

# Communication is the language of leaders

# **In4mant Registration Guide**

# Organisation Registration, Pages 1 - 5

We invite you to download our mobile APP, install it and register.

In Churches search for "test church".

The web has the same and more features.

Please read through this registration guide for a better understanding.

Test Church will give you a good idea about what features are available.

One thing to keep in mind, is that if you have the Admin code, you would also be able to post content from your mobile phone. This means that you do not need you web platform to remain in contact and share information.



USER DETAILS

Are you?
O Sales Representative
O Organization

First Name

Last Name

Personal - Email

Cell Number

Organisation Type
O Churches
O Sports Clubs
O Unions
O Agencies

**COMPANY DESIGNATION** 

Company Designation

O Admin

O Manager

O Owner/Director

You will be amazed how easy we have made it to setup your WEB and Mobile APP

Your Details

Please select which category your organisation falls into, else your members will struggle to find you.

What position do you hold. This can be changed later on.

Organisation Name	
VAT Number	
Landline Number	
Website	
Company Registration ID	
Email	
Select Country	V
	v
	v
Slogan	
Small Logo	
Choose file	Browse
Upload image with 140 pix x 220 pix	
Wide Logo	
Choose file	Browse
Upload image with 603 pix x 231 pix	
SET USER PASSWORD	
User Email	
Password	
Confirm Password	

## NB

If your organisation has more than one branch, add the town or suburb at the end of the name.

Organization details.
These will appear on your invoice

Your logo appears on the mobile app, which is visible to all your members. Please optimise your presence by getting them correctly sized.

Next Step ⇒



ORGANIZATION SETUP
Select communication type to activate on the phone
Community
Calendar—
☐ Notice Board
Gallery—
☐ Breaking News—
☐ Event—
☐ Message—
☐ Daily Scripture
Sermon
☐ Prayer Request
ADD STAFF AND MEMBERS
Please reflect the correct number of staff and members.
The total SUM will influence your Tier Level, for both subscription cost and advertising revenue.
Once entered you cannot change these values.
There is a minimum set number of 20 Staff and 200 members.
Add Staff
0
Add members
0
Done

You decide what communication features you will be using. Simply tick the box.

You can start off with a few features and later come back and activate other features.

All you need to do is come back to this section, Business Setup, and tick or un-tick, at any time.

FYI, on the mobile phone, each feature has an advertising block at the bottom of the page. This advertising space is yours to sell and earn passive income for your organisation. Each advertising block becomes available, as your member registration grows. We have made 8 advertising blocks available, which means you can make a passive income while using In4mant.

- ➤The Calendar has three posting options. You decide if the Calendar entry is for either Staff, Public or Both. Your members can only see the public calender.
- ▶The **Notice Board**, is your solution to managing trending topics, separately. Gone are the days of searching through lines and lines of unrelated conversation. The six active Tabs can be replaced, suspended and reactivated as needed.
- → Gallery is used to save those photo moments. Create enough first layer folders so that the folders added inside are relevant to the first folder description. You can even add the year to the name of the folder.
- →Breaking news is used to broadcast a message that everyone would love to hear about. It is a push notification to everyone.
- **▶Events** is used to inform everyone about meetings that are not taking place on premises. We even direct you to the venue. This is the only feature that can be managed by a person that is not staff, as we allow non-staff members access via a password.
- The **Message** feature allows you to message individual Staff, Groups of staff or everyone.

  As you may be messaging one or thousands of people, we give you a selection of ways you would like the recipients to respond. Be it a conversation, single response back, select a response or no response at all.

Daily Scripture, Sermon and Prayer Request are options only for **Churches**.

- **▶Daily Scriptures** are used to share the word or leave a motivational thought.
- **→Sermon** is used for those who missed the service and wish to watch it at home.
- ▶ Prayer Request, because we don't always pray for ourselves but for others to.

We only allow Churches to message individual members of their congregation. However a member cannot initiate a conversation.

