

Organization leader

Elders Quorum, Relief Society, Young Women and Primary presidents (and any organization leader the ward adds) share news for their own organization: announcements, events and flyers. Elders Quorum and Relief Society presidents also choose the general conference talk for each Sunday.

UAT test account: `rs-president@steep1.test` · `eq-president@steep1.test` · `yw-president@steep1.test` · `primary-president@steep1.test` — password from your UAT coordinator.

What you can do

- Write announcements for your organization (an editor approves them)
- Add events for your organization to the ward calendar
- Make a flyer for an activity and send it to the bishopric for review
- Elders Quorum and Relief Society: choose the Sunday talk in **Study plan**
- Draft a message to your organization's subscribers for an editor to send

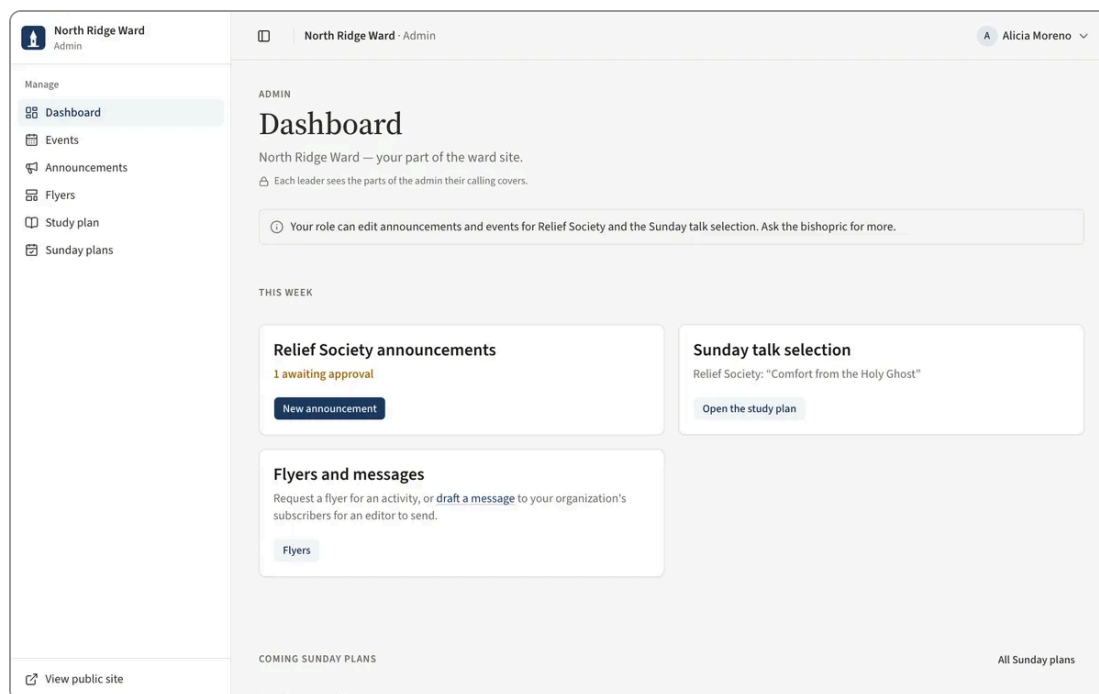
Before you start

- To sign in, choose **Sign in with Google**. UAT testers: on **Sign in to steep1** choose **Sign in with email**, enter the test account e-mail and the password from your UAT coordinator, then **Sign in**.
- Choose **Admin** in the ward menu. Your sidebar shows **Dashboard**, **Events**, **Announcements**, **Flyers**, **Sunday plans** — and **Study plan** for Elders Quorum and Relief Society.
- On a phone or a tablet held upright the sidebar is tucked away — open it with the menu button at the top left.
- The dashboard note says what your role covers, for example **Your role can edit announcements and events for Relief Society and the Sunday talk selection. Ask the bishopric for more.**

01 Your part of the ward site

- 1 Open **Dashboard**. It is titled with your ward and **your part of the ward site**.
- 2 The announcements card counts yours as published, awaiting approval or draft.
- 3 **Sunday talk selection** (Elders Quorum and Relief Society) shows this Sunday's talk or **not chosen yet**.

