Mazibook How to's…

Click on Menu Item to learn more.

Organization

Members

Groups

News Feeds

Yellow Pages

Print/Order a Directory

Mazibook How to's...

(Click on Menu Item to learn more. Follow the steps shown, left to right)

Organization

Mazibook How to's… [Back To Menu]

(Click on Menu Item to learn more. Follow the steps shown, left to right)

News Feeds

Mazibook How to's...

(Click on Menu Item to learn more. Follow the steps shown, left to right)

Members

Maz✝book

Mazibook How to's...

(Click on Menu Item to learn more. Follow the steps shown, left to right)

Groups

Mazibook How to's...

(Click on Menu Item to learn more. Follow the steps shown, left to right)

Yellow Pages
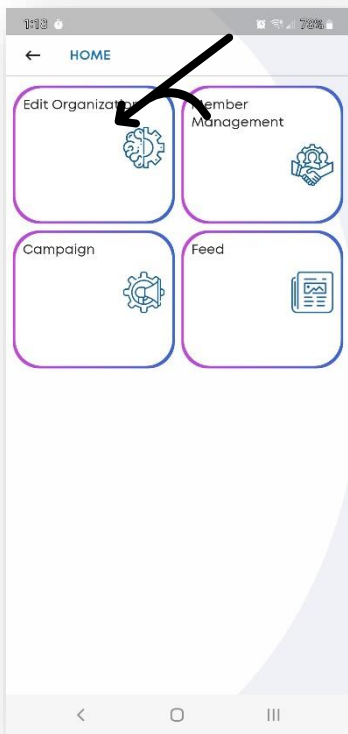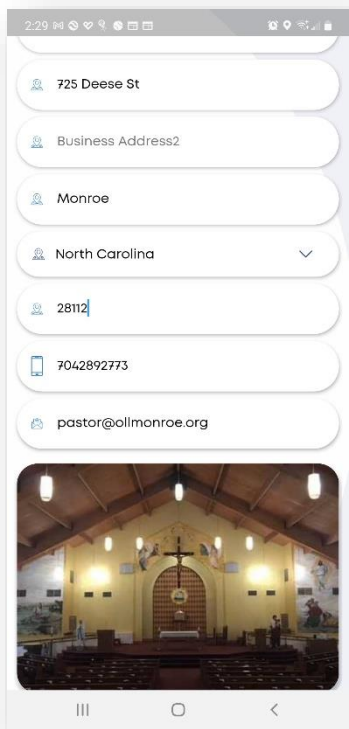
Edit Organization (Org.) Info

Admin Button

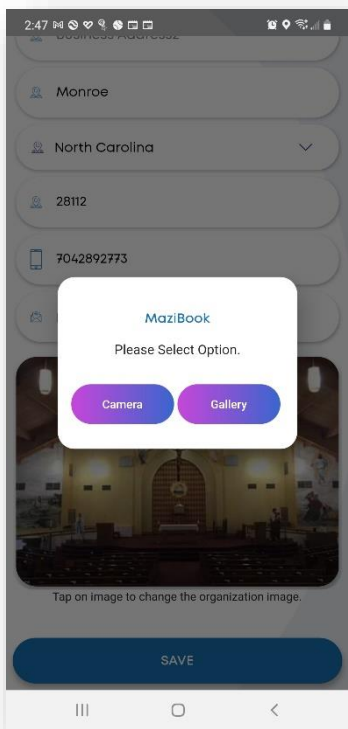Use the Admin button located on newsfeed page in the upper right-hand corner

Org Mgt.Button

Select to edit your Organization data

Org Data

You can edit any of the data including the Org image
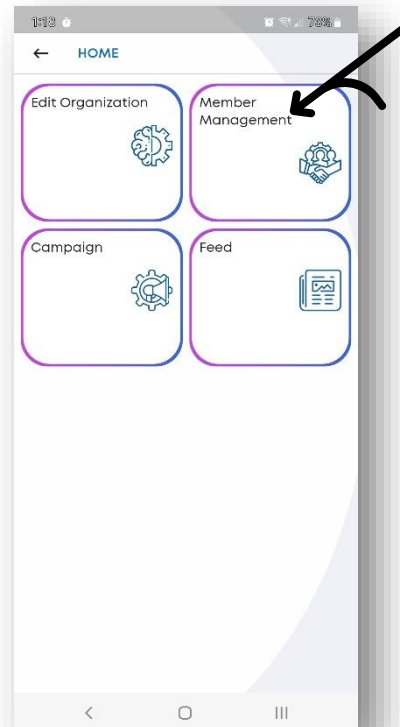
Org Image

