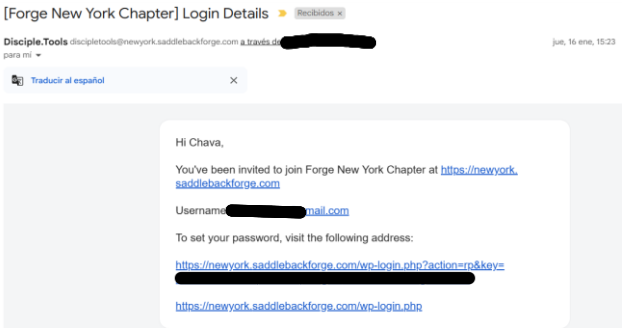
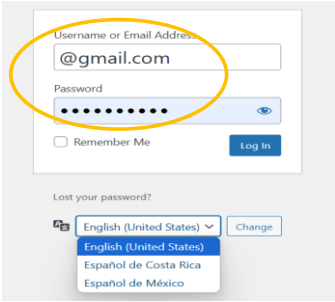
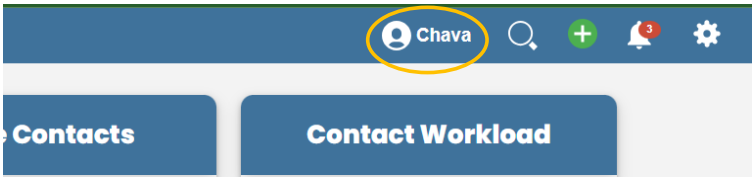
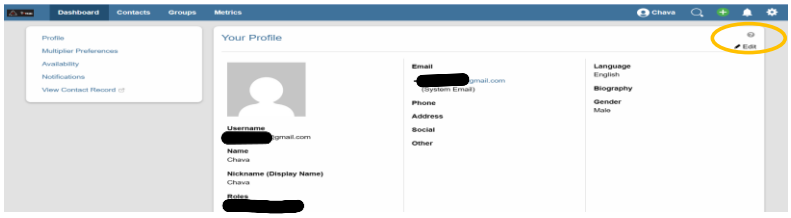
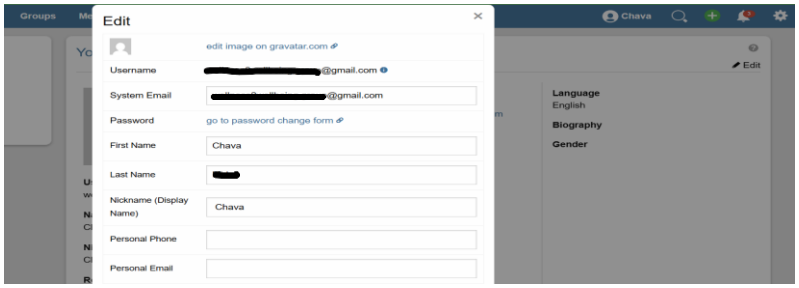
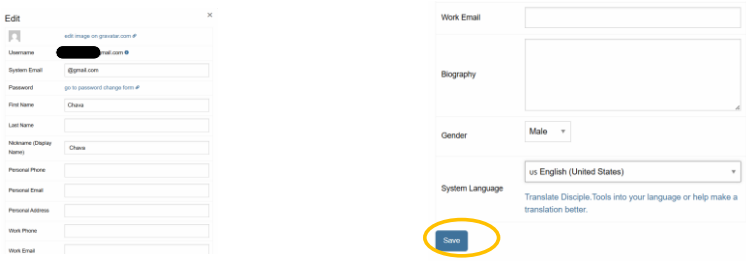
