

FELLOWSHIP ONE LAUNCHPAD USER GUIDE

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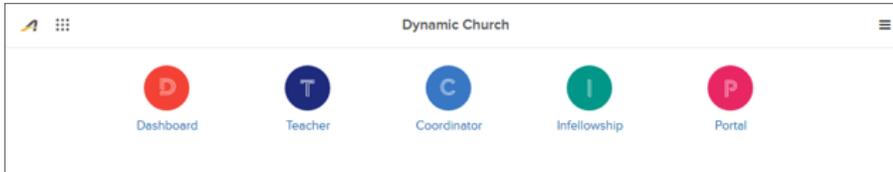
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Overview

Fellowship One Launchpad is designed to provide both the church staff and congregation centralized access and single sign on to other Fellowship One applications and websites. Launchpad is also a convenient place for users to update individual and household information.

Login to Fellowship One Launchpad website for instant access to:



- + **Fellowship One Dashboard-** View Key Performance indicators like Attendance, Giving and Attributes
- + **Fellowship One Teacher-** Teachers can view and manage students who have checked in to their classrooms
- + **Fellowship One Coordinator-** Service Coordinators can balance room occupancy for all rosters within the activity and move volunteers and participants between rooms
- + **InFellowship-** Congregational portal
- + **Fellowship One Portal-** Main church database

System Requirements

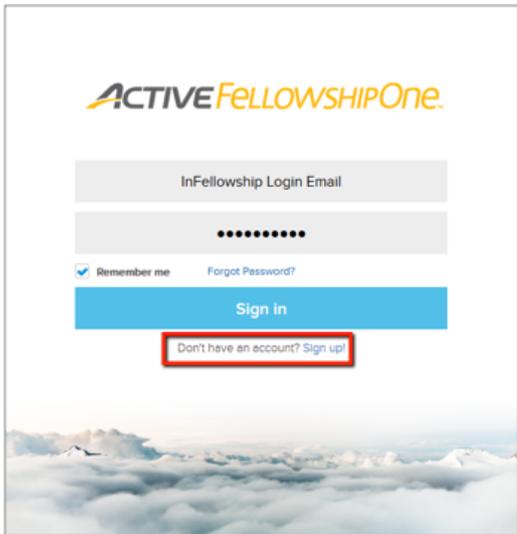
The Fellowship One Launchpad website is optimized for use on any mobile tablet device such as the Apple iPad or Microsoft Surface. It may also be used with smart phones and desktop or laptop web browsers.

Note: On small screens, such as smart phones, certain features may be omitted or displayed differently than on tablets or devices with full-sized screens.



Sign In to Fellowship One Launchpad

1. Navigate to launchpad.fellowshipone.com/#/login/churchcode
2. Enter InFellowship **Username** and **Password**
3. Tap **Sign-in**



- + If you do not have an InFellowship account, tap the **Sign Up!** Link
- + Select **Remember me** checkbox to save your credentials
- + Tap **Forgot Password?** To reset your password

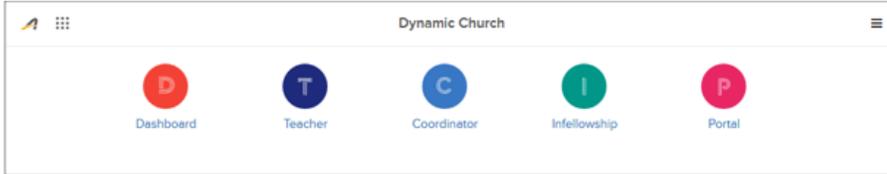
Sign Out of Fellowship One Launchpad

1. Tap ☰ icon
2. Tap **Sign out**

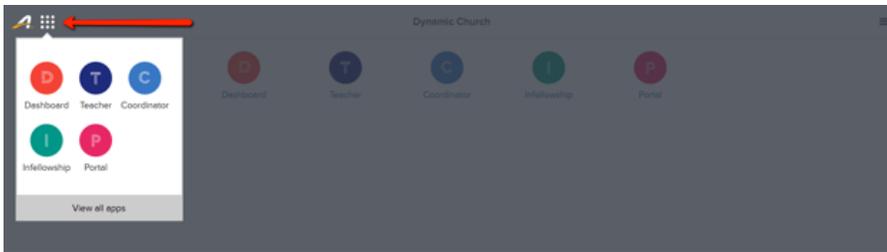


Open Fellowship One Apps or Websites

1. From Launchpad main page, tap the required icon



2. From any page in Launchpad, tap  to open quick navigation menu, then choose required icon.



Tap  to return to main page.

