

Site editor

Site editors keep the ward site current week to week: the Sunday bulletin, the calendar, announcements and flyers, reminders and messages, the Church calendar feed, moderation and the ward's settings. It is an assignment, not a calling, and it has no access to the bishopric's confidential workspace.

UAT test account: `editor@steep1.test` — password from your UAT coordinator.

What you can do

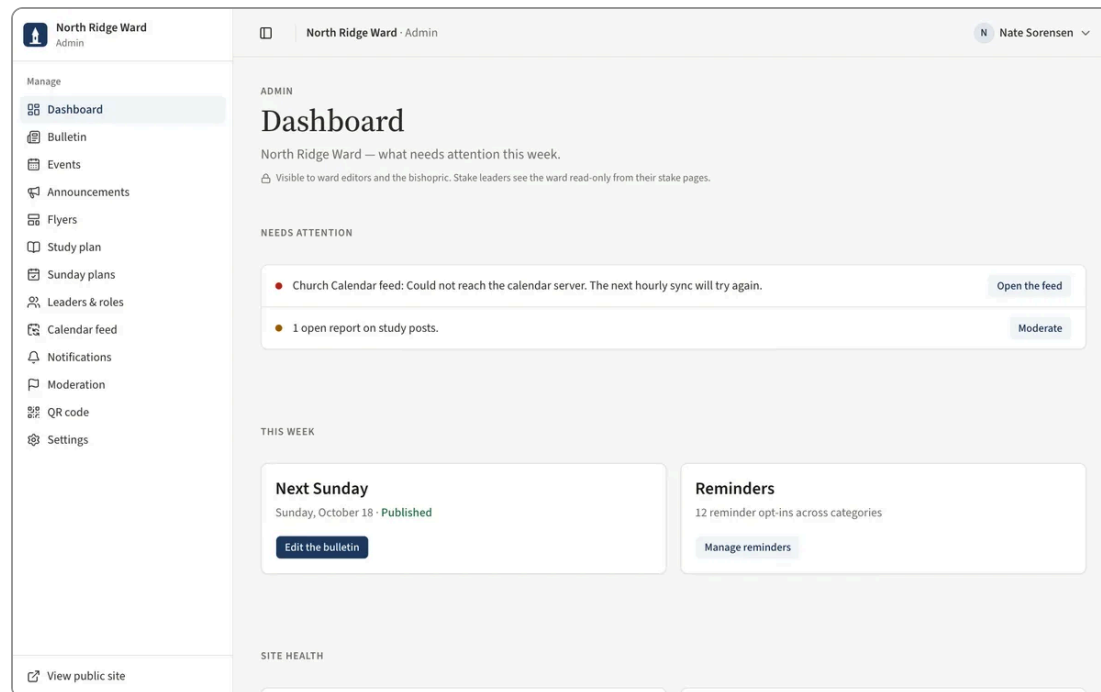
- Prepare, publish and print each Sunday's bulletin, with the hymn picker and speaker confirmations
- Add ward events, plan the yearly events with an owner, and connect the Church calendar feed
- Approve organization announcements and keep expired ones tidy
- Build flyers from templates and send them to the bishopric for review
- Set reminder rules, send one-off messages, and moderate the study thread
- Keep the ward's settings, the **New here?** visitor information and the QR codes up to date

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**.
- After sign-in, choose **Admin** in the ward menu. The sidebar under **Manage** lists **Dashboard · Bulletin · Events · Announcements · Flyers · Study plan · Sunday plans · Leaders & roles · Calendar feed · Notifications · Moderation · QR code · Settings**.
- On a phone or a tablet held upright the sidebar is tucked away — open it with the menu button at the top left.
- Each admin page says who can see it. Drafts are never public; nothing is visible to members until you publish.
- Rows keep one main button; the rest — archive, delete, return to draft, downloads — sit in a **More** menu (the ... button) on the row or at the top of the page.

01 Start from the dashboard

- 1 Open **Dashboard**. **Needs attention** lists what is waiting — a missing or untouched program, announcements awaiting approval, a feed problem, open reports — each with a button to fix it.
- 2 Under **This week**, **Next Sunday** shows the bulletin's status with **Edit the bulletin** or **Start the bulletin**, and **Reminders** shows who is subscribed.
- 3 **Site health** covers the **Church Calendar feed** and **Site administrators**; **Next 7 days** lists coming events.



The dashboard for the fictional demo ward, North Ridge Ward.

- 📖 **Handbook note.** The Handbook asks for more than one administrator so the site survives a release (GH 38.8.21.2) — the dashboard warns when there is only one.

