

Ward member

Everyone in the ward. Read this Sunday's program on your phone, open the hymns, keep the ward calendar in your own calendar app, choose the reminders you want, and share what you are learning in Come, Follow Me.

UAT test account: member@steepℓ. test — password from your UAT coordinator.

What you can do

- Read **This week** and the sacrament meeting program — no sign-in needed
- Open any hymn on the program to see the music and words
- Add the ward calendar to your phone and get e-mail reminders for the events you choose
- See leaders' phone and e-mail (when they chose to share them) once you are signed in
- Share an insight or reply on the **Study** page
- Keep your name and phone current on **My account**, and join your ward with its join code

Before you start

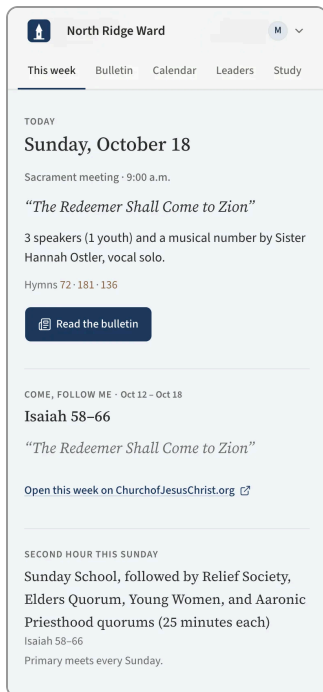
- The bulletin, calendar and leader names are public — you do not need an account to read them.
- To see members-only events, leader contact details and the study thread, sign in. In your ward, choose **Sign in with Google** on the **Sign in to steepℓ** page.
- UAT testers: on **Sign in to steepℓ** choose **Sign in with email**, enter the test account e-mail and the password from your UAT coordinator, then **Sign in**.
- After signing in you land on your ward's **This week** page. The menu under the ward name shows **This week · Bulletin · Calendar · Leaders · Study**; your initial (the **Account** menu) is at the top right.

01 Find your ward and this week

Every ward site opens on **This week**: the coming Sunday, announcements, what is coming up and what each class is studying.

- 1 Scan the QR code at the meetinghouse door, or go to the steepℓ home page and choose **Find your ward**.
- 2 Under **Ward sites on steepℓ**, find your stake and tap your ward's name.

- 3 On **This week**, the navy **This Sunday** band (it reads **Today** on Sunday itself) shows the meeting, the theme, how many speakers and the hymn numbers. Tap **Read the bulletin** for the full program.
- 4 Next to it (below it on a phone) are this week's **Come, Follow Me** reading and **Second hour this Sunday**.
- 5 Scroll for **Coming up** (the next two weeks), **Announcements** (the ward's and the stake's) and, in the green band, **What each group is studying**.
- 6 Bookmark the page, or add it to your phone's Home Screen, so it is one tap away next Sunday.



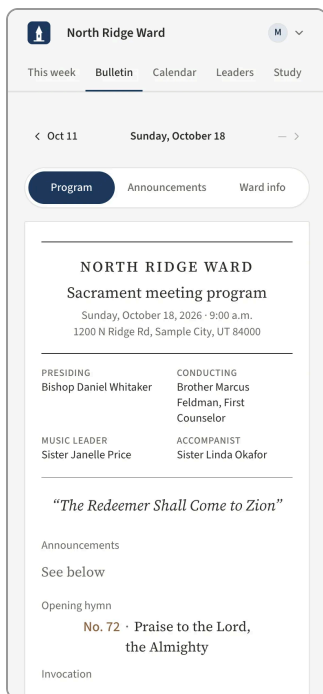
This week for the fictional demo ward, North Ridge Ward.

Tip. Stake-wide announcements from the stake appear alongside the ward's, on **This week** and on the bulletin. Announcements tagged **Members only** appear only when you are signed in as a member of the ward.

02 Read and share the bulletin

- 1 Tap **Bulletin** in the ward menu. The program for the coming Sunday opens; if it is not published yet you see the most recent one, with a note saying so.
- 2 On a phone, the tabs under the date split the page: **Program** (the order of service), **Announcements** (ward and stake news and what is coming up) and **Ward info** (meeting time and address, second hour and the bishopric). On a tablet or computer it is all one sheet.

- 3 The program starts with who presides, conducts and leads the music, then the order of service: each hymn's number and title under its label, and each speaker with their topic. An announcement with a flyer shows a small picture — tap it to flip the flyer open.
- 4 Use the arrows at the top (for example **Oct 11**) to move between weeks.
- 5 Below the program, tap **Share** to send it, or **Print**. The **More actions** menu (...) holds **Copy link**, **Email this** (signed in: enter **Send to** and an optional **Personal note**, then **Send**) and **Past bulletins**.
- 6 The printed program (also **Print bulletin** in the footer) is a half-letter sheet with a QR code back to the online bulletin.