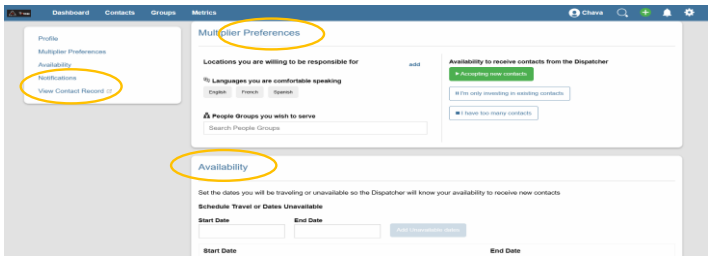
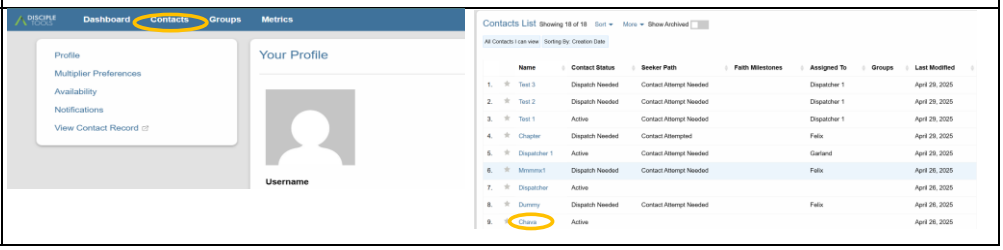
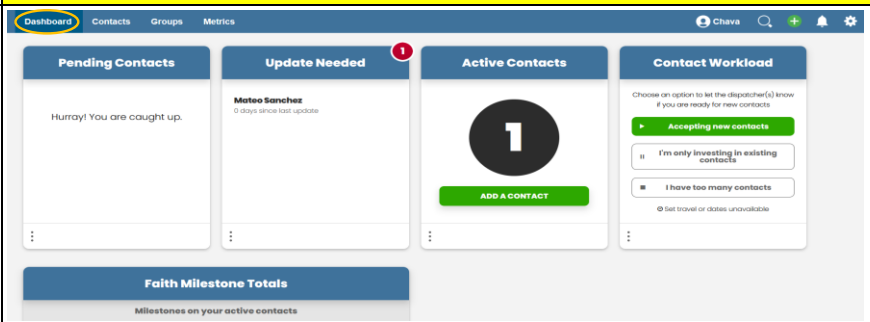
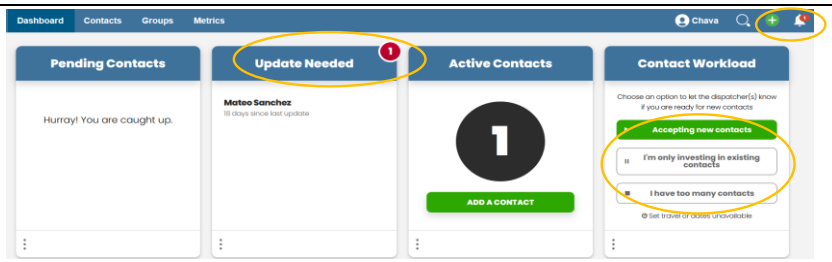
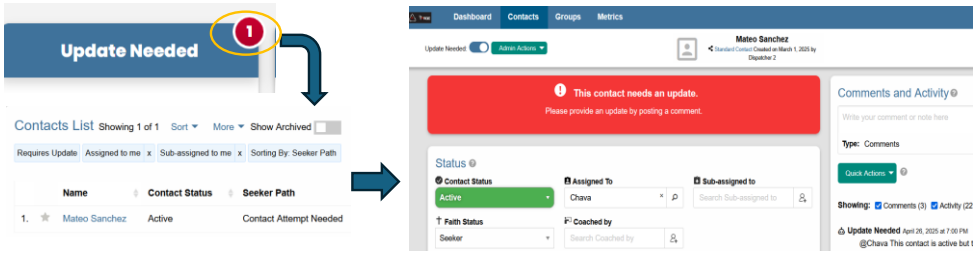
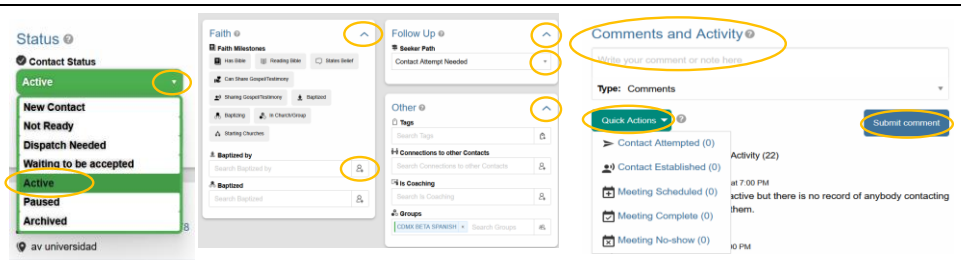
