



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.

In4Mant

#### USER DETAILS

Are you?

- ☐ Sales Representative  
☐ Organization

First Name

Last Name

Personal - Email

Cell Number

Organisation Type

- ☐ Churches  
☐ Sports Clubs  
☐ Unions  
☐ Agencies

#### COMPANY DESIGNATION

Company Designation

- ☐ Admin  
☐ Manager  
☐ 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.

#### COMPANY DETAILS

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

Next Step ➔

#### 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.

**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 calendar.

➔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 open 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.

**Confirm**

Once you have confirmed the number of Staff and Members, you will not be able to change these amounts. Please be accurate.

Cancel

OK

**A “TAB” is a bookmark used as a heading. So each heading dictates the conversation’s topic.**

**SETUP NOTICE BOARD TAB**


Notice Board Categories


You can create separate Tabs for particular Topics e.g Tab 1 = Parking Area, Tab 2 = Lost & Found

All TABS must be unique in description.

Any TAB can be deactivated and another created. The Deactivated TAB can be reactivated at a later stage when necessary.

Kindly add data by clicking on ADD button.

Add 

Next Step 

The Notice Board is used to keep your members up to date with trending topics.

You can create as many TABS as you like, but Only 6 Tabs can be active at any time. If you want to swop a Tab, you will first need to deactivate one before you can activate another. Each name must be unique, so use the year as a suffix. Click Add to add a new Name for a TAB.

When using the Notice Board, everyone can see it.

Some examples: Lost & Found, Club House, Choir, Volunteers, Latest results, Rules

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Kindly add data by clicking on ADD button.

Add 

Sr. No	Notice board Tab	Tab Status
1	Rules	Active
2	Lost & Found	Active
3	Coffee Shop	Active

Next Step 

The first 6 Tabs will all be activated, by default. You can manage your Tabs from the desktop.

By clicking on the RED Active button, you will de-activate that TAB. You then activate another TAB in your list.

ADD notice Board Tab x

Tab Name

Max 30 Characters allowed.

Done Add Another

You will see this screen pop up when you select the ADD button.

Before you start adding Tabs, make a list of regular and trending topics, then add them leaving the trending for last as those topics will change over time. We automatically activate the first 6 Tabs you capture.

**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.

Add +

Sr. No	Action
1	Admin
2	Manager
3	Owner

&lt; Previous Step

Done

**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 **not** in a **group**, 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 allow 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.

**ACCESS HIERARCHY**

Setup communication Groups

Add +

Sr. No	Action
1	Admin
2	Manager
3	Owner
4	Team Leader
5	Casual Help
6	Canteen Staff
7	Sound & Lighting

Edit

Delete

Edit

Delete

Edit

Delete

Edit

Delete

&lt; Previous Step

Done

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.

**Add Communication Groups**

X

Name

Max 30 characters allowed

Done

Add Another