Let’s Get Started Using My All Saints!

Join The All Saints Community Online!

Congregational Development

Questions: Amanda Perez at aperez@allsaints-pas.org
1. Point your browser to allsaints-pas.org

2. Click on My All Saints
3. Fill in the **Username** and **Password** you received from ASC.
4. Click on My Info and confirm the information shown is correct.

5. Click on My Groups to confirm your association with various groups.

6. Need help? Click here!
Click on the group where you are the designated Group Leader.
8. Click on **Member list** to confirm the group members are correct.*

* If the members are not listed correctly, please contact your staff liaison and give them the correct roster names.
9. Click on **Email Group** to view the email template.

10. **To**: Check and unselect any people you do not want to email. **From/Reply to email**: Should be automatically filled with your contact details. **From Email**: Automatically filled with info@allsaints-pas.org. **Subject**: Fill in this box.

11. Type or paste the **Message** and click **Send Email**.

* Note that the Text Group page works very similarly to these instructions.
12. Click on **Take Attendance** to view the attendance screen.

13. Click on **Add New Date** to enter **meeting date**, **notes**, and **tick the boxes** next to the names of those who attended.

14. Click **Submit Attendance** when finished.
15. Click on **Group Documents** to share documents with your group members.

16. Click **Add Document**. When the window appears, select **Group Documents** from the drop down menu. Click **Upload** to share.