View and Edit Account Information

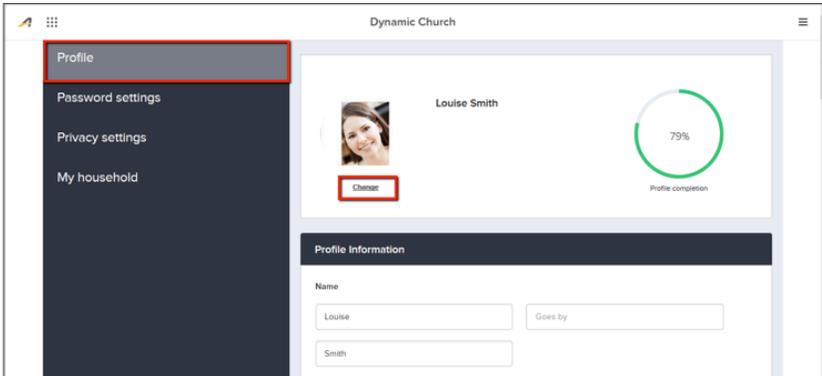
1. Tap 
2. Tap **My Account**



Note: All changes made to profile information in Launchpad are reflected in the Fellowship Portal.



View or Edit Profile

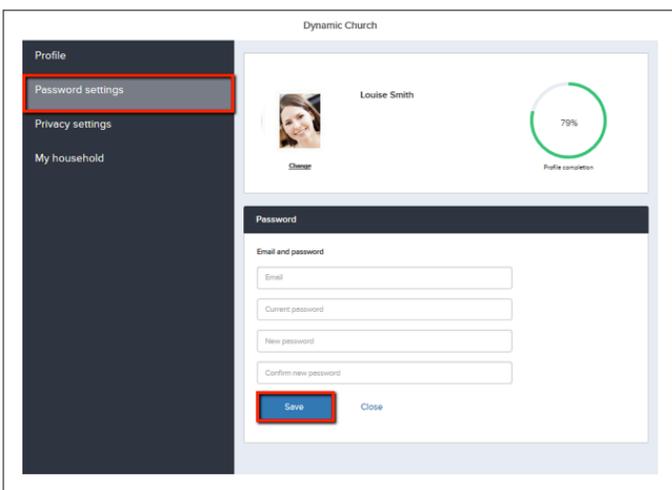


1. To update profile picture click **Change**, then browse and select a new picture from your computer. Photo cannot exceed 1MB.
2. To update individual information, enter or edit the information as necessary.
3. Tap **Save**



Tap Close or  to return to the main page.

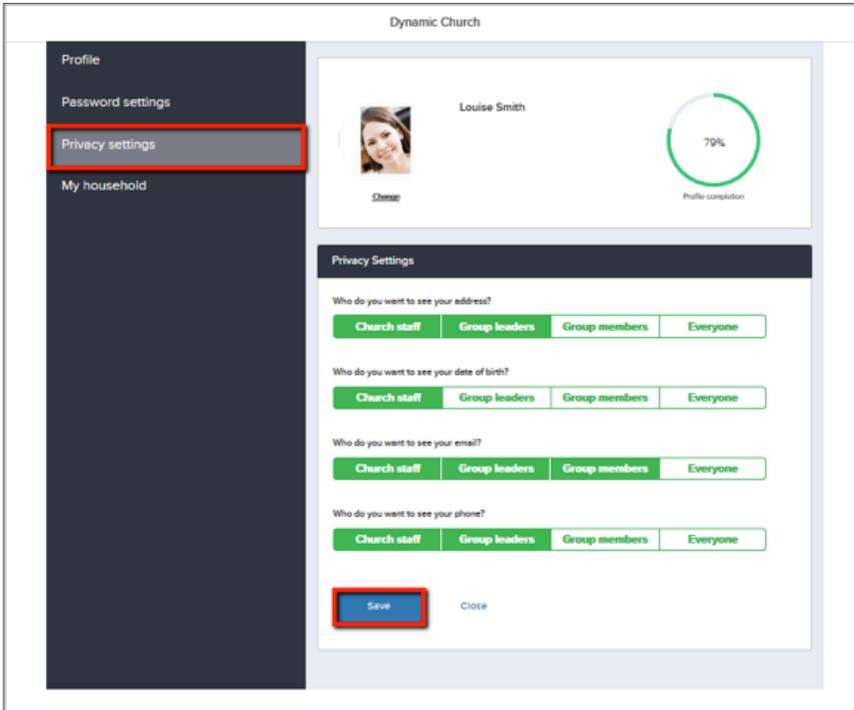
Update Email and Password



1. Tap **Password settings**
 2. Edit email and/or password
 3. Tap **Save**
- Tap **Close** or  to return to the main page.



Update Privacy Settings



1. Tap **Privacy settings**

2. Tap required level of privacy for each question

Note: Church staff is always permitted to view all profile information

3. Tap **Save**

Tap **Close** or  to return to the main page.



View or Update Household Information

Dynamic Church

Profile

Passwd settings

Privacy settings

My household

Louise Smith

79%

Profile completion

Change

Household information

Edward Smith Louise Smith Kris Smith Joelle Smith Be

Household phone number

817-555-5555

Household email address

fatheducation@activenetwork.com

Address

717 N Harwood Street2

75201 Dallas

Texas

Save

Close

1. Tap **My household**
 2. Enter or update household communication values and address as required
 3. Tap **Save**
- Tap **Close** or  to return to the main page.

Save

Close