You can change the image by clicking on the image and the above window will appear for you to navigate to a new image.
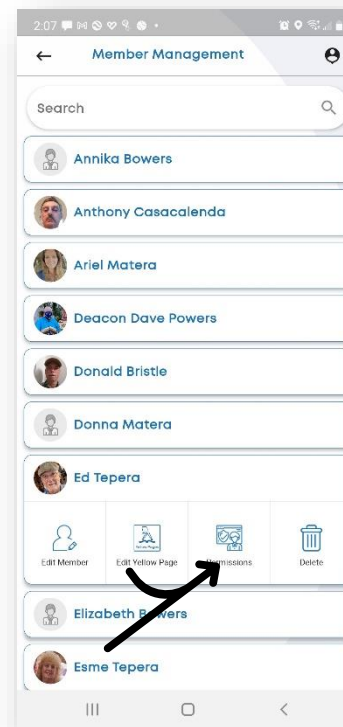
1

Assign Permissions

Mazybook

Admin Button

Click the <u>Admin</u> button located on the newsfeed page in the upper right-hand corner

Member Mgt.Button

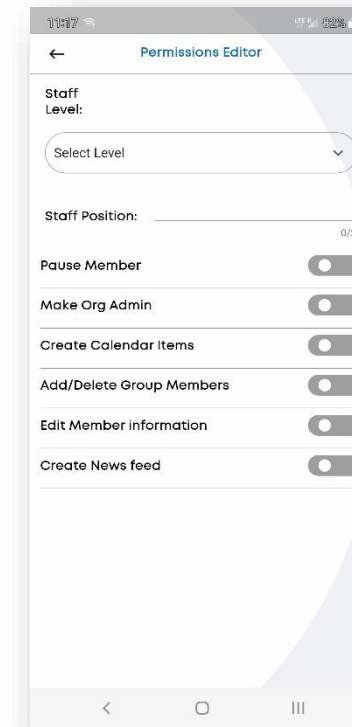This button will take you to a list of members in your organization

Members Listing

Click on the <u>Permission</u> icon

Permission Switch
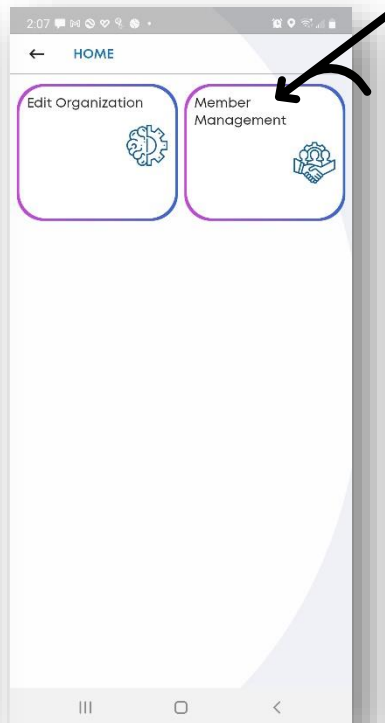
Move switch to the right to give permission for the task
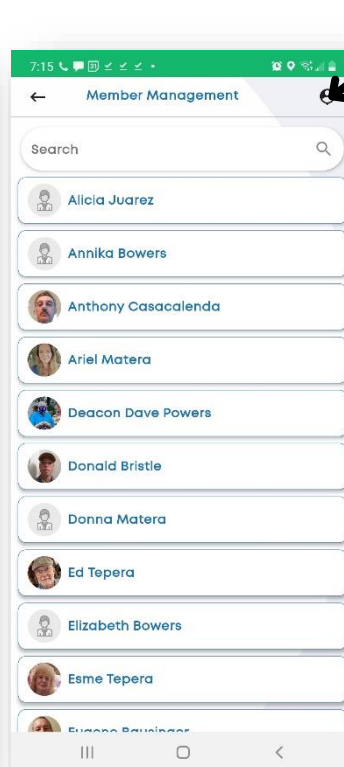
2

Members Map (Admin use only)

