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DASHBOARD
G U I D E

amen
THE PRAYER APP

We've given you an improved dashboard to manage your community! Here's a quick overview:

Once you're logged in {at app.amenprayer.com}, click on **Dashboard** to access your details page, prayer and praise content, stats and more.

Click on your name here to change account settings. You're a user too so this is where you enable notifications for your own prayers.

TABS

DETAILS The Details tab is where you'll choose the preferences for your prayer site. See the next page for all the current options.

PRAYERS & PRAISE Under the Prayers and Praise tabs you can access and easily edit your feeds if necessary.

STATS The Stats tab lets you see how many prayers have been posted, prayed and how many notifications have been sent.

STYLE You asked, we listened! Want to make your page look more like your brand? Give the custom CSS box a whirl! See the "Starter Template" page for more info.

FLAG WORDS We know there are words you'd rather not see on your feed. Enter those here to automatically flag posts with unwanted words.

FLAG IPs / FLAG EMAILS You might have a user that doesn't use the tool as you've intended. It's rare, but if necessary, you can block them by IP address or by their email address under these tabs.

Information current as of August 30, 2017

DASHBOARD
D E T A I L S

Here's what you'll see under the Details tab.

You can upload or change your logo, edit the text that users see when they're on your page, and set your preferences.

Further information about each option is provided on the next page.

Make sure to click "Save"!

Here's what each of the options mean:

INCLUDE PRAYERS in the AMEN UNIVERSAL LIST? You have the option to include your group's prayers in the Amen "universal" prayer group. Perhaps you are a smaller organization or are just getting started with Amen. You may want to increase the exposure of your users' prayers, resulting in more prayers prayed for them, NOTE: this only makes your page's prayers visible on Amen Universal, it does NOT give Amen Universal uses access to your page.

NAME The name of your organization.

INSTRUCTIONS for PRAYER LIST You can provide a welcome, or any instructions for visitors to your page, and change this message as often as you like. You also have the capability to use HTML codes in this section for basic formatting.

INSTRUCTIONS for SUBMITTING INDIVIDUAL PRAYERS If there are any brief reminders you'd like to add when a person is posting a prayer request, you can do that here, or simply leave it blank.

INSTRUCTIONS for PRAISE LIST You can provide a welcome, or any instructions for visitors to your page, and change this message as often as you like. You also have the capability to use HTML codes in this section for basic formatting.

INSTRUCTIONS for SUBMITTING INDIVIDUAL PRAISE If there are any brief reminders you'd like to add when a person is posting a praise report, you can do that here, or simply leave it blank.

INSTRUCTIONS for NOTES OF ENCOURAGEMENT If there are any brief reminders you'd like to add when a person is posting a praise report, you can do that here, or simply leave it blank.

WEBSITE URL This is the complete URL for your organization's website.

LOGO URL Please upload a logo by clicking on "Choose File." This logo will appear on the upper left of your page, as well as on the feed in the iOS app. The size of the space your logo will fit into is approximately 230x110 pixels.

EMAIL ADDRESS of ADMIN CONTACT This person will get emails pertaining to Amen, including new feature announcements, marketing ideas, etc.

EMAIL ADDRESS of BILLING CONTACT This person will receive all information relating to your Amen billing and account information

EMAIL ADDRESS of FLAG CONTACT This person will receive an email when a post has been flagged for moderation. The are able to access the Prayer/Praise lists to make any edits necessary or delete the post..

EMAIL SUBJECT LINE for PRAYED NOTIFICATION If users opt in to receive email notifications when their request has received prayers, this is the subject line on those emails.

EMAIL SUBJECT LINE for NOTES OF ENCOURAGEMENT NOTIFICATION If users opt in to receive notes of encouragement when their request has received prayers, this is the subject line on those emails.

HOW MANY DAYS OF PRAYERS TO INCLUD You can decide how many days of prayers to include on your feed. Smaller organizations typically choose a longer span of time, since they may not have as much volume. Larger organizations may choose to limit the display to the last 30 days.