02 Fill in Sunday's bulletin

- 1 Open **Bulletin** and choose the Sunday's date (or **Start** on a Sunday with no program yet). **Copy from last week** fills empty people fields from the last published program.
- 2 Under **Meeting**, set the **Meeting type**, **Presiding** and **Conducting**.
- 3 Under **Music**, open each hymn and search by number or title (for example “30” or “come come”) — the picker lists all 423 hymns.

- 4 Under **Prayers**, tick **Confirmed** once each person has said yes. Under **Speakers**, choose **Add speaker**; each starts as **Invited** — tap it to change it to **Confirmed**.
- 5 Tick the **Announcements** to print, check **Second hour** and **Notes**, then **Save draft**.

Editing a demo North Ridge program.

- Tip.** Readiness counts confirmed prayers and speakers only — names print as entered, so confirm before Sunday.
- Tip.** The members' program lists the presiding and conducting leaders and the music at the top, each hymn's number and title, and each speaker's topic. Prelude and postlude appear on the conducting sheet only, and ward business shows as a bare line with no names.

03 Publish, unpublish and print

- 1 Choose **Publish** in the bar at the bottom. If someone is not confirmed yet, **Publish anyway?** asks first — choose **Not yet** or **Publish anyway**.
- 2 To change a published program, edit it and choose **Save and republish**; **Unpublish** returns it to draft.
- 3 A draft started by mistake can be removed from the **More** menu at the top of the page: **Delete draft**.
- 4 To print, open the public bulletin with **Preview** and choose **Print** — it prints as a half-letter program with the QR code.

North Ridge Ward Admin

North Ridge Ward - Admin

Nate Sorensen

Manage

- Dashboard
- Bulletin
- Events
- Announcements
- Flyers
- Study plan
- Sunday plans
- Leaders & roles
- Calendar feed
- Notifications
- Moderation
- QR code
- Settings

View public site

← All Sundays

BULLETIN · DRAFT

Sunday, October 25

Fill in what you have and save — a draft is never public. Publish when it's ready for Sunday.

Drafts: ward editors and music here; stake leaders preview them read-only from their stake pages. Published: everyone the ward site reaches.

Copy from last week Preview Fills empty people and notes fields from the last published sacrament meeting program.

MEETING
Who presides and conducts, and what kind of Sunday it is.

Meeting type Theme (optional)

Sacrament meeting Before I Formed Thee in the Belly I Knew Thee

First Sundays default to fast and testimony; the first Sunday of April and October to general conference.

Presiding Conducting

Bishop Daniel Whitaker Brother Ryan Castellano, Second Counselor

Visiting authority (optional)

Draft Save draft Publish

Publishing a demo program.

04 Add events and plan the yearly ones

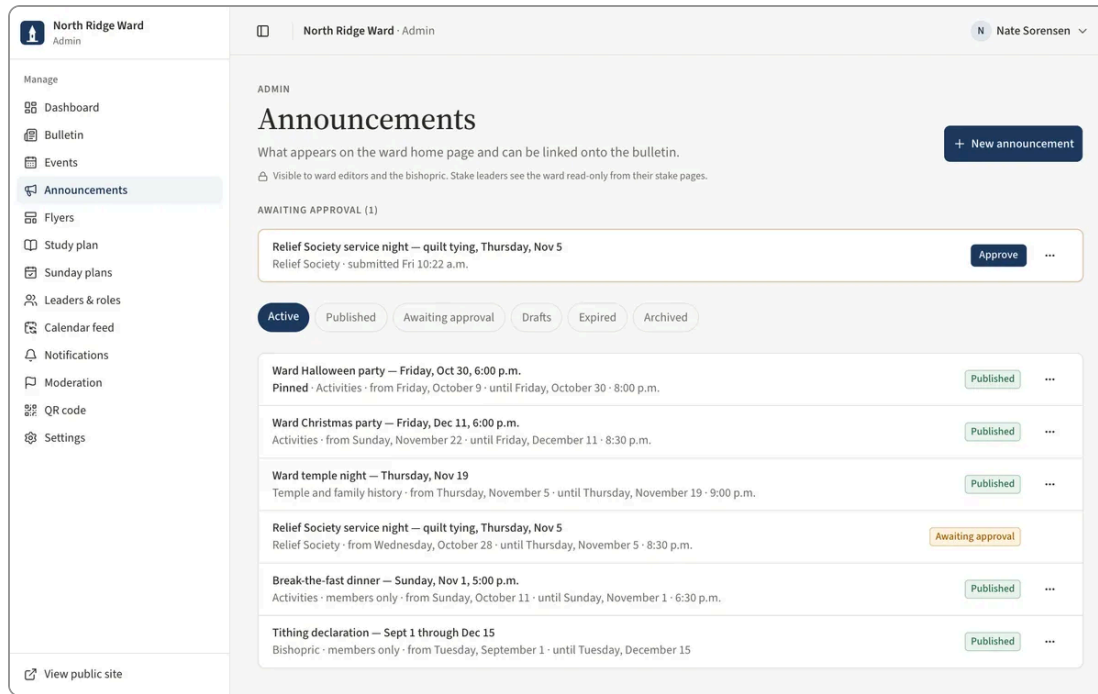
- 1 Open **Events** and choose **Add event**. Enter the **Title**, **Starts**, **Category** and **Who can see it**; add an **Owner (optional)** and **Repeats** if it recurs, then **Add event**.
- 2 Events from the Church calendar show their source; open one to change only its **Category**, visibility or **Hidden from the site**.
- 3 Open **Yearly templates** for the events every ward holds. Choose **Plan** with the year (for example **Plan 2027**), set the **Date** and an **Owner**, and **Plan this year's event**.
- 4 The plan's **Checklist** shows what is due and what is overdue; tick items as they are done and choose **Mark done for the year** when the event is over.