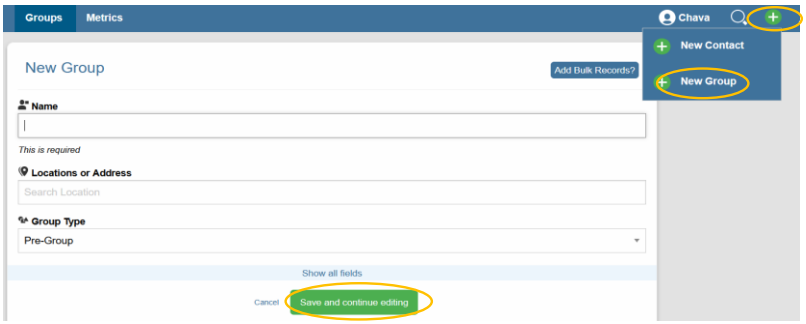
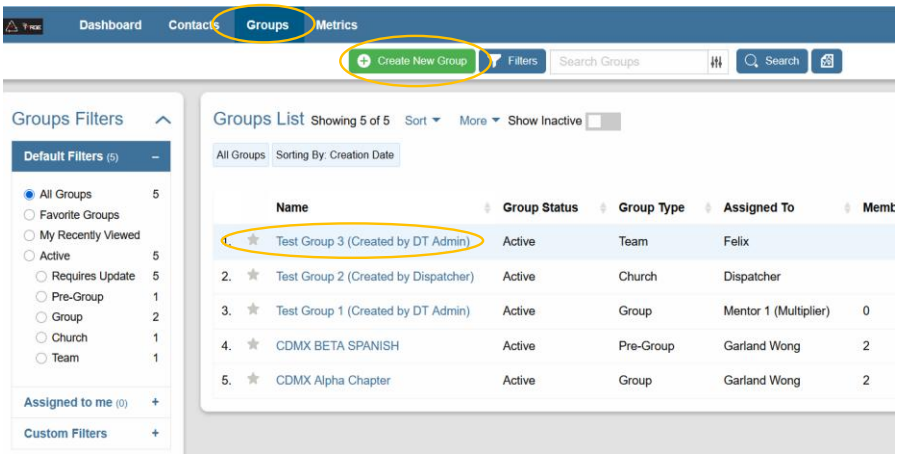
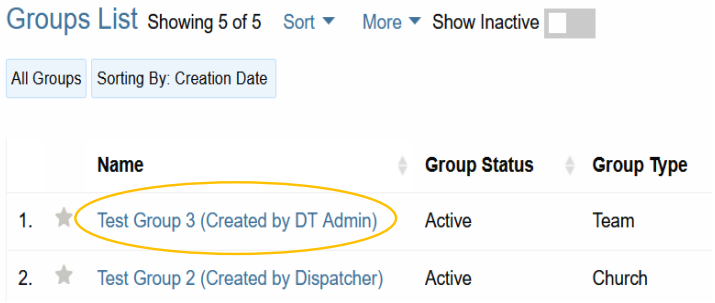
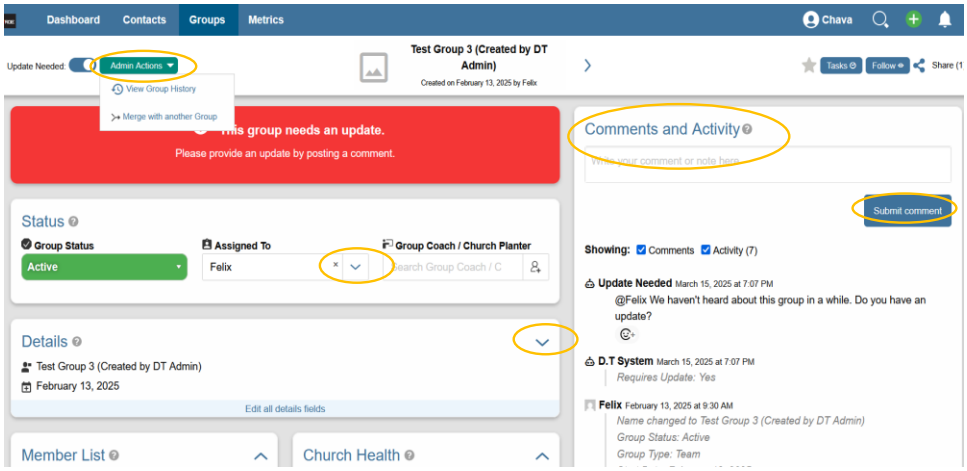
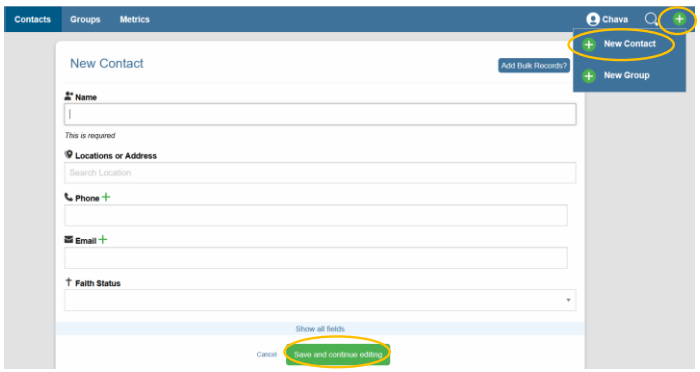
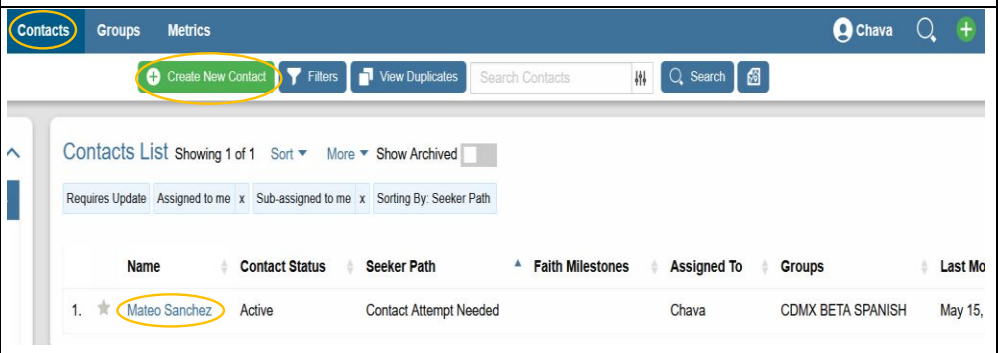