HOW MANY FLAGS TO DISABLE A PRAYER Users can "flag" a prayer if they feel its content is inappropriate. Because you may not be able to monitor every prayer yourself, this is a useful feature. You can have the system disable the prayer after a certain number of flags. You'll receive an email alerting you that this has occurred and you can either edit or delete the prayer in question.

TWILIOSID, TWILIOAUTHTOKEN, TWILIOPHONENUMBER If you choose to allow your users to receive text messages when they are prayed for, you'll need a Twilio SID, Auth Token and Phone Number. This is simple to set up, and if you don't already have a Twilio account, simply go here to activate: https://www.twilio.com/try-twilio

SEND NOTIFICATION TO ADMIN WHEN SOMEONE SUBMITS PRAYER REQUEST You can receive a notification every time a new prayer is posted. This is especially helpful for smaller groups with infrequent activity, or for new subscribers wanting to keep a close eye on activity. It is not recommended for large organizations with heavy volume!

SEND NOTIFICATION TO ADMIN WHEN SOMEONE SUBMITS PRAISE You can receive a notification every time someone shares a praise item. This is especially helpful for smaller groups with infrequent activity, or for new subscribers wanting to keep a close eye on activity. It is not recommended for large organizations with heavy volume!

ALLOW USERS TO SEND NOTES OF ENCOURAGEMENT Check this box if you'd like to allow your users to send a note of encouragement to those who opt in for this feature when they submit a request. Users must opt in for this feature as well. Keep in mind, these notes are sent anonymously to the person posting the request. This does not open up a two-way line of communication. Most often, users share words of encouragement or a favorite resource or scripture.

REQUIRE USERS TO CREATE AND LOG INTO AN ACCOUNT TO USE NOTIFICATION FEATURES (RECOMMENDED) For most organizations, email and phone number verification is an important part of privacy and security. We recommend enabling this feature.

ALLOW USERS TO OPT IN TO SHOW THEIR NAME For some organizations, particularly smaller or more intimate ones, you may wish to allow users names to be visible. Even when enabled, note that the user also has the option to show their name or not.

ALLOW USERS TO OPT IN TO SHOW THEIR LOCATION Some organizations, particularly those that cover a large geographic area, or that operate globally, they may wish to allow users to share their location.
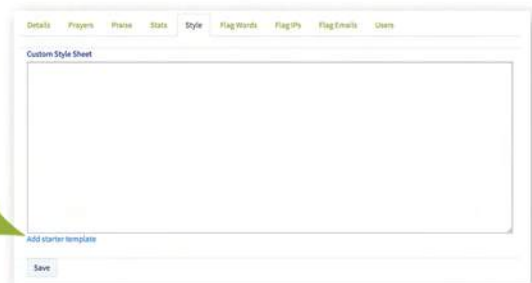
C S S
STARTER
TEMPLATE

We know you want your brand to look consistent. That's why we've made it easy to customize your site with your brand colors.

You don't even need to be a programmer to do it! Just a few simple tweaks and you're good to go!

First, navigate to the Style tab in your Dashboard.

Click on "Add starter template" which will load several lines of CSS code into the window.

Here you can easily tweak your brand colors for most of the elements on your page!

And it couldn't be easier. You'll just need to know the RGB numbers for the colors you want to use, and edit accordingly.

Let's say you want to change the color of your prayer titles. Find the line of code for that item, and simply change the existing RGB numbers! That's it!

And just a note. That last number refers to transparency. So if you want the color to appear at full strength, keep that at 1.0. If you'd like it more transparent, just change it to anything between 0.1 and 0.9!

```
/* TITLE OF EACH PRAYER */
.prayer-title {
  color: rgba(150, 173, 62, 1.0);
}
```

```
/* TITLE OF EACH PRAYER */
.prayer-title {
  color: rgba(111, 159, 205, 1.0);
}
```

It is possible to style more items than what we have made available - if you are a CSS guru, go for it!

However, it is also possible to break the site by making CSS changes! If you make changes that cause the site to quit working use the starter template to start over.

Looking for a little more help on CSS? Here's a handy site: http://www.w3schools.com/