4 Flyers and messages leads to Flyers and to draft a message.



The Relief Society president's dashboard in the fictional demo ward, North Ridge Ward.

02 Submit an announcement

- 1 Open **Announcements** and choose **New announcement**.
- 2 Enter the **Title** and **Details (optional)**, the **Show from** and **Until (optional)** dates, the **Audience** and your **Organization**.
- 3 Choose **Send for approval**. A ward editor approves it before it appears; until then it shows **Awaiting approval**.
- 4 If it comes back as a draft, edit it and send it again.

The screenshot shows the 'North Ridge Ward Admin' interface. On the left is a sidebar with a 'Manage' section containing links to Dashboard, Events, Announcements (selected), Flyers, Study plan, and Sunday plans. At the bottom of the sidebar is a 'View public site' link. The main content area is titled 'ADMIN' and 'Announcements'. It includes a sub-header explaining that announcements are for organization use and require approval unless auto-publishing is turned on. A '+ New announcement' button is in the top right. Below this is a filter bar with buttons for 'Active' (selected), 'Published', 'Awaiting approval', 'Drafts', 'Expired', and 'Archived'. A list of announcements follows, each with a title, date, time, and a status button. The announcements are: 'Ward Halloween party' (Published), 'Ward Christmas party' (Published), 'Ward temple night' (Published), 'Relief Society service night — quilt tying, Thursday, Nov 5' (Awaiting approval), 'Break-the-fast dinner' (Published), and 'Tithing declaration' (Published). A footer note states that official records are kept in LCR and this site is not an official website of The Church of Jesus Christ of Latter-day Saints.

The demo Relief Society's announcements, one awaiting approval.

Tip. Some wards let organization leaders publish without approval (a ward setting). The form tells you which applies.

03 Add an event for your organization

- 1 Open Events and choose Add event.
- 2 Enter the Title, Starts and Time, Location (optional) and Category.
- 3 Pick your Organization and Who can see it, then Add event. It goes on the ward calendar straight away.

North Ridge Ward Admin

Manage

- Dashboard
- Events**
- Announcements
- Flyers
- Study plan
- Sunday plans

View public site

North Ridge Ward - Admin

Alicia Moreno

← Events

EVENTS

Add a ward event

For events already on the Church Calendar, use the feed instead of re-typing them here.

Visible to ward editors and the bishopric. Stake leaders see the ward read-only from their stake pages.

Title

Details (optional)

Location (optional)

Cultural hall

☐ **All-day event**
No start or end time — conference weekends, holidays.

Starts

10/18/2026

Time

07:00 PM

Ends (optional)

Time

Adding a Relief Society event in the demo ward.

Tip. As an organization leader you add events for your own organization only.

04 Request a flyer

- 1 Open **Flyers** and choose **New flyer**.
- 2 Fill in the details (or **Link an event**), choose **Who it's for** and a **Vibe**, and build the four options.
- 3 Choose **Use this one**, refine the text, and **Submit for review**.
- 4 The bishopric approves it, or returns it with a note you can act on.

North Ridge Ward Admin

Manage

Dashboard

Events

Announcements

Flyers

Study plan

Sunday plans

View public site

North Ridge Ward - Admin

Alicia Moreno

ADMIN

Flyers

Request a flyer, pick your favorite of four designs, refine the text, and send it to the bishopric for approval. Approved flyers appear on This Week and get their own page.

You see your own flyers plus approved ones. A member of the bishopric approves each flyer before members see it.

New flyer

Relief Society Service Night

THURSDAY, NOVEMBER 5 - 7:00 P.M.

Relief Society

Bring gifts for the women's shelter. No expense needed - donations provided. Bring a friend.

WE HOPE TO SEE YOU THERE

North Ridge Ward

Relief Society Service Night

Awaiting bishopric review

Break-the-Fast Dinner

Sunday, November 1 - 5:00 p.m.

