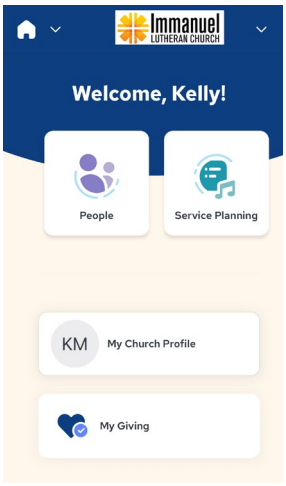
ONLINE Account Access

BROWSER LINK:
https://account.myamplify.io/dashboard

Amplify Dashboard on a COMPUTER



- NOTE: Before you can begin using Amplify you must have an administrator at Immanuel setup your account. Contact kelly@immanuel.us.
- Once logged in to Ministry Brands Amplify you should see icons for the following:
    - People
    - Service Planning
    - My Church Profile
    - My Giving

People

- This is the module that replaces Instant Church Directory!
- Click on the icon and you should see:
    - Directory (NOTE: All households & individuals need to upload new photos!)
    - Groups
    - My Info
        - To edit personal information click on the edit pencil in the top right corner

Service Planning

- This module replaces SignUp Genius for all **SUNDAY** volunteer scheduling. Click on the icon.
    - All worship services are called EVENTS.
    - To see which events you are currently scheduled for:
        - Under My Schedule/Request and Assignments click on **All Events**
- To sign-up for volunteer opportunities:
    - Once in Service Planner at the top you will see a section called "Available Sign-ups"
    - A list of openings for all teams you volunteer in should visible (If no sign-ups are listed for your teams, there are no open spots).
    - To select an open slot click on 'Sign-up & Accept'
    - To confirm your sign-up click on the blue button 'Sign Me Up!'

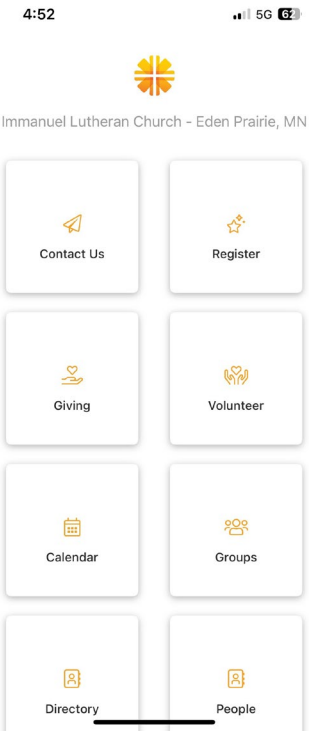
You will receive a reminder email prior to your scheduled event.

NOTE: If you are on multiple teams, you will need to scroll through all open dates for a team before you see the next team. Keep scrolling right to get to the next one.

MOBILE Account Access

Amplify MOBILE via the Church App

1. NOTE: Before you can begin using Amplify you must have an administrator at Immanuel setup your account. Contact kelly@immanuel.us.
2. Mobile users receive a link to download the church app as a part of the account set-up process. You will use this App to access your Church profile and more!
3. Open the app to find several helpful tools
   In any tool to get back to the main page, click on the 4 squares in the top right corner
   - **Amplify home –** Click the orange bar which will open your web browser and will require account login & password.
   - **Register** – All current event registrations
   - **Calendar** – a link to Immanuel's Google calendar
   - **Volunteer** – This offers a list of current volunteer opportunities. Click on the title and a registration form will open.
   - **My Schedule** – This will show your current Sunday volunteer assignments. You can also update your availability.
   - **Prayer/Care** – view public prayer requests and submit new prayer requests
   - **Forms** – Miscellaneous forms for altar flowers, scheduling a baptism, facility use, and more.
   - **Special Gift** – Current campaigns for donations outside of the General Fund
   - **Café** – See what's for dinner and make electronic donations.
   - **Directory** – If you have an Amplify account AND have logged into your account in your web browser, you should see the directory.
   - **Giving** – Make a donation here! NOTE: In order to view your giving history or future scheduled donations you need to be logged into your Amplify account in your web browser.



How to signup for open SUNDAY volunteer opportunities using Amplify Service Planning:

- This module replaces SignUp Genius for all **SUNDAY** volunteer scheduling. Click on the Amplify Home tile and then the orange bar 'take me to Amplify People & Service Planning.
- This open your mobile web browser and you will need to be logged in.
- To sign-up for volunteer opportunities:
  - Once in Service Planning at the top you will see a section called "Available Sign-ups"
  - A list of openings for all teams you volunteer in should visible (If no sign-ups are listed for your teams, there are no open spots).
  - To select an open slot click on 'Sign-up & Accept'
  - To confirm your sign-up click on the blue button 'Sign Me Up!'

  You will receive a reminder email prior to your scheduled event.

  NOTE: If you are on multiple teams, you will need to scroll through all open dates for a team before you see the next team. Keep scrolling right to get to the next one.