Ward events in the demo ward.

Tip. Assigning an owner each year keeps the recurring event from going stale.

05 Approve and tidy announcements

- 1 Open **Announcements**. Organization leaders' submissions appear under **Awaiting approval**.
- 2 Read each one and choose **Approve**, or open **More** and choose **Return to draft** if it needs changes.
- 3 To write one yourself, choose **New announcement**, fill in **Title**, **Show from / Until (optional)** and **Audience**, and **Publish announcement**. **Pin to the top** keeps it first on **This week**.
- 4 Use the **Expired** filter for announcements past their end date, and open **More** to **Archive** what is no longer needed.
- 5 Stake-wide announcements are published by the stake and appear on **This week** and the bulletin next to the ward's. The bulletin editor lists them under **Announcements** too, so you can tick the ones to print.



A pending Relief Society announcement in the demo ward.

Handbook note. Announcements in the meeting itself should be kept to a minimum (GH 29.2.1.1) — the details belong here.

06 Make a flyer

- 1 Open Flyers and choose **New flyer**.
- 2 Optionally **Link an event**, then fill in **Title or subject**, **Date**, **Time**, **Location**, **Who it's for**, **Details** and **Vibe**.
- 3 Choose **Generate 4 flyers** (or **Build 4 template flyers** when AI drafting is not set up), then **Use this one** on your favourite.
- 4 Refine the text, **Template** and **Palette**, then **Submit for review**. A member of the bishopric approves each flyer before members see it.

North Ridge Ward Admin

ADMIN

New flyer

Describe the event; steepI drafts four different flyers to choose from. You refine every line before it goes to the bishopric.

A member of the bishopric approves every flyer before members see it.

AI generation isn't configured yet — you can still build a flyer manually from a template. Fill in the details and steepI will lay out four template flyers for you to refine.

Link an event (optional)

No linked event

Picking one pre-fills the date, time, and location.

Title or subject

Date

mm/dd/yyyy

Time

6:30 p.m.