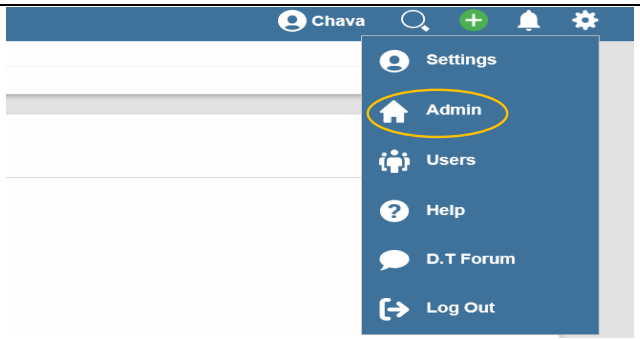
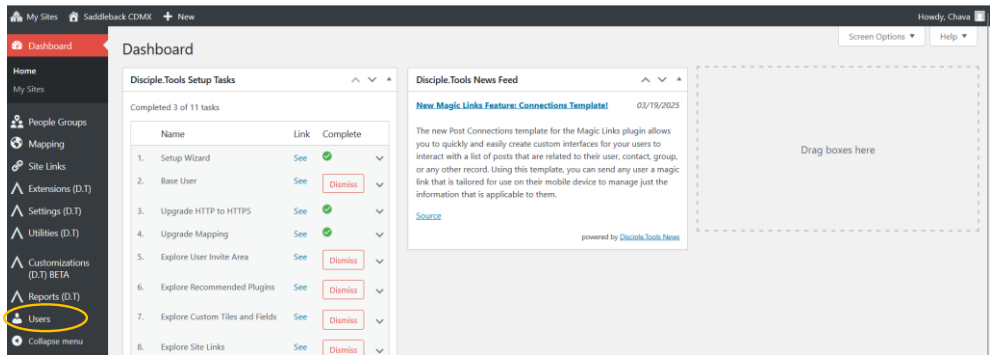
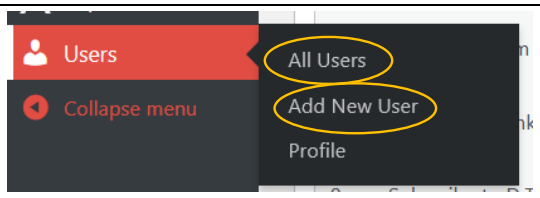
WELCOME TO YOUR DISCIPLESHIP JOURNEY
CONGRATULATIONS ON TAKING THE FIRST STEP IN YOUR DISCIPLESHIP JOURNEY.