Cultural hall

A simple ward dinner after fast Sunday. Last visitors & S. bring a side dish. We'll have dessert: the ward provides soup, bread, and drinks.

ALL ARE WELCOME

North Ridge Ward

Break-the-Fast Dinner

Approved Members only

WARD HALLOWEEN PARTY

Friday, October 30 - 6:00 p.m.

Neighborhood parking lot and cultural hall

Trunk-or-treat in the parking lot, chili and corned beef in the cultural hall, and costume parade for the Primary children. Friendly costumes, please - no masks in the building.

PLEASE JOIN US

North Ridge Ward

Ward Halloween Party

Approved

Ward Temple Night

Thursday, November 5 - 7:00 p.m.

Ogden Utah Temple

Endowment session at 7:00 p.m. - the chapel leaves the temple at 6:00 p.m. Bring a current temple recommendation. Youth may attend the legationary with a leader.

PLEASE JOIN US

North Ridge Ward

Ward Temple Night

Approved Members only

Official records are kept in Leader and Clerk Resources (LCR). Nothing here replaces them. This site is not an official website of The Church of Jesus Christ of Latter-day Saints.

Flyers in the demo ward, as the Relief Society president sees them.

05 Choose the Sunday talk (Elders Quorum and Relief Society)

- 1 Open **Study plan**. The next 12 Sundays are listed; **This Sunday** is marked.
- 2 Choose **Choose talk on a Sunday**. Search **Conference talks** by title or speaker, or paste a Gospel Library link under **Other** — paste a link.
- 3 Choose **Save for that Sunday**. The talk shows on the ward's **Study** and **This week** pages.
- 4 Use **Change** to swap it later.

North Ridge Ward
Admin

Manage

Dashboard

Events

Announcements

Flyers

Study plan

Sunday plans

View public site

North Ridge Ward - Admin

Alicia Moreno

ADMIN

Study plan

The talk Relief Society will study each Sunday. Pick ahead as far as you have planned.

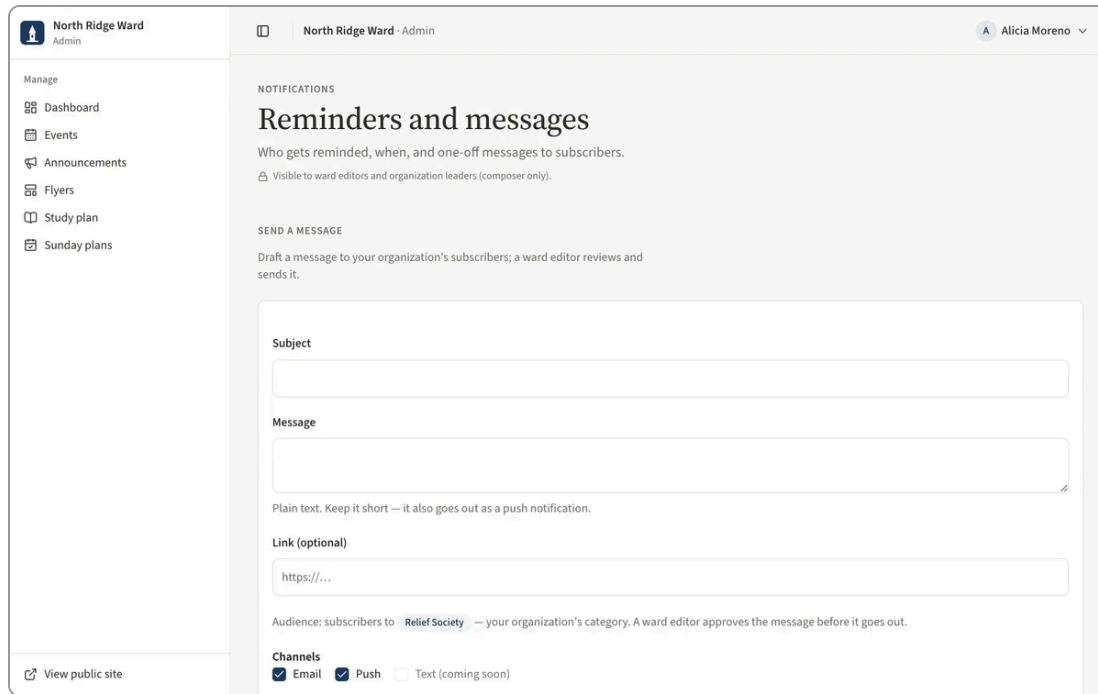
Visible to ward editors and the bishopric. Stake leaders see the ward read-only from their stake pages.