Location

Cultural hall

Who it's for

Everyone Relief Society Elders Quorum Young Women Aaronic Priesthood quorums

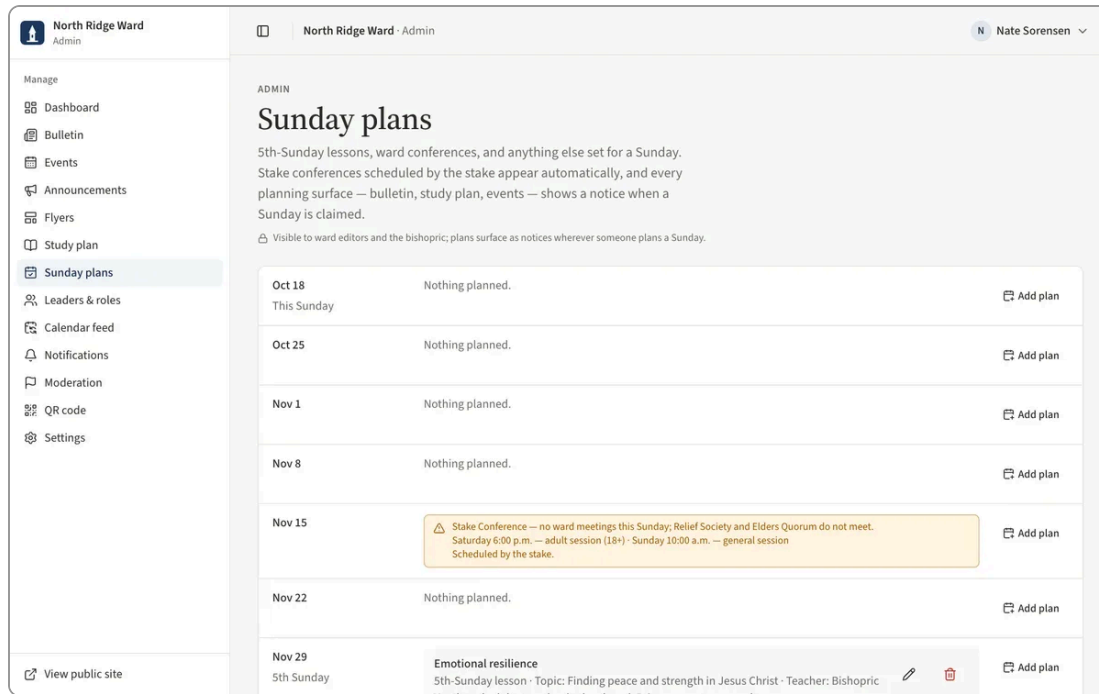
View public site

Starting a flyer in the demo ward.

- ❗ **Tip.** Only the bishop and his counselors open **Flyer review**. Approved flyers appear on This week with their own page, and on the bulletin as a thumbnail beside the matching announcement — members tap it to flip the flyer open.

07 Study plan and Sunday plans

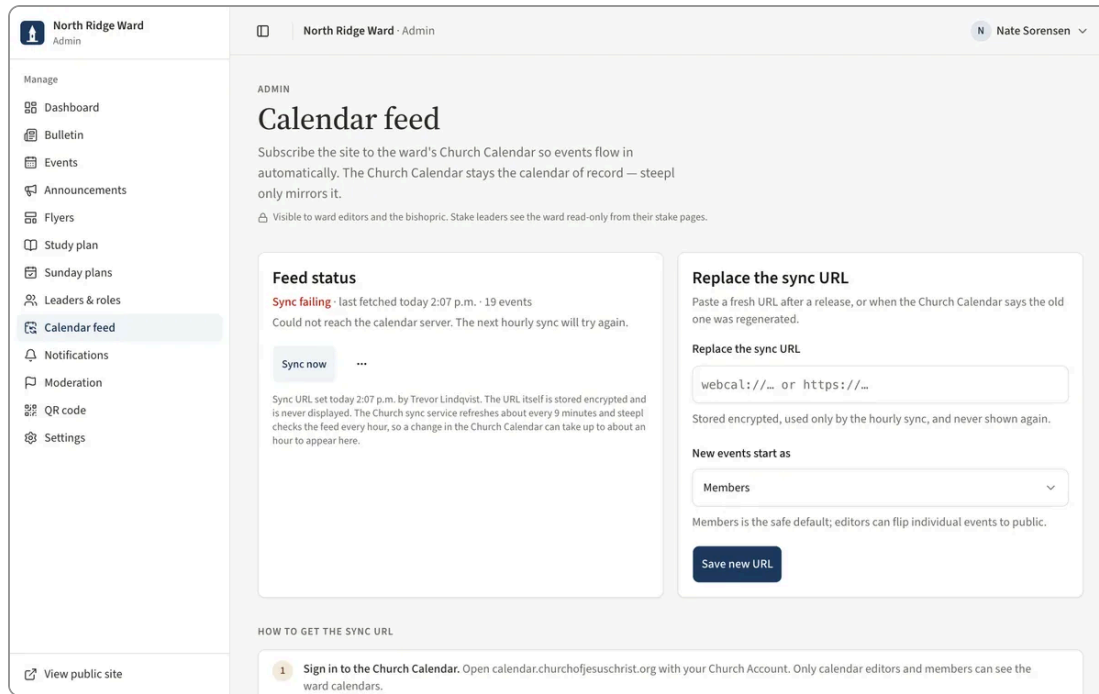
- 1 Open **Study plan** to set the general conference talk Elders Quorum and Relief Society study each Sunday: choose **Choose talk**, search by title or speaker, and choose **Save for** that Sunday.
- 2 Open **Sunday plans** for 5th-Sunday lessons, ward conferences and other plans: **Add plan** on the Sunday, pick the **Kind**, add a **Title**, and **Save plan**.
- 3 Stake conferences scheduled by the stake appear on their own, and every planning page shows a notice for a claimed Sunday.



