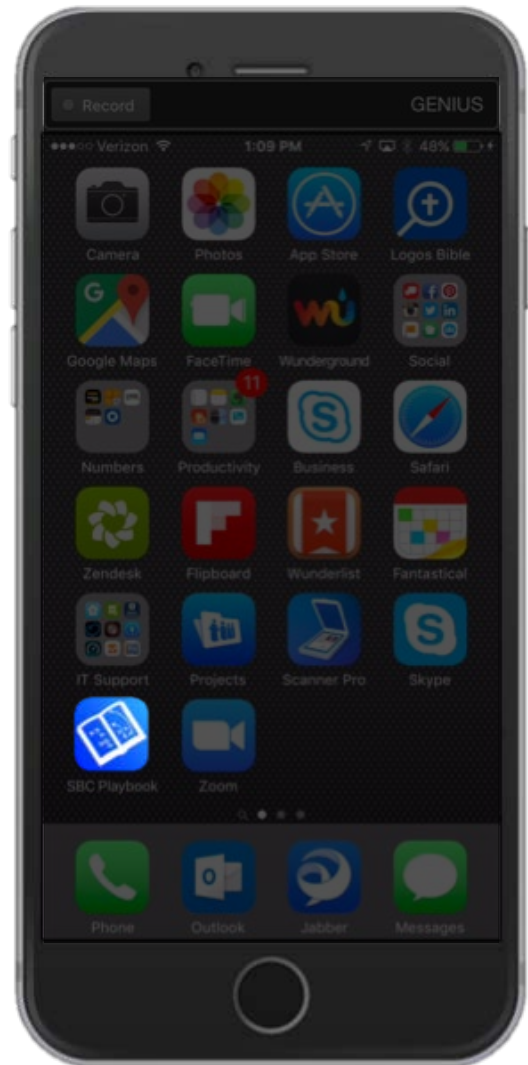




SBC PLAYBOOK

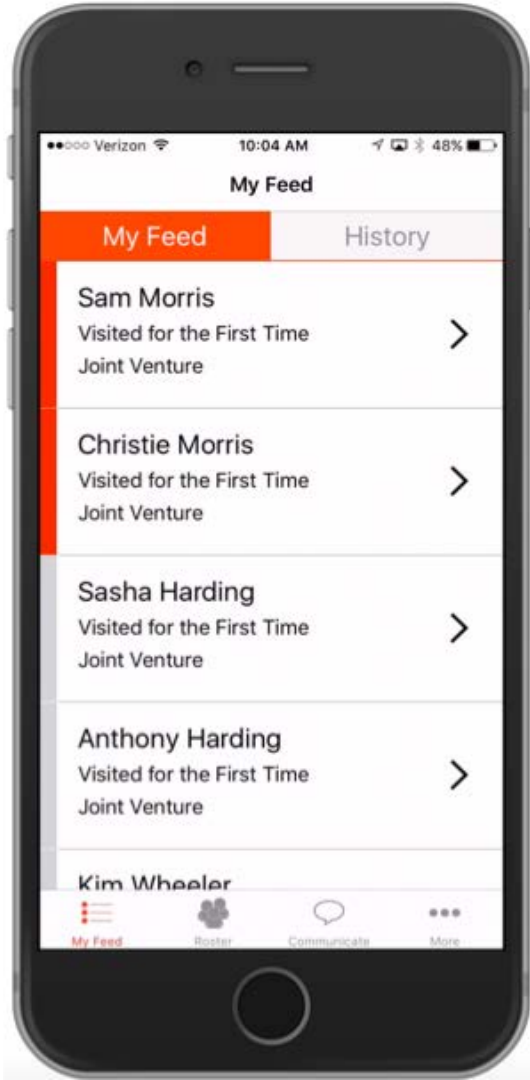


SBC Playbook App

- Purpose is to empower Second Baptist leaders and staff in the care and outreach of the Second Family.
- Leaders: Login with your mySBC Life (Second.org) login.
- Supports Touch ID for expedited login using your fingerprint.

