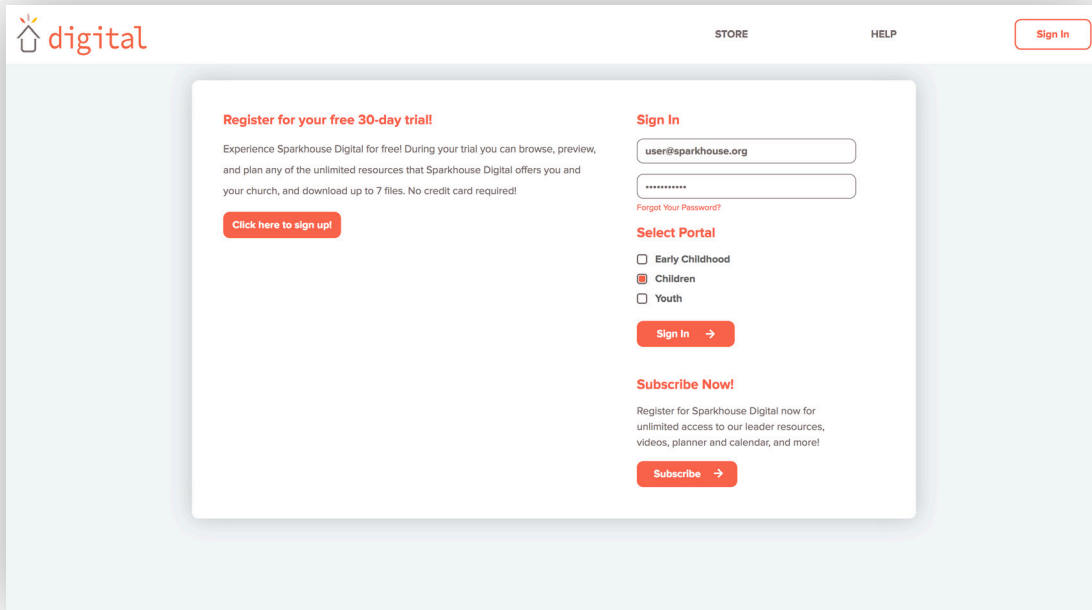


Leaders, welcome to Sparkhouse Digital!

This guide is designed to assist leaders using Sparkhouse Digital. There is an additional guide for those assigned with a leader role. To download, please visit SparkhouseDigital.com.

What you'll find in the Getting Started Guide for Leaders:

Initial login and setup	2
Library	3
Downloading resources	4
Using the Calendar	5
User roles	6



Initial login and setup

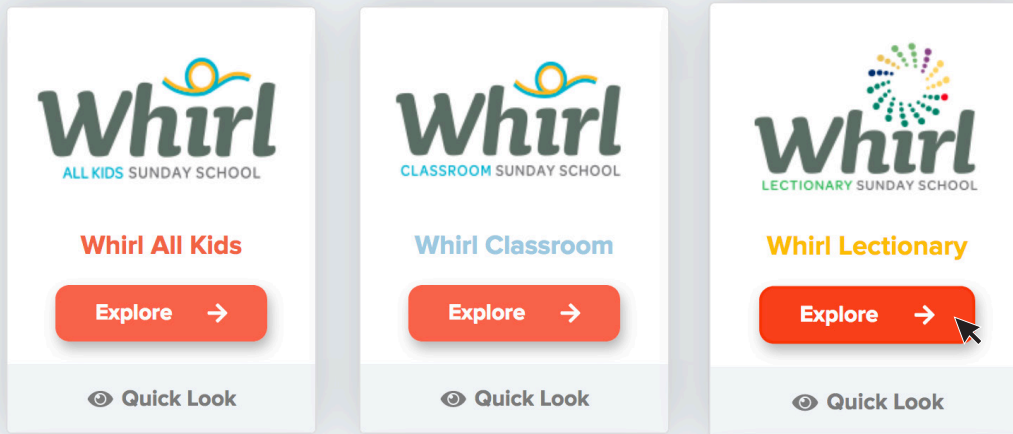
Log in to Sparkhouse Digital

1. Go to the Sparkhouse Digital login page:
members.sparkhousedigital.org.
2. Enter your email address and password and select the age group you are subscribed to.
3. If you're subscribed to more than one, select the age group you'd like to access.
4. Click 'Sign In.'

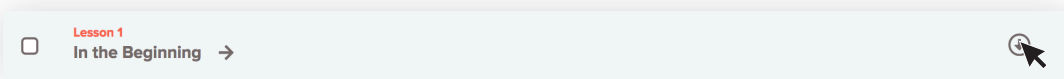
Library

When you first log into your Sparkhouse Digital subscription, you will find yourself in the library of resources for the age group you are subscribed to.

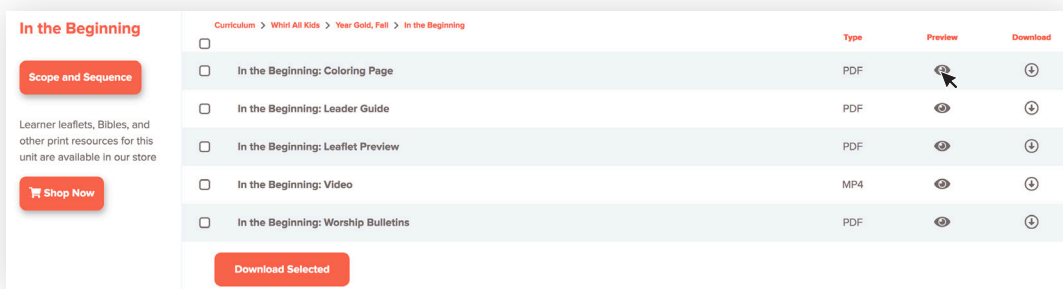
1. Click 'Explore' on the curriculum you'd like to use.



