

Sacrament Meeting Program App

How to create new Sacrament Meeting Programs

General Information

We're serious about this new Sacrament Meeting Program app. We want it to work perfectly for you. And we seriously want to save the money and trees that this app can save. Here's some information that will help us all accomplish these goals:

- **Website** – We have a website to support this app: www.SacramentMeetingProgram.com
In the future, program creators will be able to login on this website and create their sacrament meeting programs there too.
- **Mobile Platforms** – We have released (1) Android, (2) Apple and (3) Windows version of this app which you can find by going to the app store for your phone and doing a search for “Sacrament Meeting Program.”
- **Free** – Our Church apps are all free. They're free to install, use, and free from ads.
- **Technical Support** – You're very welcome to text or call us anytime at (480) 633-8000 if you have questions or need help! We want to help and support you.

Step 1: Front Cover

Start with the Front Cover to (1) create a new program, then (2) add an inspirational picture and quote.

1. **Create a New Program** – Tap the List icon in the Front Cover title bar to go the Front Covers List page. Here tap the Add (+) icon (bottom-right corner) to create a new program.
2. **Edit Front Cover** – Fill in the Edit Front Cover page to create a new program and add all the elements to the Front Cover (front page) of your program.
3. **Inspirational Image** – The inspirational Image allows you to (1) Select Photo select your own custom image, (2) My Images (access custom images that you've used before), or (3) Stock Images (use images distributed in the app).
4. **Inspirational Quote** – Add an inspirational Quote. We recommend that you add both the Quote and Reference.

The Front Cover is important to get right because it creates the first impression and helps set the spiritual tone for the meeting.

USERS: Users can tap the inspirational Image on the Front Cover to learn more about the Front Cover image.

Step 2: Agenda

Now you can build the Agenda. There are 4 different page elements (content blocks) to consider on the Agenda page:

1. **Presiding and Conducting** – At the top is a grey box that includes who’s presiding and conducting the meeting. Fill this out once then make changes only occasionally when the assignments change.
2. **Agenda** – The Agenda is the one item that will change every week. Use the green Edit button (bottom-right corner) to access the Edit Agenda page and build the Agenda. Here you tap the +Item button to add each new Agenda item. Use the Agenda Item popup to define each item that you need. Our suggestions include:
 - **Title at the Top** – On special occasions, we like to use the “One Value Centered” option to add a short Title to the top of the Agenda, for example we use program Titles like:
 - Fast and Testimony Meeting
 - *** HAPPY MOTHERS DAY ***
 - *** MERRY CHRISTMAS! ***We often use Titles like these at the top (first row) of the Agenda so set the tone or an expectation for the meeting.
 - **Agenda Items** – Continue to use the +Item button to add each item to the Agenda. You can add in each of the Hymns, the prayers, Ward Business, the Sacrament, etc.
 - **Custom Items** – You can add in unusual items using the “One Value Centered” and “Two Values” options will allow you to add any unique items that are not in our list.
 - **Changing the Order** – Agenda items can be moved (rearranged) to different positions in the Agenda by dragging and dropping the item.
 - **Editing Items** – Existing Agenda items can be edited (changed) anytime by taping the small Pencil icon on the right of each menu item.
3. **Agenda Footer** – Here you can add a brief footnote. In our ward we use “To provide a special musical number for Sacrament Meeting, please contact {Name Here} at {phone number}.”
4. **Agenda Footer Image** – This option allows you to print a QR Code at the bottom of the Agenda telling your ward members how to get the app. (We asked our Bishop for permission to display this QR Code on the printed programs so that we could phase out the paper programs and give our ward members time to start using the new app.)

USERS: Users can tap any hymn in the Agenda to deep link to the Church’s “Sacred Music” app.

Step 3: Events and Announcements

Next you can add in a page of upcoming Events and Announcements. There are 3 different page elements (content blocks) to consider on the Events page:

1. **Events** – Events are automatically listed by DATE at the top of the Events page. Events should be very short calendar items and should include the date, name, time and place for each event. (You can repeat an event in the Announcements section to provide additional details.)
2. **Announcements** – Announcements are generally longer and include more detail. Announcements include a Title which will be printed in bold text at the top of each announcement.
3. **Events Footer** – Here again you can add a brief footnote. In our ward we use “To submit an announcement for the ward program, please contact (name here) at {phone number} or via email at fname@emailAddress.com.” We turn this Footer ON if there is space on the page, and OFF in order to squeeze in another announcement (if there is no space).

Announcements are saved (so that they can then be repeated) in subsequent weeks. Users can use the “Status” (ON/OFF) switch at the top of each Event or Announcement to toggle that item ON or OFF (meaning it will or will not be included in the current program).

USERS: In the future, we hope to allow Users to tap on Events or Announcements to add them to their Calendar.

Step 4: Leaders

The Leaders section provides members the name and contact information for a short list of ward leaders. There are 2 different page elements (content blocks) to consider in this section:

1. **Leaders** – Use the green Add Leader button (bottom-right) to access the Add Leader page. Use this Add Leader page to enter the name and contact information for each of your ward leaders and upload their picture.
2. **Leaders Footer** – Our ward adds a short optional Footer that explains how to make an appointment with the bishop. Our ward uses “To make an appointment with {Bishop’s name}, please call {name here} at {phone number}.” We turn this Footer ON when our list of leaders is short enough that there is room.

USERS: Users can tap the Leader’s phone number to activate a click-to-call link. They can also tap the Leader’s email address to open their email client and send an email directly to that leader.

Step 5: Missionaries

The Missionaries section lists the names and missions of the full-time missionaries serving from your ward. There are 2 different page elements (content blocks) to consider in this section:

1. **Missionaries** – Lists of the full-time missionaries serving from your ward. Note, this list can be sorted by tapping the Filter icon in the page Header.
2. **Missionaries Footer** – Our ward adds a short optional Footer that reads “You can follow many of our ward missionaries by using the ‘Called to Serve’ mobile app.” We turn this Footer ON when our list of missionaries is short enough that there is room.

USERS: Users can tap the “View More” button on the Missionary page to deep link to the missionary’s pages in the “Called to Serve” mobile app.

Step 6: Printing the Program

At any point while you are creating a program, you can use the two print buttons (at the top of the Main Menu page) to create or download your program. These 2 buttons work as follows:

1. **Print** – Tap the Printer icon (in the Header) first to create a PDF program. Check this PDF program to make sure that it is complete and looks the way you want.
2. **Download** – Tap the Down arrow (chevron) to download and save a finished copy of your PDF program. Use this finished PDF program to print as many programs that you want.

In my ward we (1) print a limited number of the physical programs and (2) encourage people to use the digital version in the Sacrament Meeting Program mobile app.

USERS: Users can tap either the (1) Printer icon to create a PDF program, or (2) the Download icon to download a copy of the PDF program.

Step 7: Pictures

The last button, Pictures, is NOT included in the printed programs, but it can be used to share pictures taken at previous stake and ward activities.

USERS: Users can tap.