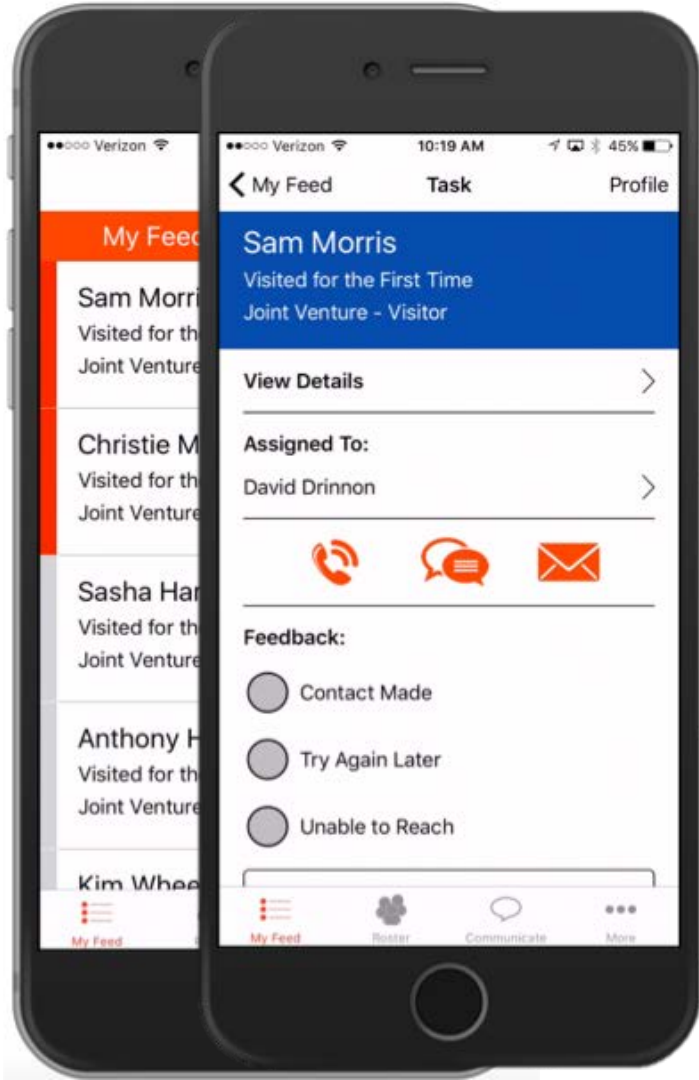
Search for “SBC Playbook” in Your App Store