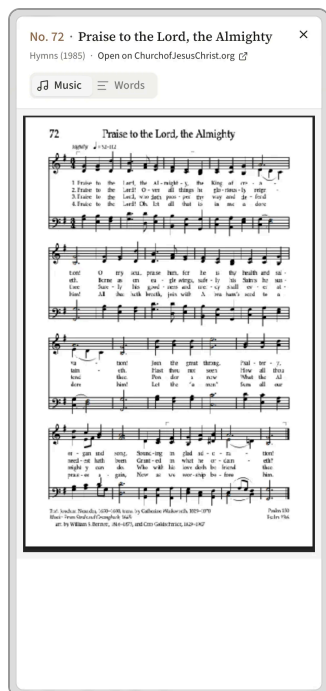
This Sunday's program in North Ridge Ward (demo data).

- Tip.** The QR code appears only on the printed program — the one by the chapel doors opens this page directly, with no sign-in.
- Tip.** Ward business (releases and sustainings) shows only as a **Ward business** line — the names are announced in the meeting.

03 Open a hymn

- 1 On the bulletin, tap the hymn number and title under any hymn label — for example under **Opening hymn**. On **This week**, tap a hymn number.
- 2 The hymn opens full screen. **Music** shows the sheet music, sized to fit your screen; **Words** shows the text when it can be reprinted.

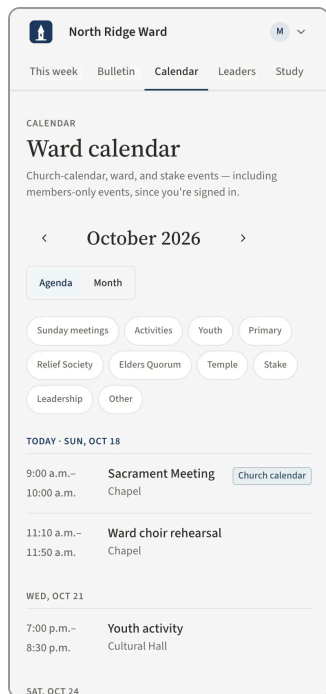
- 3 Longer hymns stack their pages one under the other — scroll down to read on.
- 4 Tap **Open on Church of Jesus Christ.org** for the official hymn page, or close the viewer with the X.



A hymn from the demo North Ridge program, opened in the viewer.

04 Use the calendar in your own calendar app

- 1 Tap **Calendar**. Choose **Agenda** for a list of the next 60 days or **Month** for a grid; use the category pills (for example **Youth** or **Relief Society**) to narrow it, and **Clear** to reset.
- 2 Tap an event for details. **Add to my calendar** saves that one event; **Remind me** sets up a reminder for that kind of event; **Directions** opens a map.
- 3 To keep the whole ward calendar on your phone, tap **Subscribe in your calendar app** (Apple Calendar, Outlook) or **Google Calendar**. New and changed events then appear on their own.
- 4 Signed in, members-only events (such as a break-the-fast dinner) are included.



The ward calendar for the demo North Ridge Ward, agenda view.

Tip. Times are in the ward's local time. Sunday meetings come straight from the Church calendar.

05 Choose your reminders

- 1 Tap **Get reminders** on the calendar or **This week**, or **Subscribe to reminders** in the footer. The page is **Event reminders, your way**.
- 2 Under **Which events?**, tick the kinds of events you want (for example **Youth activities** or **Temple trips**).
- 3 Under **How should we reach you?**, keep **Email reminders** ticked. On a phone that supports it, you can also turn on **Push notifications on this device**.
- 4 Tap **Save reminder settings**. (Not signed in? Enter your e-mail, tick the consent box, tap **Sign me up**, then enter the 6-digit code from the e-mail on **Confirm your email**.)
- 5 Every reminder e-mail has an unsubscribe link; you can also change or stop reminders from **My account**.

North Ridge Ward M ▾

This week Bulletin Calendar Leaders Study

REMINDERS

Event reminders, your way

Opt in to email or push notification reminders for North Ridge Ward events — and change your mind any time.

Which events?
Pick the kinds of events you want reminders for.

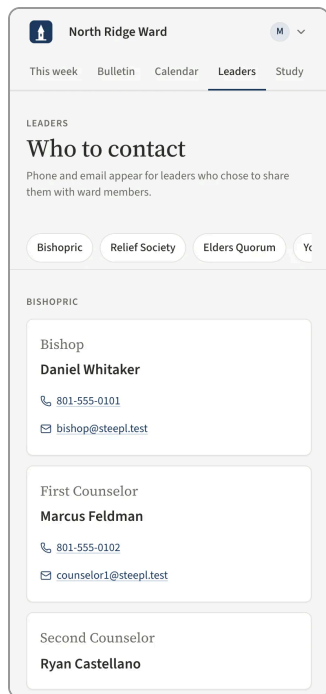
- ☐ Sacrament meeting and Sunday changes
- ☐ Sunday classes
- ☒ Youth activities
- ☐ Primary
- ☒ Relief Society
- ☐ Elders Quorum
- ☐ Young Women
- ☒ Ward activities and parties
- ☐ Service projects
- ☐ Temple trips

Reminder choices for the demo North Ridge Ward.

