

Using the myParish App

“Group” Feature

for Ministry Leaders



Getting started with the myParish App:

- Download the App by texting **App** to **88202** or search for **myParish App** in the Apple *AppStore* or Android *GooglePlay*
- Open the App and follow the introductory prompts
 - Click to allow the App to send you notifications
 - When prompted, select **Find Parish** and search for our parish using zip code **06405** (or allow App to use current location)
 - Select **St. John Bosco Parish**
 - Select **Get Started**

To make the most of myParish App and to become a group moderator, you will need to create an account.

To create an account:

- Click on the 3 horizontal lines in the top left of the screen
- Select **Create Account**
 - Fill in appropriate information (name, email*, password, birthday)
**Important information needed for group moderation will be sent to the email address you provide.*
- Select **Sign In**
 - DO NOT click “sign out” under your account at any time, otherwise you will stop receiving notifications, etc. until you sign in again.

Before becoming a group moderator, you must first request to join that group. To join a “Group”:

- Select the white **Group** button icon located in the top right-hand corner of the myParishApp home screen.
 - All available groups will be listed on that screen.
- To request to be in a group:
 - Scroll through until you find the desired group.
 - Select the option to **Join**, located to the right of the group you are looking to join.
 - A box will appear that says “Request sent- An administrator for this group should approve your request soon.”
- Emily, the App Administrator, will be notified of your request. Upon approval of admittance to the group, you will be designated as a moderator. *(You can sign up for other Groups as a member too)*

Moderating your “Group”:

- As your ministry Group moderator you will now be responsible for approving all others who request to join your group.
- When others request to join your group, you will be notified with an email from myParish App
 - The email will direct you to the myParish App website www.admin.myparishapp.com
 - Your login is the App account email and password.
- On the myParish App Website, you can
 - Accept new group members
 - View existing group members
 - Create and respond to discussion posts
 - Make your Group “locked” – which means only you can post
- To create and respond to discussions within the App itself:
 - click into your Group and click “Start Discussion”
 - This will automatically send a push notification to all members of your group, and they have the ability to respond