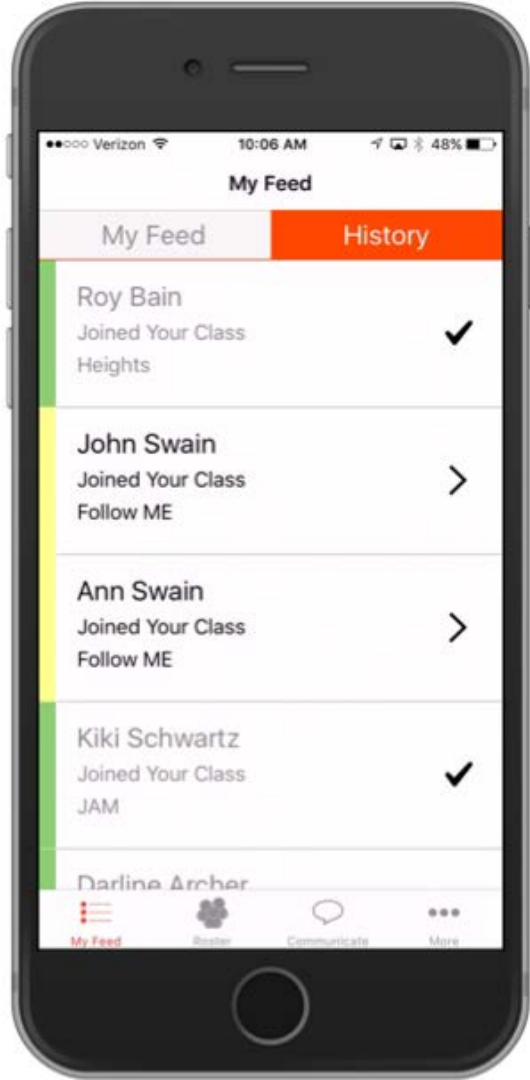
My Feed

- My Feed currently includes notifications for the following ministry opportunities:
 - A person visits your class for the first time
 - A person joins your class
 - A person is absent for 3 consecutive weeks
 - A person (not already in Bible Study) joins the church and is assigned to your class to attend.
- Shows all ministry notifications that are unassigned or assigned to you.
- Notifications are color coded as follows:
 - Gray – Unassigned
 - Orange – Assigned to you
- After 7 days, any notifications will move to History whether completed or not.



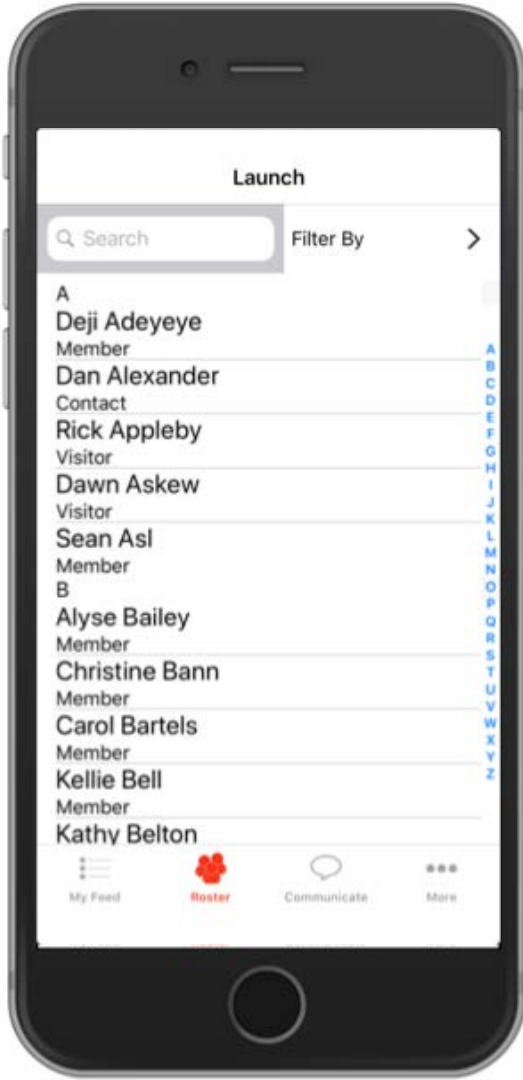
Notification Details

- Touch each row on your “My Feed” to get details about each notification and to submit your ministry follow-up.
- Touch “View Details” to see who else in your class leadership was notified of this ministry opportunity.
- Touch “Assigned To” row to assign yourself or someone else in leadership.
- Touch the orange action buttons to follow-up with this person by phone, text or email. If any of the action buttons are gray in color, we do not have that particular contact information.
- Enter your feedback below the orange buttons.
- Selecting “Contact Made” marks this notification as complete and moves it to the History screen.



