



## **Leaders, welcome to Spark Online!**

To get started with Spark Online, follow the steps below.

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### **Creating a User Profile:**

1. Visit your congregation's custom Spark Online URL:  
<http://stpauls.sparksundayschool.org>
  2. Under "Request an Account", complete the requested information and click "Submit".
  3. You'll be prompted with "Thank You" screen. This confirms that your "account access request" has been successfully submitted.
  4. You will receive a confirmation email welcoming you to Spark Online.
  5. Stacy Holley will have to accept your account and assign you to a Sunday School group. (Spark unfortunately does not send an email to let me know that you've created an account, so if you can't log in after a day or so, contact me!)
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### **Logging into Spark Online for the first time:**

**(You can log in after Stacy has approved you and assigned you to a group)**

1. Visit your congregation's custom Spark Online URL:  
<http://stpauls.sparksundayschool.org>
  2. Enter your email address and password in the "Log In to Spark Online" box
  3. Click "Log In"
  4. Complete your profile information and click "Save".
  5. Next, you'll be taken to your profile page. Here you can view assigned Spark Groups, and access your upcoming assignments.
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### **To register yourself as a leader:**

You do not need to register yourself for the event you will be leading. Your director will add you as the leader of a group. Once your director has assigned you to a group, you will see a list of your upcoming assignments in the "My Spark Events" section of the Home page.

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### Accessing your leader material:

1. Once you've been assigned as the leader of a group, you will see your upcoming assignments in the "My Spark Events" section of the Home page.
2. Click on the name of the event.
3. Next, on the "Event Details" page, you can preview and download the leader material for your upcoming assignment.

### Spark Online Library:

You can access leader material, lesson extras, coloring pages, supply lists and more through the Spark Online Library.

The Advanced Options (under blue "Search" button) allows you to narrow your search results to make finding what you need fast and easy.

Have a useful resource of your own? Upload it to your church's Spark Online Library.

1. Click "Upload New Resource"
2. Browse to find the file you wish to upload
3. Enter a Title and Keywords (*optional*) for your resource
4. Click "Save"

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### Message Center:

You can send messages to other leaders, parents, and directors through the Message Center. **NOTE that because we are not currently planning to have parents register their children for Sunday School through Spark, you will not be able to send parent messages. You may send messages to the other leaders on your team, and to directors.**

**Questions?** Contact Stacy Holley at [stacykay8@mac.com](mailto:stacykay8@mac.com) or 336-723-4391 X-206 or 336-202-9472 (mobile)