

Ward clerk

The ward clerk keeps steeppl's leader directory and roles current, adds ward business to the program, and — with the bishop's grant — clears callings once they are recorded in LCR. He edits the ward site like any site editor and prints the QR poster for the doors.

UAT test account: c_lerk@steeppl.test — password from your UAT coordinator.

What you can do

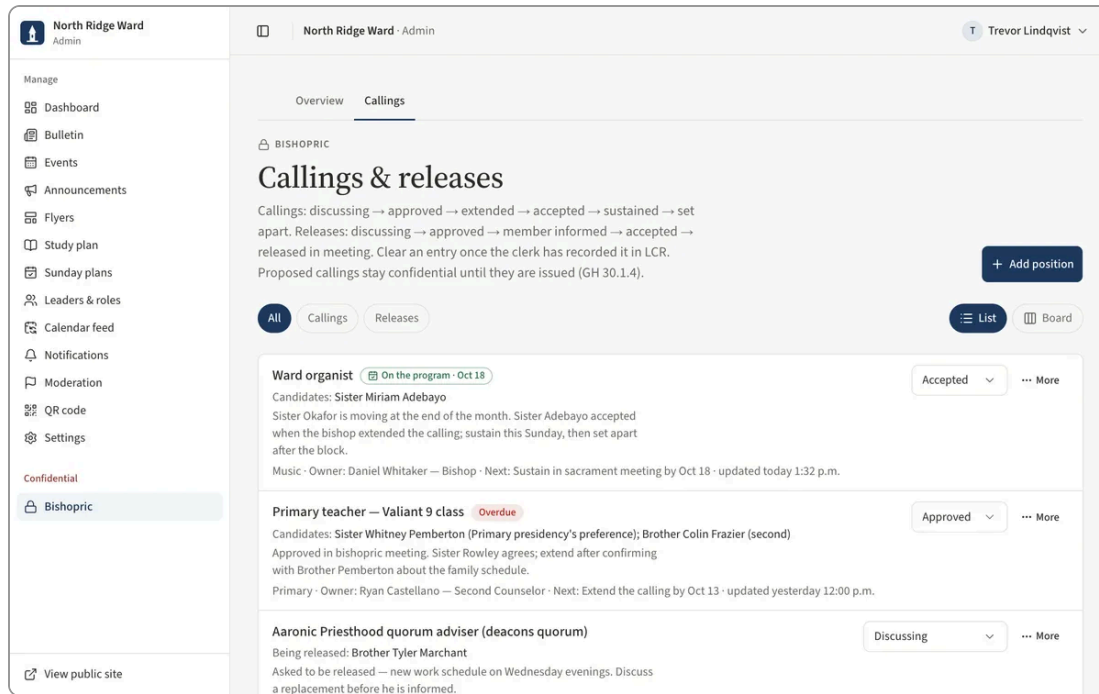
- Clear callings and releases once recorded in LCR (with the **Callings** grant)
- Add sustainings, releases and other ward business to Sunday's bulletin
- Invite leaders by Google e-mail and import a typed-up leaders list
- Print the QR poster for the chapel doors
- Edit the bulletin, calendar and announcements like any ward editor

Before you start

- To sign in, choose **Sign in with Google**. UAT testers: on **Sign in to steeppl** choose **Sign in with email**, enter the test account e-mail and the password from your UAT coordinator, then **Sign in**.
- The **Bishopric** item appears under **Confidential** in the admin sidebar once the bishop has granted you a module. The demo clerk has **Callings** only.
- General Handbook 38.8.32: confidential Church information — membership status, temporal needs, other non-public personal information — is not stored outside Church-provided systems. Keep notes here to a few words, never record worthiness, tithing or welfare details, and record official information in LCR.

01 Clear callings recorded in LCR

- 1 Open **Bishopric**, then **Callings**.
- 2 Entries that are sustained, set apart or declined have **Recorded in LCR** in the row's **More** menu.
- 3 Record the calling or release in LCR first, then open **More** on the row and choose **Recorded in LCR**.
- 4 The entry moves to **Cleared — recorded in LCR** at the bottom of the page.



The demo ward's callings pipeline, seen with the callings grant.

- ① **Tip.** steeppl never replaces LCR. Clearing only removes the entry from the bishopric's active list.

02 Add ward business to the program

- 1 Open Admin → Bulletin and choose the Sunday's date (or Start for a Sunday with no program yet).
- 2 Under Ward business, choose Add business.
- 3 Pick the kind — Sustaining, Release, Ordination (Aaronic Priesthood), New ward member, Naming and blessing of a child, Confirmation or Other — and type the name and position.
- 4 Leave Visible from empty (it defaults to the meeting start), then Save draft.
- 5 The names appear on the bishopric's conducting sheet. The members' program shows only a bare Ward business line — never the names.