Mazbook

Admin Button
Admin button is located on the newsfeed page in the upper right-hand corner
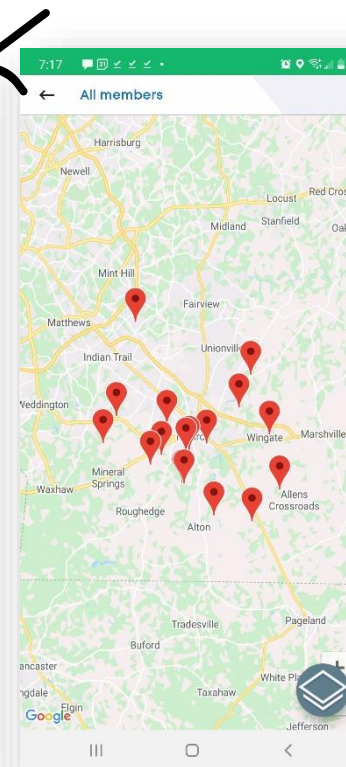
Member Mgt. Button
Click to go to a list of members in your organization.
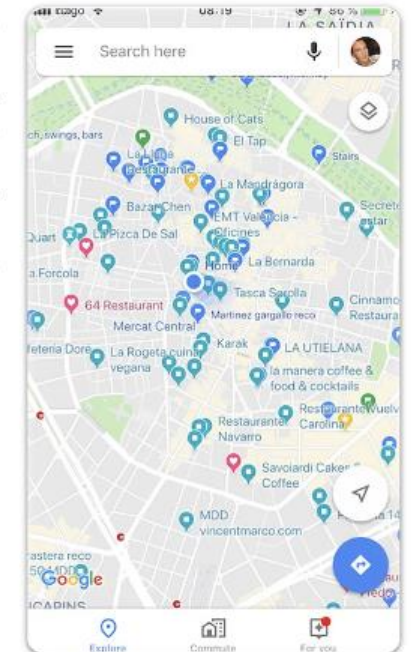
Mapping Button
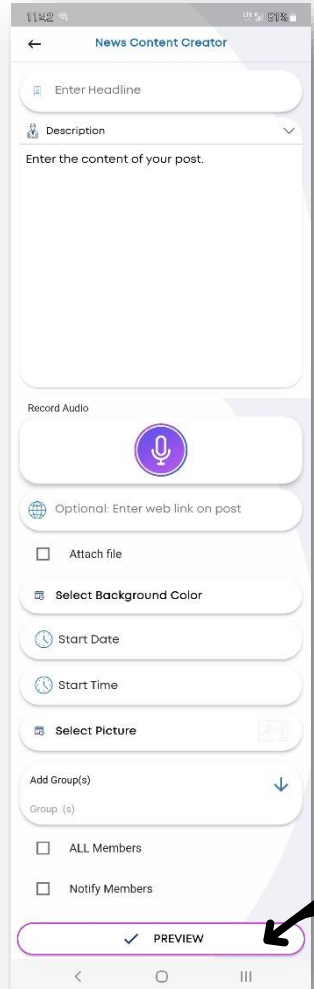Click this button to map Members' location.

Members Map
This map is only available to Org Admins.

Member Map
We can provide the church leadership team with a secure member map to help facilitate your church outreach. (Only the pastor and approved church leadership will have access to this.)