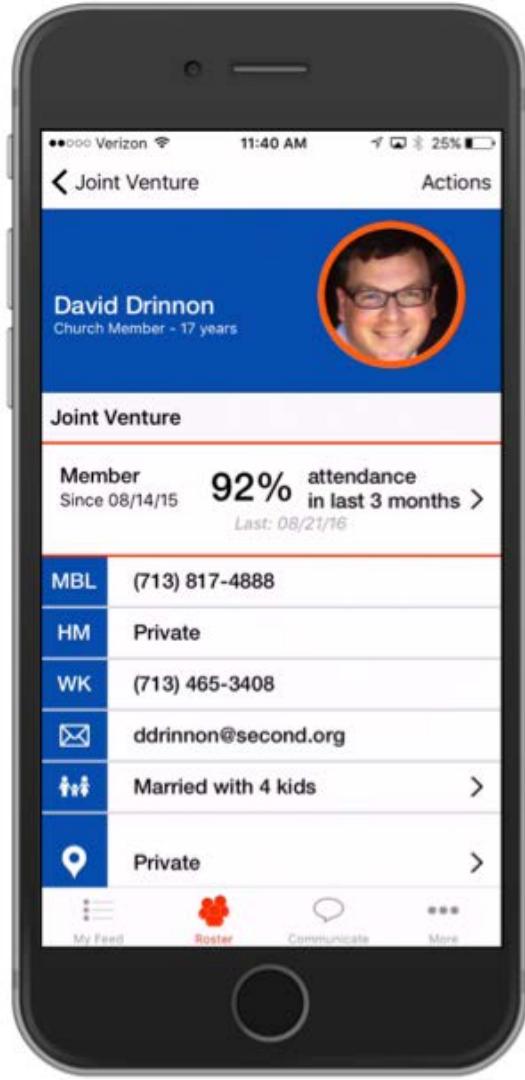
History

- Shows all ministry notifications for your class for the last 30 days. This includes all notifications regardless of their status and regardless of to whom it is assigned.
- This screen helps you see what has been done and what ministry opportunities other leaders in your class are currently working on.
- Notifications are color coded as follows:
 - Green - Complete
 - Yellow – Assigned to another leader and notification was created less than 7 days ago.
 - Red – Incomplete (i.e. any incomplete notification that is more than 7 days old regardless of to whom it is assigned).
- Even if a notification is marked complete, a leader may still open it and add additional comments or feedback if the situation requires more than one person to follow-up.



Roster List

- Alphabetized list of all members, visitors, assigned and contacts on a roster.
- For larger rosters, use the search field at the top of the list.
- Filter your roster/group based on small groups, recent attendance, and member type.