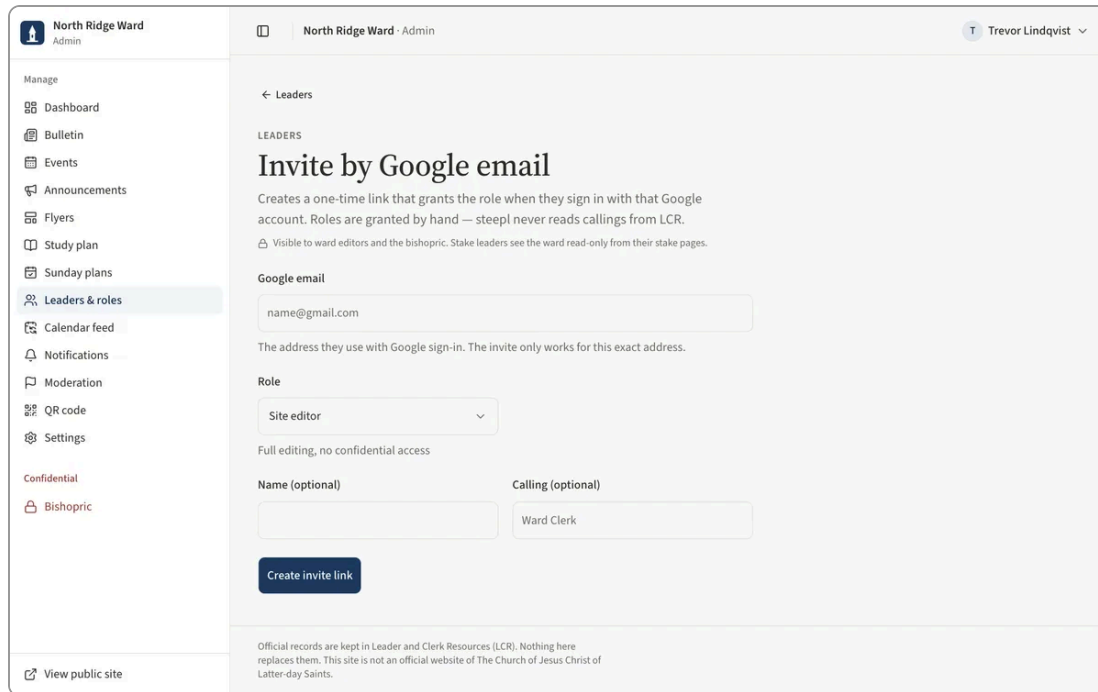
The screenshot shows the 'North Ridge Ward Admin' interface. On the left is a sidebar with a 'Manage' section containing links to Dashboard, Bulletin (highlighted), Events, Announcements, Flyers, Study plan, Sunday plans, Leaders & roles, Calendar feed, Notifications, Moderation, QR code, and Settings. Below this is a 'Confidential' section with a link to Bishopric. At the bottom of the sidebar is a 'View public site' link. The main content area is titled 'North Ridge Ward Admin' and shows the user 'Trevor Lindqvist'. It contains two sections: 'WARD BUSINESS' and 'ANNOUNCEMENTS'. The 'WARD BUSINESS' section has a text block explaining that sustainings, releases, ordinations, baby blessings, and new members are listed, but they are hidden from the public bulletin until a specific time. Below this is a form with a dropdown menu set to 'Sustaining', a text input field containing 'Sister Miriam Adebayo', and a 'Ward organist' button. There are also date pickers for 'Visible from' and 'Leave empty for the meeting start (2026-10-25 at 09:00)'. An '+ Add business' button is at the bottom of this section. The 'ANNOUNCEMENTS' section has a text block explaining that announcements are ticked to print on the bulletin and appear on the ward home page. Below this is a list of announcements with checkboxes: 'Ward Halloween party — Friday, Oct 30, 6:00 p.m.' (checked), 'Stake conference — Nov 14-15' (unchecked), 'Break-the-fast dinner — Sunday, Nov 1, 5:00 p.m. · members only' (checked), and 'Tithing declaration — Sept 1 through Dec 15 · members only' (checked). At the bottom of the main content area are 'Draft', 'Save draft', and 'Publish' buttons.

Ward business on a demo program.

- 📖 **Handbook note.** Callings are confidential until the person is presented (GH 30.1.4), which is why the public bulletin never lists ward business names.

03 Invite a leader by Google e-mail

- 1 Open **Leaders & roles**, open **More** at the top and choose **Invite by email**.
- 2 Enter their **Google email**, the **Role** (and **Organization** for an organization leader), and optionally **Name** and **Calling**.
- 3 Choose **Create invite link**, then **Copy link** and send it. It works once, for that Google e-mail, and expires in 14 days.
- 4 Use **Add leader** for a directory-only entry (no sign-in), and **Record a release** on a leader's page when someone is released.