3

Post Newsfeeds

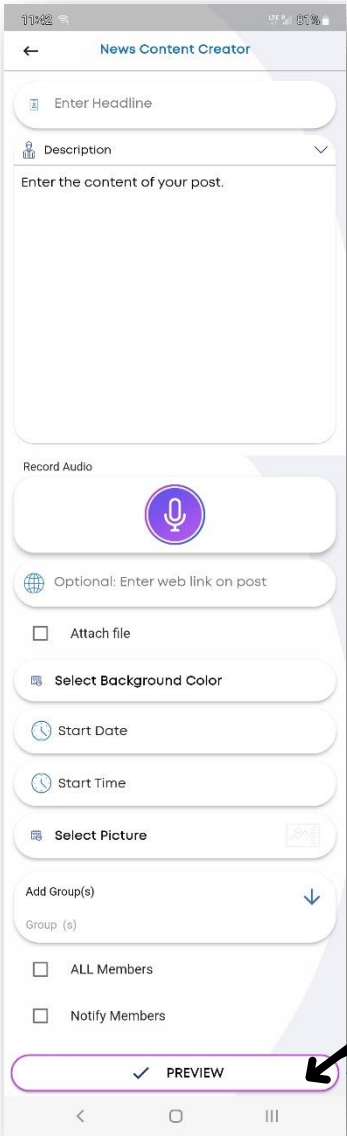Mazibook

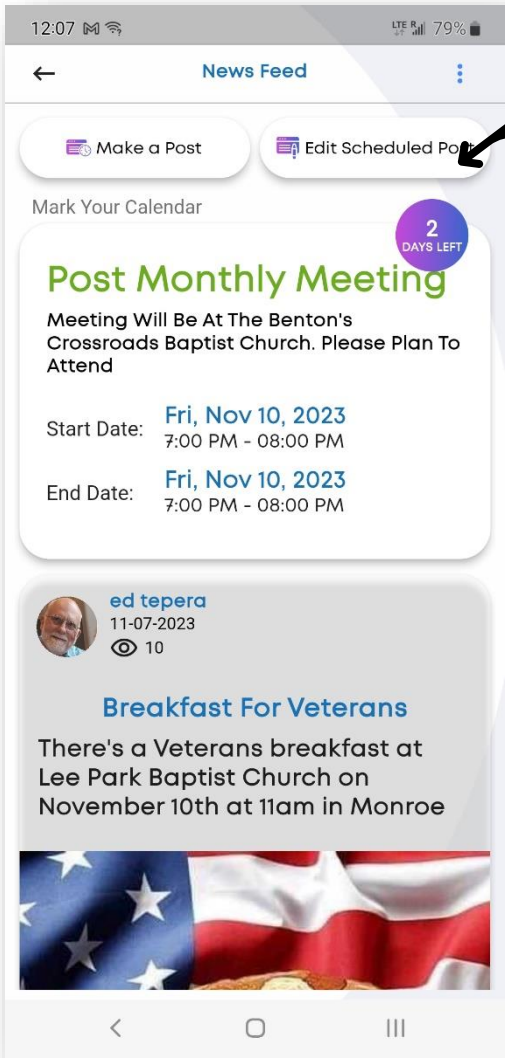Complete form and then select "Preview"

If Post looks correct select "Post" the post will show in the newsfeed at scheduled time

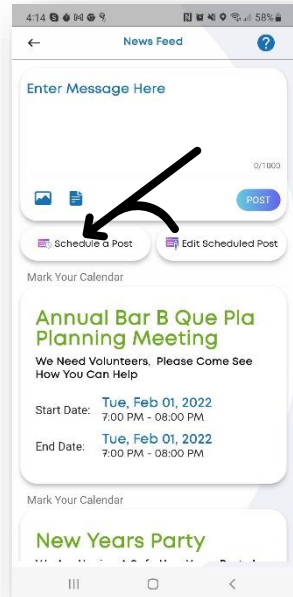If Post needs editing, then select "Back" and edit the post

4

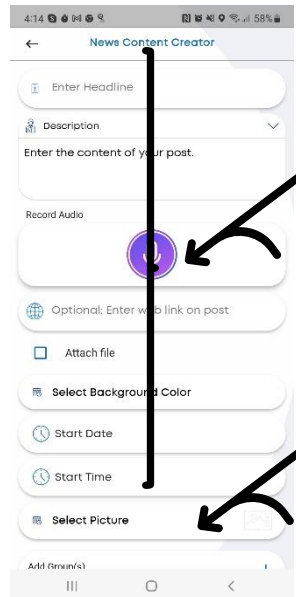# Edit Scheduled Newsfeeds

Mazi book
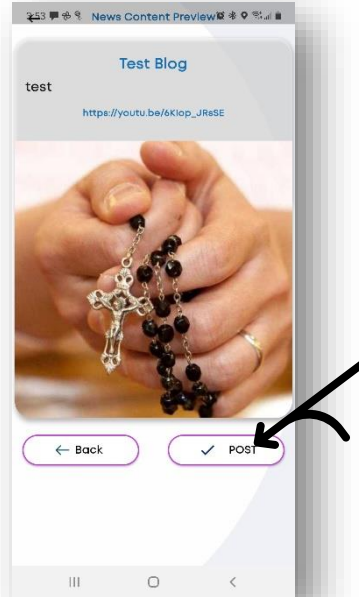

5

Schedule A Post

Maz book

Schedule A Post

From the Newsfeed, Click on the Schedule A Post button

Post Info

Enter all information, then select the preview button

Post Preview

Select Post to complete the post or select Back to edit the post

Great Feature!!!