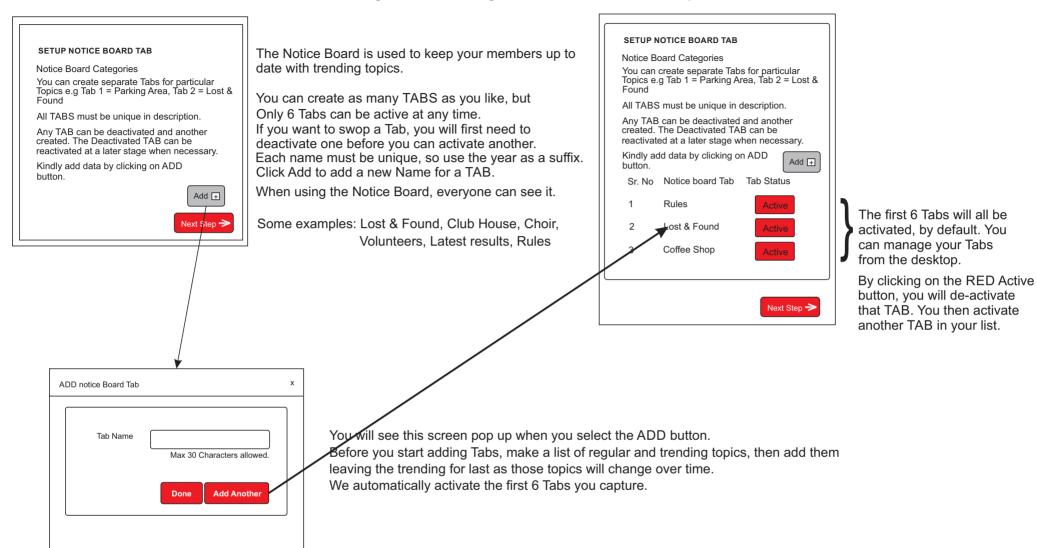
### Please be accurate.

If you exaggerate your staff and membership amounts, it will take your organisation longer to achieve the registration % necessary to epen the advertising blocks.

If you reflect lower amounts, you will be able to sell advertising blocks sooner, but the invoice amount to your clients will be lower based on the lower audience.

ſ	
	Confirm
i	Once you have confirmed the number of Staff and Members, you will <u>not</u> be able to change these amounts. Please be accurate.
	Cancel

## A "TAB" is a bookmark used as a heading. So each heading dictates the conversation's topic.





#### SETUP STAFF GROUPS

Every staff member must be in a group, or else you won't be able to message them and they won't have access to the staff calendar.

A staff member can only be in one group.

All people in a group, share the same privileges as selected in the "Restrict Features" page.

You can add as many groups as you like, but this will mean that when messaging groups, you may have to select a few to include all the desired people.

You can freely add or delete groups



# Name Max 30 characters allowed

Add Another

Add Communication Groups

# Setting up Groups

You will need to setup your communication hierarchy. This will make control far easier as you will be able to assign Administrative permission to specific groups of staff.

Different groups may be given access to sensitive web pages. You can also enable groups the right to post information via the web and from their mobile phones.

For other staff, you do not have to give them any rights, except Assign them to a group. So Canteen staff can see the internal Calendar and can receive messages, but can't post anything and will have no access to sensitive web pages.

#### Words of Advice.

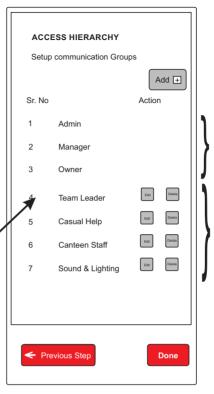
Before you advertise In4Mant to your members(public), First get your staff to register. This will allow you to familiarise yourself with our various features and give you time to setup your internal communication structure.

Any person who is <u>not</u> in a <u>group</u>, has the status of the **PUBLIC**. The public are excluded from seeing the internal calendar, and you cannot privately message a member of the public.

In4mant has improved the way you get to communicate to your Staff and Members, but be mindful of what information you post.

In4mant has been setup so that the public cannot message you. You however can <u>allow</u> them to respond to your messages.

You can add new groups and manage which staff are in which group. Remember that not every GROUP gets assigned administrative rights, so if you move a person to a different group, their rights will change.



The 3 generic groups cannot be deleted. This safe guards your core structure.

Create groups that include personnel who share information and work together.

Certain individuals may be included in all communication, so create a group using their name.

When sending messages, you can select more than one group, and still exclude an individual from one group.

If you want to delete a group, please Remove everyone from that group first.

Every staff member must be in a group.

## Congratulations

You have registered your organisation.

All you need to do now is register the Owner, Manager and an Admin person.

The setup will take about 10min. We have included a step-by-step explanation, as a PDF.

Once that is done, just check and save the passwords in the ADMIN > Settings > Mobile Passwords. We have created passwords, but you can change them at any time. When you change the passwords, the individuals will still remain in their group. For security reasons change all the passwords once everyone is correctly assigned.

Please download the Setup PDF on the dashboard.