North Ridge Ward Admin

North Ridge Ward - Admin

Trevor Lindqvist

Manage

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

Confidential

Bishopric

View public site

← Leaders

LEADERS

Invite by Google email

Creates a one-time link that grants the role when they sign in with that Google account. Roles are granted by hand — stepl never reads callings from LCR.

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

Google email

name@gmail.com

The address they use with Google sign-in. The invite only works for this exact address.

Role

Site editor

Full editing, no confidential access

Name (optional)

Calling (optional)

Ward Clerk

Create invite link

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.

Inviting a leader in the demo ward.

Tip. A clerk can invite organization leaders, music, site editors and members. Bishopric roles are granted by the bishopric (and the bishop role by the stake).

Tip. Roles are granted by hand — stepl never reads callings from LCR.

04 Import a leaders list

- 1 Open **Leaders & roles**, open **More** at the top and choose **Import CSV**.
- 2 Paste the list or choose **Choose CSV file**. Columns: name, calling, email, phone, publish_contact (yes/no); the first row names the columns.
- 3 Check **Preview** — name, calling, detected organization, contact, publish.
- 4 Tick **Each person on this list has consented to appearing on the ward site** and choose **Import** (the button shows the number of rows, for example **Import 12 leaders**).

North Ridge Ward Admin

North Ridge Ward · Admin

Trevor Lindqvist

Manage

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

Confidential

Bishopric

View public site

← Leaders

LEADERS

Import a leaders list

Paste or upload a CSV typed up by the clerk. Each row becomes a directory entry; roles are inferred from the calling. Invite people separately when they should sign in and edit.

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

Paste the list, or choose a CSV file

name,calling,email,phone,publish_contact
 Alicia Moreno,Relief Society President,alicia@example.com,801-555-0111,yes
 Kevin Tanaka,Elders Quorum President,,801-555-0112,no

Choose CSV file Columns: name, calling, email, phone, publish_contact (yes/no). The first row names the columns.

☐ Each person on this list has consented to appearing on the ward site

General Handbook 38.8.21.2: consent is required when using personal information — through a release form, a public announcement, or written permission. Contact details are published only for rows marked yes. This list must be typed up, not exported from LCR or Member Tools (38.8.32).

Import 0 leaders

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.

The leaders import page in the demo ward.

Handbook note. Consent is required before personal information is published (GH 38.8.21.2). The list must be typed up — never exported from LCR or Member Tools (GH 38.8.32).

05 Print the QR poster

- 1 Open QR code. The Bulletin card shows its scans and short link.
- 2 Choose Poster, then Letter or Half-letter, and Print.
- 3 To put the code in another document, open More on the card and choose Download SVG or Download PNG.

North Ridge Ward
Admin

Manage

Dashboard

Bulletin

Events

Announcements

Flyers

Study plan

Sunday plans

Leaders & roles

Calendar feed

Notifications

Moderation

QR code

Settings

Confidential

Bishopric

View public site

North Ridge Ward · Admin

Trevor Lindqvist

QR CODE

Posters and short links

Each code is a stable short link that counts scans — reprint nothing when pages move.
Visible to ward editors and the bishopric.

Bulletin

37 scans · last 49 days ago

This week's program — the poster by the chapel doors.

steep1.net/q/MTCP7IAT

Poster

Leaders

12 scans · last 56 days ago

Ward leaders and their callings — who to ask. Contact details show only where a leader agreed to publish them.

steep1.net/q/MHPP2U0T

Poster

Ward home

0 scans · not scanned yet

This Week — the site's front page.

steep1.net/q/4LB26UV0

Poster

Tip: the bulletin poster is the one for the foyer — it lands members on this week's program with leader contacts one tap away. Print letter size for an easel or half-letter for the door frame.

QR codes for the demo ward (short links shown on a sample domain).

Tip. The code is a stable short link — reprint nothing when pages move.

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.

- ☐ **Bishopric** shows only **Overview** and **Callings** for the demo clerk
- ☐ **Recorded in LCR** moves a calling to the cleared section
- ☐ A sustaining added under **Ward business** shows on the conducting sheet; the public bulletin shows only a bare **Ward business** line
- ☐ **Create invite link** returns a link for a site editor role
- ☐ The CSV import preview shows detected organizations and needs the consent box
- ☐ The QR Poster prints on Letter and Half-letter

What did you see?

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

steepI training guide. This site is not an official website of The Church of Jesus Christ of Latter-day Saints. It is maintained by its members to assist with their callings and is not sponsored or endorsed by the Church.