THIS GUIDE WILL HELP YOU GET STARTED AND MAKE THE MOST OUT OF YOUR EXPERIENCE.

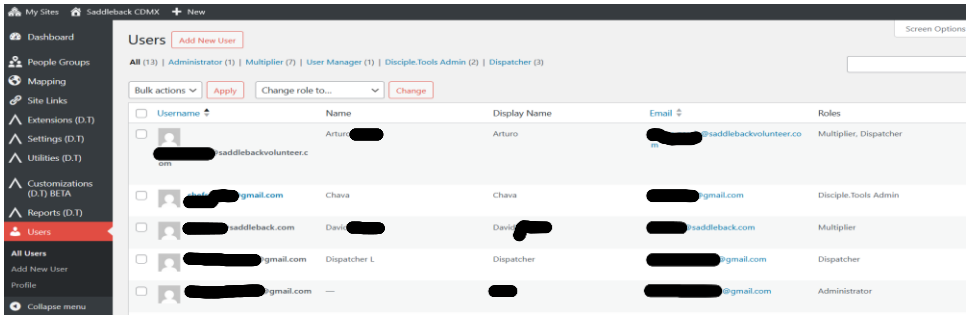
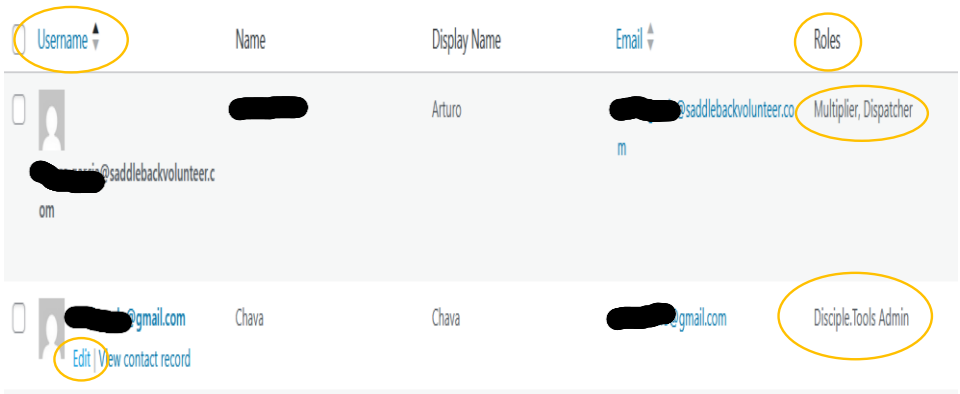
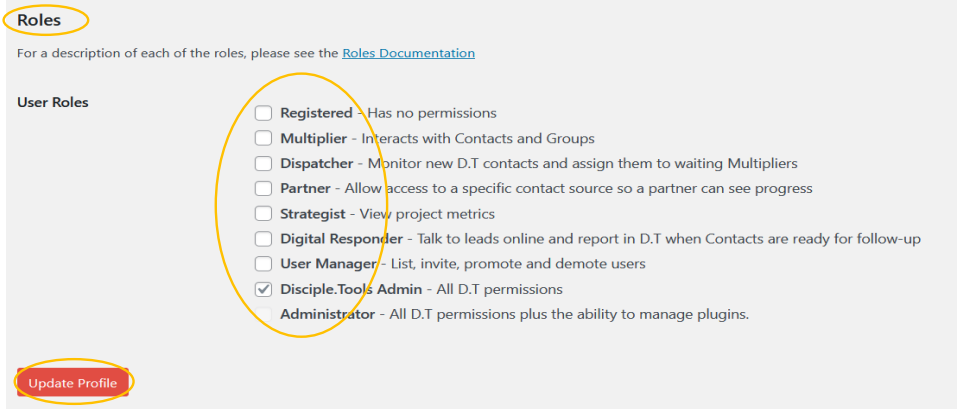
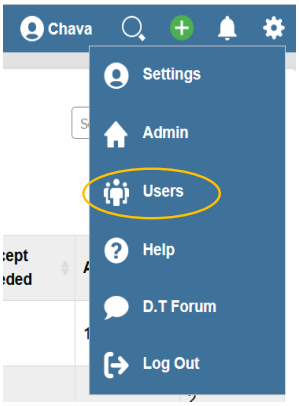
Step:	Process:	NEW USER REGISTER AND/OR LOGIN
1	NEW VISITOR LANDS AT THE SITE FORGE TECHNOLOGY PLATFORM	www.mensforge.net/ftp/
2	USER CHOSES AND CLICKS OVER ITS PROPER CHAPTER/CITY. (i.e. FORGE DEMO)	
3	DT NEW USER WILL RECEIVE AN EMAIL FROM PROPER CHAPTER WITH FIRST TIME LOGIN MESSAGE, AND PASSWORD CHANGE. (CHECK SPAM BOX)	