Sunday plans in the demo ward.

08 Connect the Church calendar feed

- 1 Open **Calendar feed** and follow **How to get the sync URL** — sign in to the Church Calendar, choose the calendars, generate the sync URL.
- 2 Paste it under **Church Calendar sync URL**, choose **New events start as**, and **Connect the feed**. Once a feed is connected, the same card reads **Replace the sync URL**, with **Save new URL**.
- 3 **Feed status** shows the health, when it last fetched and how many events; **Sync now** checks straight away.
- 4 Under **Filters**, add a rule such as **Hide events whose title contains “Gym”** and **Add filter**.



The demo ward's Church calendar feed (sample URL).

- ❗ **Tip.** Don't paste a leadership calendar. The URL is stored encrypted and never shown again.

09 Reminder rules and messages

- 1 Open **Notifications**. **Subscribers** shows counts only — never the list.
- 2 Under **Reminder rules**, open a category, choose **When** and **Channels**, and **Save rule**.
- 3 Under **Send a message**, write a **Subject** and **Message**, pick the audience, then **Preview** and **Send now**.
- 4 Messages drafted by organization leaders wait under the message list — choose **Approve & send** or **Cancel**. The **Delivery log** shows what went out.

North Ridge Ward Admin

NOTIFICATIONS

Reminders and messages

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

SUBSCRIBERS [Open the sign-up page](#)

Counts only — the subscriber list itself is never shown.

Category	Email	Push	Text
Youth activities	1	0	0
Relief Society	2	1	0
Ward activities and parties	3	1	0
Service projects	1	1	0
Temple trips	1	1	0

REMINDER RULES

Per category; how far ahead reminders go out and on which channels.
Members choose their categories; these rules choose the timing.

Sacrament meeting and Sunday changes Default Reminders off

Sunday classes Default Reminders off

[View public site](#)

Reminders and messages in the demo ward (no real messages are sent).

10 Moderation, QR codes and settings

- 1 Open **Moderation**. For each report under **Open reports**, choose **Hide from the ward** or **Dismiss report**; hidden posts can be restored later.
- 2 Open **QR code** and choose **Poster** to print the door poster.
- 3 Open **Settings** to keep the meeting time, address and contact current, and fill in **New here? (for visitors)** — what to expect, children and nursery, parking, who to contact. Then **Save settings**.
- 4 **Leaders & roles** is read-only for site editors — ask the clerk or bishopric to add or change leaders.

North Ridge Ward
Admin

Manage

Dashboard

Bulletin

Events

Announcements

Flyers

Study plan

Sunday plans

Leaders & roles

Calendar feed

Notifications

Moderation

QR code

Settings

View public site

North Ridge Ward · Admin

Nate Sorensen

ADMIN

Moderation

The Handbook asks for calling-support sites to be actively moderated (38.8.21.2). Reports land here; hidden content stays out of the ward's view until restored.
Visible to ward editors and the bishopric. Stake leaders see the ward read-only from their stake pages.

OPEN REPORTS (1)

Post · reported 8 days ago

Reason: Second half is an off-topic political invitation. Our study guideline is to keep the thread to the week's reading — please review.

Jordan Blake: "For my thoughts are not your thoughts, neither are your ways my ways." Also, unrelated: if anyone wants to talk about the ballot measure this fall I have strong opinions and a spreadsheet — message me.

Hide from the wardDismiss report

HIDDEN CONTENT

Nothing is hidden right now.

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.

An open report on a demo study post.

Handbook note. Calling-support sites are to be actively moderated (GH 38.8.21.2).

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.

- ☐ **Dashboard** lists what needs attention, such as a draft program that has not been touched
- ☐ **Copy from last week** fills empty fields only
- ☐ The hymn picker finds a hymn by number and by title
- ☐ A speaker toggles between **Invited** and **Confirmed**; **Publish anyway?** appears when one is unconfirmed
- ☐ **Publish**, **Unpublish** and **Delete draft** (in **More**) work on a test Sunday
- ☐ **Add event with Repeats** creates a series on the calendar
- ☐ **Approve** publishes the pending Relief Society announcement
- ☐ **New flyer** builds four options and **Submit for review** sends one to the bishopric
- ☐ **Sync now** updates the feed status
- ☐ **Hide from the ward** removes a reported post from the study page
- ☐ **New here?** fields appear on the ward's About page after **Save settings**

What did you see?

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

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