You can create as many Post as you want, and schedule them for posting at different days and times. You can control what groups will see the post and you can view and edit all scheduled blogs by using the Edit Scheduled Post button
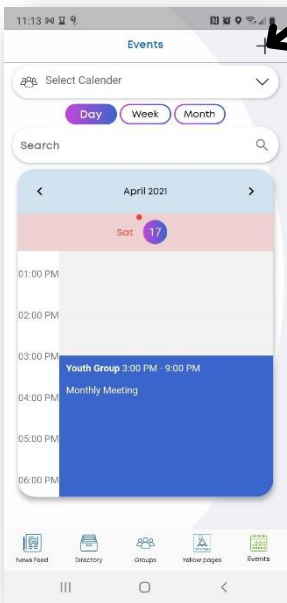

6

Post Events

Mazibook
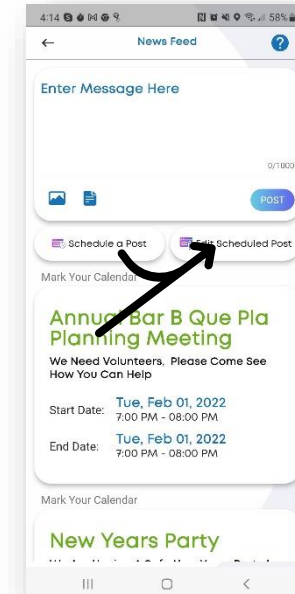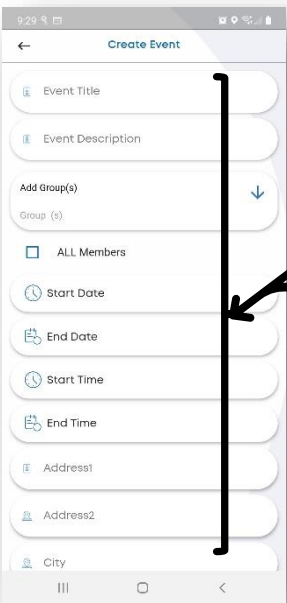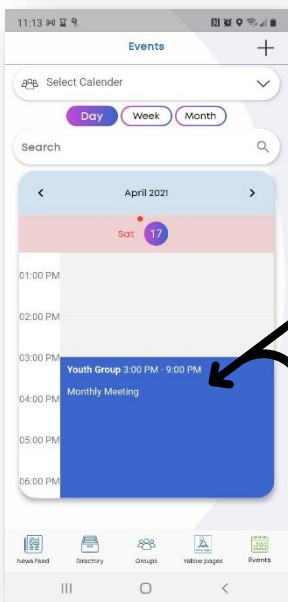
Event Tab

Click on Event tab

Add Event

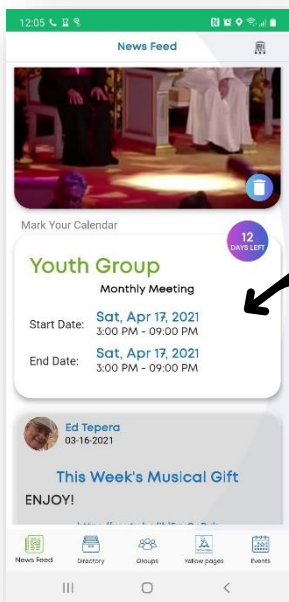Click on "+" to add an event

Event Data

Complete Event data

Calendar

Event will now show in the calendar

News Feed

Event will show in news feed with the number of days left until the event.

2 days before the event the notification will reappear in the news feed.

If a group was selected when the event was made, the notification will only show only in the group's members newsfeed
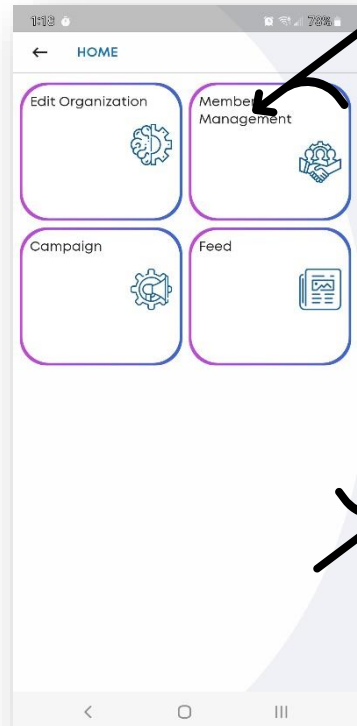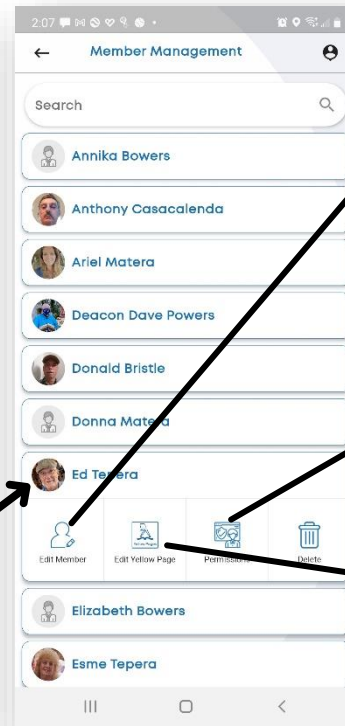
6