4	NEW USER REGISTERS FOR THE FIRST TIME AND/OR LOGINS SUBSEQUENT TIMES.	
5	AFTER OPENING D.T. WEB PAGE, TAP OVER YOUR USER NAME (TOP RIGHT) AND CLICK OVER IT.	
6	SET UP YOUR PROFILE. FIRST TIMERS/NEW COMERS, "CLICK" OVER EDIT, AND CONTINUE TO NEXT WINDOW DISPLAY.	

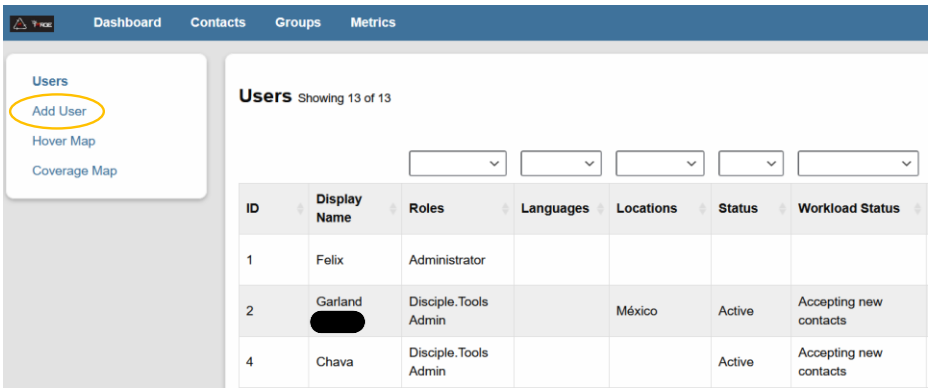
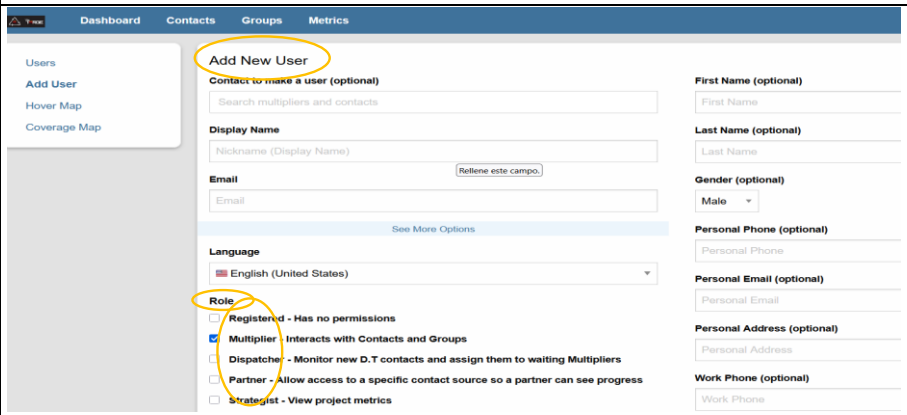
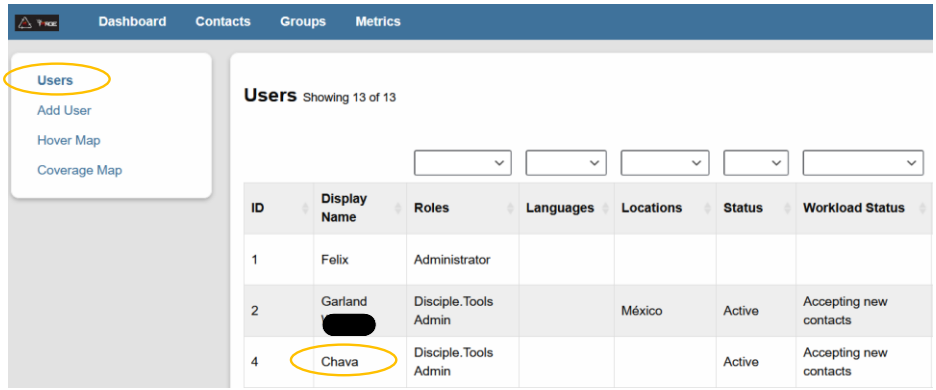
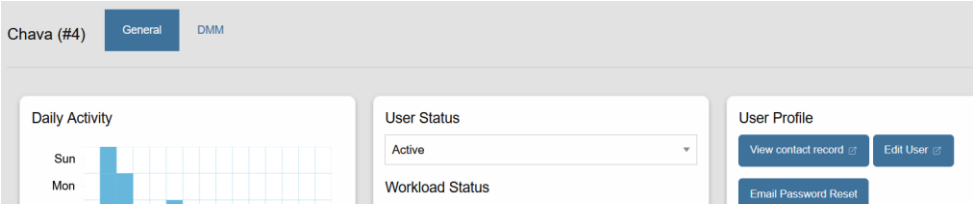
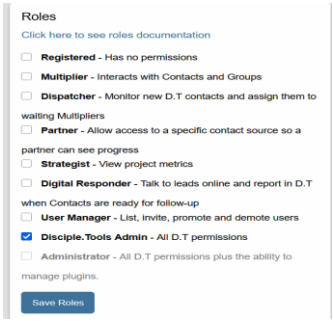
7	IN APPEARING WINDOW, POPULATE REQUIRED PERSONAL INFORMATION.	
8	WHEN FINISHED SCROLL DOWN AND "SAVE" INFORMATION	
8.1	BIOGRAPHY AND EXTENDED INFO.	REMEMBER TO TAKE A MOMENT TO SET YOUR GOALS FOR YOUR GROWTH; WHETHER IT'S READING THE BIBLE, JOINING SMALL GROUP STUDIES, LEARNING TO SERVE, WRITE DOWN YOUR PERSONAL GOALS. TALK ABOUT YOUR LIKES AND DISLIKES SO THAT YOUR MENTOR AND OTHER BROTHERS CAN KNOW A LITTLE BIT MORE ABOUT YOU. (IF FILLING FOR SOMEONE ELSE -MENTEE- BE SURE TO ASK HIM ALL INFO THAT CAN HELP HAVE A FULLER PERSONAL PROFILE).
9	BACK IN YOUR MAIN PROFILE PAGE, SCROLL DOWN AND REVIEW YOUR OTHER USER PREFERENCES, AVAILABILITY, NOTIFICATIONS AND CONTACT RECORD.	
10	CLICK BACK OVER CONTACTS AND REVIEW YOUR USER IN THE CONTACT LIST BELOW.	