Oct 18 This Sunday	Comfort from the Holy Ghost — Matthew J. Eyring Oct 2026 general conference	Change X
Oct 25	Come to the Lord in His Holy House — Gerrit W. Gong Oct 2026 general conference	Change X
Nov 1	No talk chosen yet.	Choose talk
Nov 8	Using the Language of Peacemakers — Alfred Kyungu Oct 2026 general conference	Change X
Nov 15	Stake Conference — no ward meetings this Sunday; Relief Society and Elders Quorum do not meet. Saturday 6:00 p.m. — adult session (18+) · Sunday 10:00 a.m. — general session Scheduled by the stake.	Choose talk
Nov 22	No talk chosen yet.	Choose talk
Nov 29	5th Sunday combined lesson: Emotional resilience (Bishopric).	Choose talk

The demo Relief Society's study plan.

06 Draft a message to your organization

- 1 On **Dashboard**, choose **draft a message** in the **Flyers and messages** card.
- 2 Write the **Subject** and **Message** (keep it short — it also goes as a push notification) and an optional **Link**.
- 3 Choose **Submit for approval**. A ward editor reviews and sends it to your organization's subscribers.



North Ridge Ward Admin

North Ridge Ward - Admin

Alicia Moreno

Manage

- Dashboard
- Events
- Announcements
- Flyers
- Study plan
- Sunday plans

View public site

Reminders and messages

Who gets reminded, when, and one-off messages to subscribers.

Visible to ward editors and organization leaders (composer only).

SEND A MESSAGE

Draft a message to your organization's subscribers; a ward editor reviews and sends it.

Subject

Message

Plain text. Keep it short — it also goes out as a push notification.

Link (optional)

https://...

Audience: subscribers to **Relief Society** — your organization's category. A ward editor approves the message before it goes out.

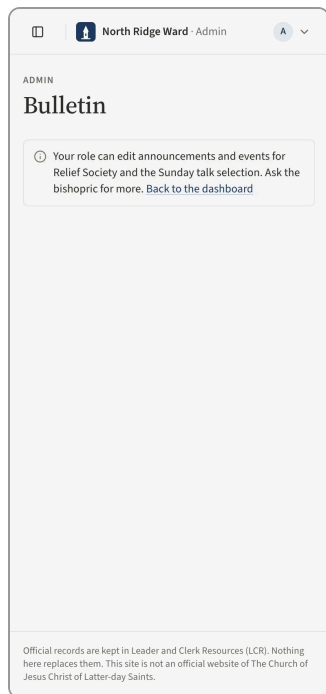
Channels

☒ Email ☒ Push ☐ Text (coming soon)

Drafting a message to Relief Society subscribers in the demo ward.

07 What your role does not cover

- 1 Pages outside your role show a short note instead — for example the bulletin says what your role can edit and **Ask the bishopric for more**.
- 2 The bulletin, leaders directory and settings are kept by the ward editors and clerk; ask them for changes.
- 3 Bishopric matters (callings, interviews) stay with the bishopric.



A page outside the Relief Society president's role in the demo ward.

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.

- ☐ The sidebar shows only your organization's pages (Study plan for Elders Quorum and Relief Society only)
- ☐ **Send for approval** puts a new announcement under **Awaiting approval**
- ☐ **Add event** adds an event for your organization; another organization is not offered
- ☐ **Submit for review** sends a flyer to the bishopric
- ☐ A talk saved in **Study plan** appears on the ward's **Study** page
- ☐ **Submit for approval** on a message saves it for an editor
- ☐ Opening **Bulletin** shows the role note rather than the editor

What did you see?

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

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