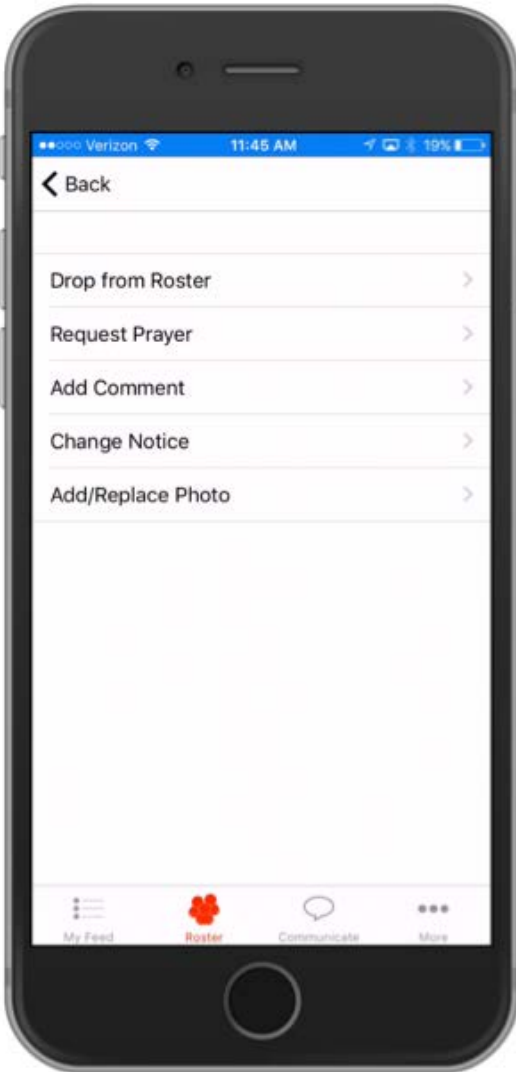


Contact Details

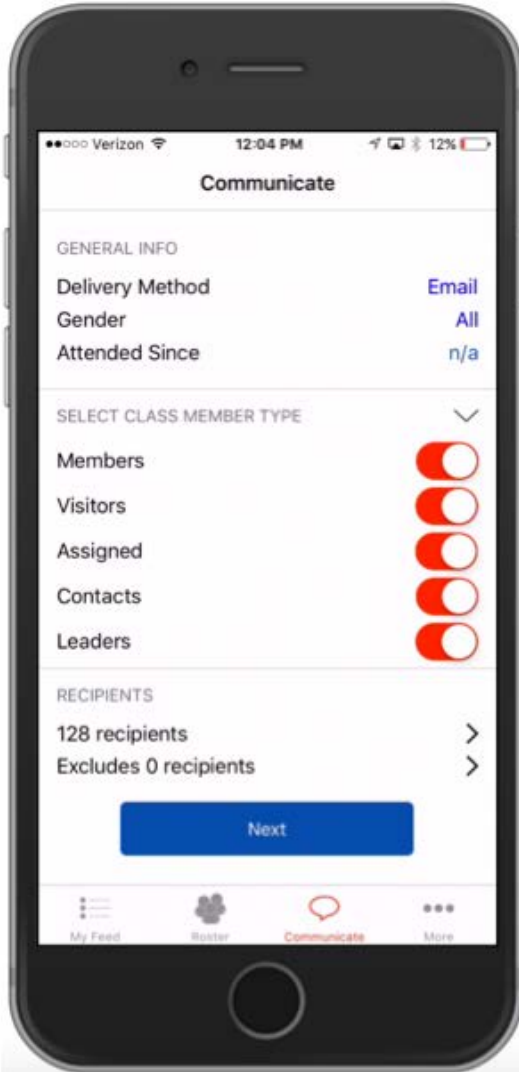
- One touch calling, texting & emailing
- One touch mapping of your contact's address
- Put faces to names by taking pictures
- One touch view of a person's attendance history to your class.
- Touch family summary to get the names of those in this person's family household.

Actions

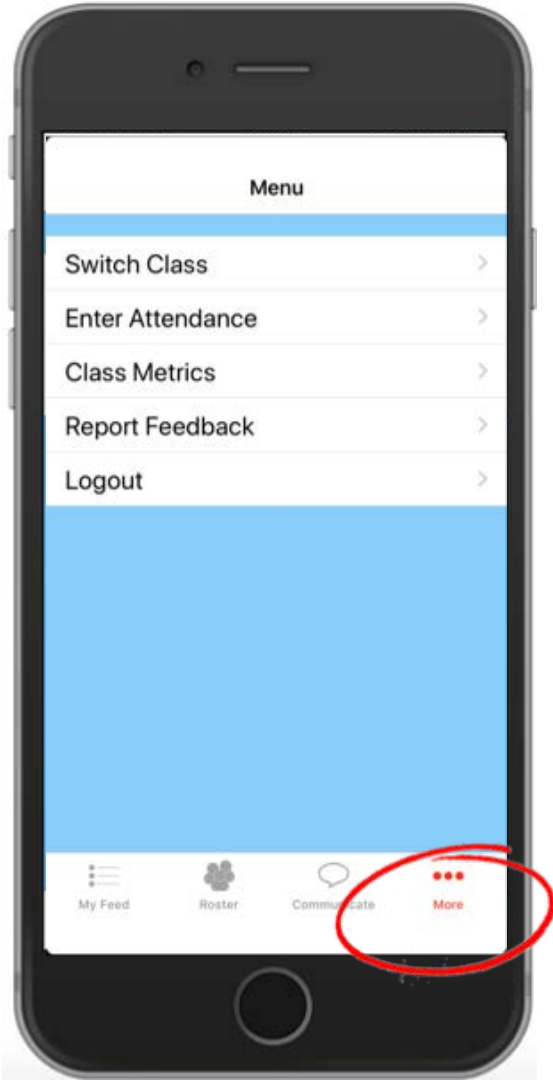
- ***Drop from Roster*** - only accessible by those holding a Teacher or Director leadership position.
- ***Request Prayer*** - opens an email to send to prayer@second.org.
- ***Add Comment*** - allows leaders to add comments for staff and other leaders to see.
- ***Change Notice*** - allows leaders to notify the church of any changes in this person's household such as incorrect information, divorce, or other family changes.
- ***Add/Replace Photo*** – take and upload a photo to attach to this person's profile. This same photo will be associated with that person's mySBC Life profile.