Step:	Process:	MENTOR AND/OR LEADER PROCESSES.
1	GO TO DASHBOARD AND CHECK FOR ANY PENDING ACTIONS OR NOTIFICATIONS.	
2	IF YOU ARE A MENTOR, BE SURE TO MARK DOWN CORRECTLY YOUR AVAILABILITY TO RECEIVE CONTACTS FROM THE DISPATCHER (CHECK "CONTACT WORKLOAD" PANEL), AND ALSO CHECK YOUR UPDATES AND PERSONAL NOTIFICATIONS (RED DOT).	
3	WHEN CLICKING OVER RED CIRCLE IN "UPDATE NEEDED" PANEL, NEW WINDOW WILL DISPLAY, REVIEW ALL DATA AND FILL IN OR MODIFY ANY NEEDED INFORMATION.	
4	WORK OVER ALL POSSIBLE OPTIONS ON MENTEE, STARTING BY "CONTACT STATUS" (MARK AS NEEDED), AND FOLLOW WITH ALL THE "EXPAND/COLLAPSE" ARROWS. YOU CAN ALSO LEAVE A COMMENT AND SUBMIT IT, AND/OR CREATE A QUICK ACTION.	

5	IF UNCERTAIN ABOUT POPULATING, PLEASE LEAVE IT EMPTY OR UNALTERED...	...AND CONTACT YOUR GROUP ADMIN OR LEADER.
Step:	**Process:**	**CREATE NEW GROUP AND/OR CONTACT**
1	CREATING A NEW GROUP. WHENEVER A MENTOR (OR ABOVE) NEEDS TO CREATE A GROUP (I.E. SMALL GROUP); MUST CLICK OVER THE GREEN CIRCLE WITH THE "+" SYMBOL, DISPLAYING OPTION WINDOW, CLICK OVER "NEW GROUP", POPULATE INFO., FINISH BY CLICKING OVER "SAVE AND CONTINUE EDITING" GREEN BAR AT THE BOTTOM.	