Tip. Text-message reminders show **Coming soon** until the ward's text service is set up.

06 Contact a leader

- 1 **Tap Leaders.** The page is **Who to contact**, grouped by organization — use the chips at the top to jump to one.
- 2 Signed in as a ward member, a leader's phone and e-mail appear when that leader chose to share them. Tap to call or write.
- 3 To meet with the bishop, contact the executive secretary, as the page notes under **Bishopric**.

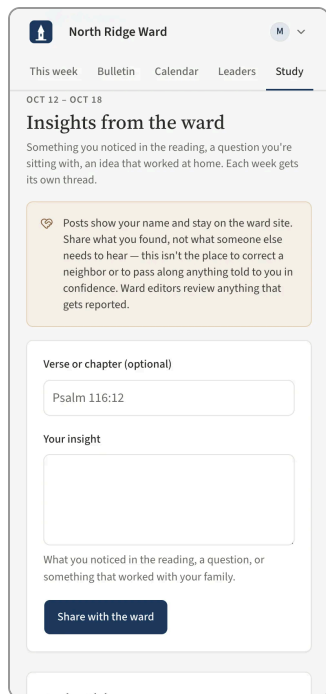


Leaders of the demo North Ridge Ward — all names are fictional.

Tip. Contact details are never shown to visitors who are not signed in, and are never printed on the program.

07 Share an insight in Come, Follow Me

- 1 Tap **Study**. The page shows this week's reading and **What each group is studying** (including this Sunday's talk in Elders Quorum and Relief Society).
- 2 Use the week pills to look at another week.
- 3 Under **Insights from the ward**, add an optional **Verse or chapter**, write **Your insight**, and tap **Share with the ward**.
- 4 On someone else's post, tap **This helped me**, **Reply**, or **Report** if something is not appropriate (only the ward editors see reports).



The Study page for the demo North Ridge Ward, with sample insights.

- ❶ **Tip.** Posts show your name and stay on the ward site. Share what you found — not something told to you in confidence.

08 Your account, and joining your ward

- 1 Open the **Account** menu (your initial, top right) and choose **My account**.
- 2 Under **Profile**, set your **Display name** and **Phone** (never shown to other members), then **Save profile**.
- 3 Under **Reminders**, use **Edit** or **Unsubscribe** on any reminder.
- 4 Not a member of a ward on steeppl yet? Under **Join your ward**, choose your **Ward**, type the **Join code** from your ward clerk or a member of the bishopric, and tap **Join**. You become a member straight away and land on your ward's site.
- 5 **Delete my data** removes your account and reminders (type **DELETE** to confirm).

steepL

ACCOUNT

My account

Signed in as member@steepLtest. [Sign out](#)

My roles

Ward member · North Ridge Ward

[Ward site >](#)

Profile

Your name and phone. Only you can see and change these.

Display name

Jordan Blake

Shown on study posts you write from now on, and when you share a page.

Phone

801-555-0100

Optional. Never shown to other members.

[Save profile](#)

My account for the demo member account.

- Tip.** The **Bishopric digest** section appears only for the bishop and his counselors.
- Tip.** UAT: the member test account already belongs to North Ridge Ward, so it does not see **Join your ward**. A signed-out visitor sees **Sign in to join** on This week instead.

UAT checklist

Tick each flow once you have confirmed it works as described. Note anything unexpected — a wrong label, a missing button, an error — under “What did you see?” and send it to your UAT coordinator.

- ☐ Without signing in, **This week** and **Bulletin** open from the home page's **Find your ward list**
- ☐ Signed in as the member account, you land on North Ridge Ward's **This week**
- ☐ Moving between weeks on the bulletin works, and **Copy link** (in the ... menu) shows **Link copied**
- ☐ On a phone, the bulletin's **Program**, **Announcements** and **Ward info** tabs switch the view
- ☐ A hymn opens in the viewer with **Music** and **Words**
- ☐ **Subscribe in your calendar app** adds the calendar to a calendar app; **Add to my calendar** downloads one event
- ☐ **Save reminder settings** shows **Reminder settings saved.** and the reminder appears on **My account**
- ☐ **Who to contact** shows phone or e-mail for leaders who shared them (and hides them when signed out)
- ☐ **Share with the ward** posts an insight; **This helped me** and **Reply** work on another post
- ☐ **Save profile** saves a new display name
- ☐ The printed bulletin (**Print bulletin**) fits a half-letter sheet and shows the QR code

What did you see?

Account used, date, device, and anything that did not match this guide.

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