Communicate

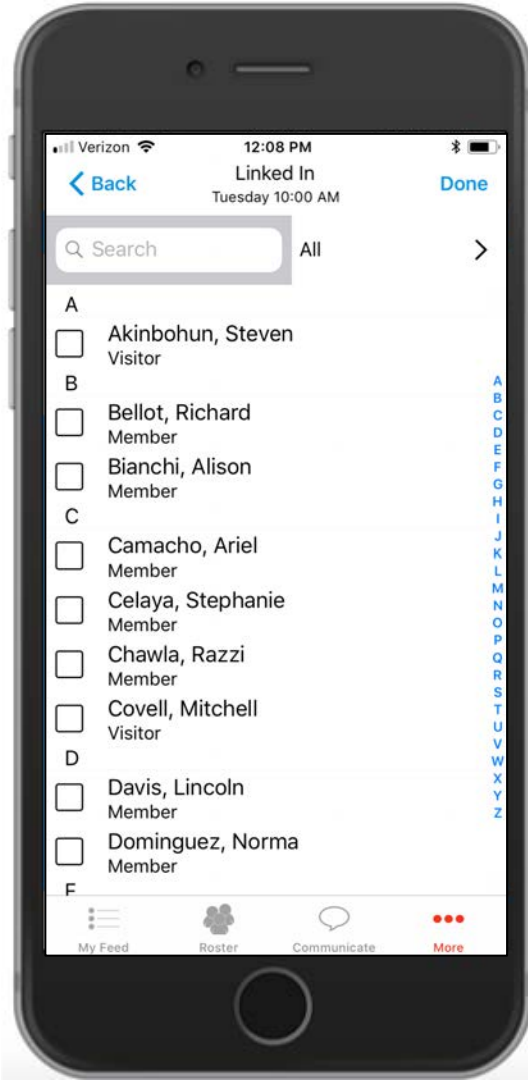


- ***Filter Recipient List*** – filter by Gender, Last Date Attended, Group, and/or Member Type. You may also manually include / exclude individuals from your filtered recipient list.
- ***Send Group Email or Text to your Roster*** – texting is restricted only to those holding a leadership position of Teacher or Director.
 - All text messages are sent from 713-234-1809. Emails are sent from <ClassName>@secondfamily.org.
 - The name of the class/roster and the name of the sender are auto-appended to the end of each text message.
 - Recipients cannot reply to text messages. However, replies to emails will go directly to the sender. Emails are handled just like class websites.
 - Instructions on opting out of text messages are included with each text.



More

- ***Switch Class*** – for staff or those who hold leadership positions in multiple classes/rosters, this allows one to jump to another roster.
- ***Enter Attendance*** – Enter attendance for your class. Attendance entry is available starting an hour before until 4 hours after your class/group meets.
- ***Class Metrics*** – Shows how well your leaders are following up on other class visitors and members.
- ***Report Feedback*** – Please use this form to let us know of any problems, feature requests, etc.



Entering Attendance

- **Enter Attendance** - starting an hour before until 4 hours after your class/group meets.
- **Real Time Sync** – Allows multiple leaders to enter attendance for your class to prevent bottlenecks.
- **Filter** - Filter list of people based on small groups, recent attendance, and checked-in status.
- **Swipe to Join** – Swipe left for the option to join a person to your class/group.
- **Enter Headcounts** – Dynamically counts people checked-in to build headcount numbers
- **Permissions** – The following leaders have access to enter attendance: Director, Teachers, Assistant Directors, Communication Team Leader, Records Team Leader and Records Team, Second Students and SecondKids teachers and small group leaders.

Class Metrics

- ***Increase Accountability*** – track how your class is doing with ministry follow-up.
- ***Leaderboard*** – Build healthy competition and recognize faithful leaders.