2	ANOTHER OPTION TO CREATE NEW GROUP (OR TO REVIEW EXISTING GROUPS) IS TO CLICK OVER "GROUPS" IN MAIN TOP BAR (BLUE). YOU CAN REVIEW EXISTING GROUPS IN THE LIST BELOW, OR CREATE NEW GROUP IN GREEN TOP BAR.	
3	TO REVIEW GROUP, JUST CLICK OVER THE DESIRED ONE.	
4	ONCE THE CHOSEN GROUP DISPLAYS, YOU CAN REVIEW AND EDIT ANY INFORMATION DEEM NECESARY.	

5	CREATING A NEW CONTACT. WHENEVER A MENTOR (OR ABOVE) NEED TO CREATE A NEW CONTACT (MENTEE), CLICK OVER THE GREEN CIRCLE THE "+" SYMBOL, AND WINDOW WILL DISPLAY, POPULATE AND "SAVE AND CONTINUE EDITING"	
6	ANOTHER WAY TO CREATE A NE CONTACT OR TO REVIEW THE LIST OF CONTACTS, IS BY CLICKING OVER "CONTACTS" AT THE TOP BLUE BAR, IF YOU WANT TO CREATE NEW CONTACT, CLICK OVER GREEN BAR, OR IF YOU WANT TO REVIEW ANY CONTACT, CLICK OVER HIS NAME.	
Step:	**Process:**	**ADMINISTRATORS RESPONSIBILITIES**
1		**A FORGE LEADER WILL HAVE TO DEFINE HIS CHAPTER'S LEADERS AND MENTORS ROLES, AND HE WILL DO SO BY MODIFING THESE NEXT DATA, AND GOING THROUGH THE NEXT STEPS.**
2	TO ENTER THE ADMIN TOOLS, FIRST GO TO TOOLS ICON, CLICK OVER IT, LET WINDOW DISPLAY AND SCROLL DOWN ANC CLICK OVER "ADMIN"	
3	AS YOU GO TO THE NEXT WINDOW, DT'S GENERAL IMAGE WILL CHANGE TO ADMIN WEB PAGE. YOU WILL GO DIRECTLY TO THE DASHBOARD PAGE. SCROLL DOWN AND CLIC OVER "USERS" (DO NOT MODIFY ANY OTHER OPTION, ONLY "USERS")	
4	FORGE AND CHAPTER WILL ONLY NEED TO USE "ALL USERS" OR "ADD NEW USER".	

5	ADMIN LEADER CAN SEE EVERY ROLE HIS PEOPLE HAVE WITHIN THE GROUP AND THE PLATFORM.	
6	WHEN NEEDED, ADMINISTRATOR OR LEADER CAN DO A SETTINGS CHANGE TO ANY PROFILE THAT HAS TO UNDERGO A MODIFICATION. JUST CHECK THE BOX AND CLICK OVER THE NAME, OR CLIC OVER "EDIT".	
7	ONCE INSIDE USER'S PROFILE, SCROLL DOWN TO "ROLES", AND CHECK/UNCHECK THE BOX NEEDED TO APPLY TO USER'S CAPABILITIES. (THE ONLY ROLES FOR PEOPLE ARE: MULTIPLIER, DISPATCHER, USER MANAGER, DIGITAL RESPONDER). AT THE END DON'T FORGET TO "UPDATE PROFILE" CLICKING OVER BOTTOM LEFT RED BAR.	
8	ROLES CAN ALSO BE MODIFIED DIRECTLY FROM DISCIPLE TOOLS (ADMIN PAGE), GO TO SETTINGS AND CLICK OVER	

9	IF CREATING A NEW USER FOR A FORGE CHAPTER, YOU CAN CREATE IT BY CLICKING "ADD USER"	
10	FILL IN NEW USER'S DATA, SCROLL AROUND TO POPULATE ALL POSSIBLE OPTIONS, AND SCROLL DOWN TO FILL IN USER'S ROLES WITHIN THE FORGE CHAPTER.	
11	IF MODIFYING AN ALREADY EXISTING USER, CLICK OVER HIS NAME.	
12	ONCE IN THE USER'S PROFILE, SCROLL DOWN TO "ROLES"	

13	CHECK THE CORRECT BOXES TO DEFINE USER'S ROLES, AND FINALIZE BY LICKING OVER "SAVE ROLES" CLICK BLUE BAR