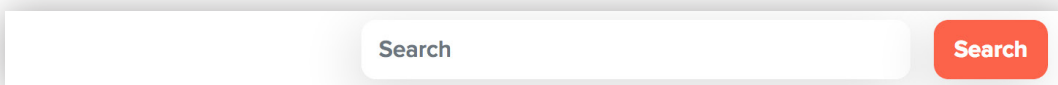
2. Select a quarter or unit.
3. From here you may download complete lessons by selecting multiple lessons and clicking 'Download Selected' or by downloading individual lessons by clicking the download icon next to the lesson.



4. You may also click into any lesson to view resources at the grade level or individually. From here you can preview resources by clicking the preview icon or download individual lesson components.



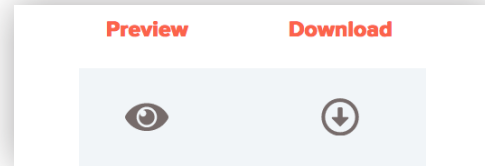
5. Not sure what you're looking for? While in the library, you can use the search function to find what you need by searching by scripture, theme, or topic.



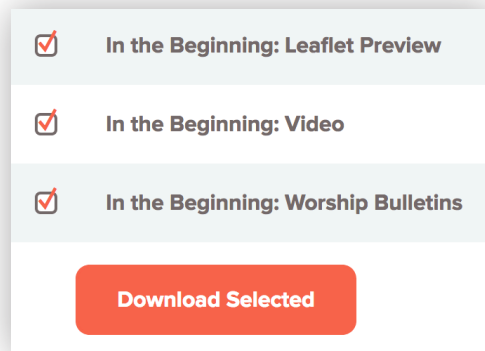
Downloading Resources

When you first log into your Sparkhouse Digital subscription, you will find yourself in the library of resources for the age group you are subscribed to.

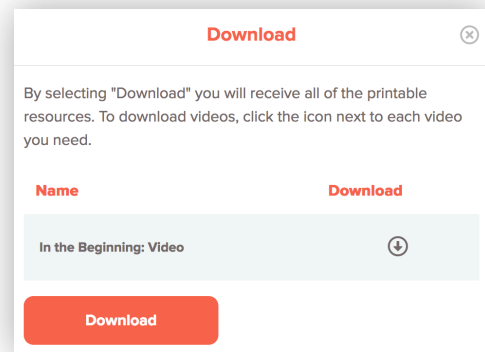
1. Resources can be previewed and downloaded through the Library at the lesson, grade level, and individual component level by clicking the preview or download icons.



2. You may download multiple lessons, grade levels, or lesson components by selecting the boxes on the left and clicking 'Download Selected.'



3. Many lessons contain video files which can be large downloads. You will be asked to select which video files you'd like to include in your download. Select the individual videos using the download icon on the right and then click 'Download' to finish downloading your printable resources.

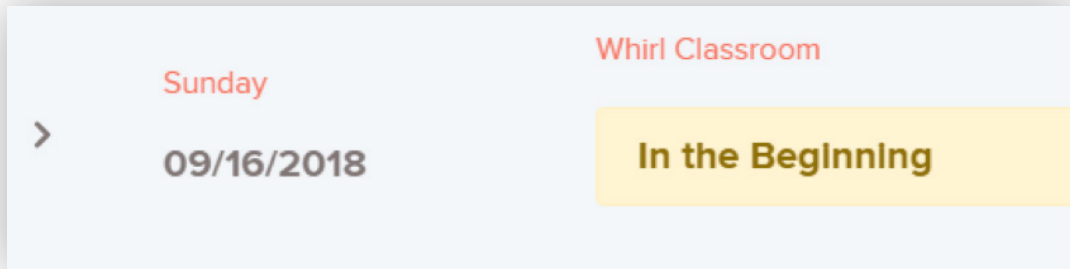


4. Resources will download in a zip file and may need to be unzipped before using. Please ensure you have an up-to-date pdf viewer and media player.

Using the Calendar

Once the calendar is populated with plans by the director, you can access and download lesson materials quickly and easily.

1. To access and download lesson resources, click the carrot next to the date.



2. You will now see the grade levels listed and who is assigned. Click the download icon to download all the necessary lesson content for this lesson.





User Roles

There are two user roles in Sparkhouse Digital – Director and Leader.

1. Director has full administrative control of the subscription. Directors can plan classes and modify the calendar, and have full access to the library, including unlimited downloads.
2. Leaders have full access to the library, including unlimited downloads. Leaders may view the calendar but cannot modify it or create plans.

For FAQs, video tutorials, and more information about how Sparkhouse Digital can work for you, please visit SparkhouseDigital.com

For further assistance, please contact webhelp at webhelp@wearesparkhouse.org or via phone at **877.702.5551.**