Members Management

Admin Button

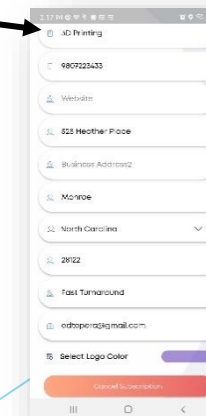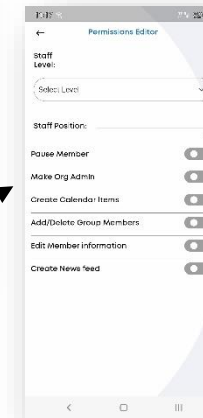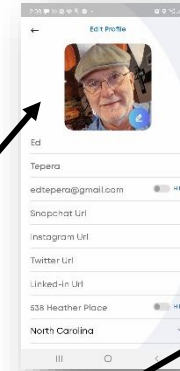Click the Admin button located on newsfeed page in the upper right-hand corner

Member Mgt.Button

This button will take you to a list of members in your organization

Members Listing

Click on any of the icons in the member dropdown to edit any of the members data

8

Edit Members Profile

Maz book
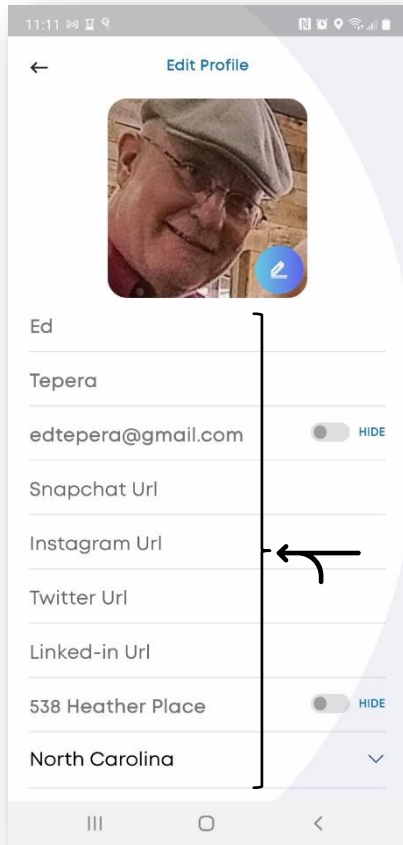
Edit Members Data

Admins can edit any of the data points
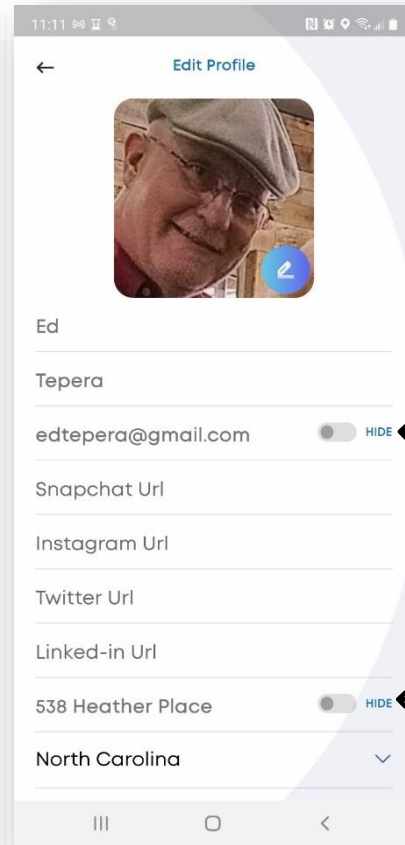
Hide Members Data

Admins can hide data by moving switch to <u>hide</u>
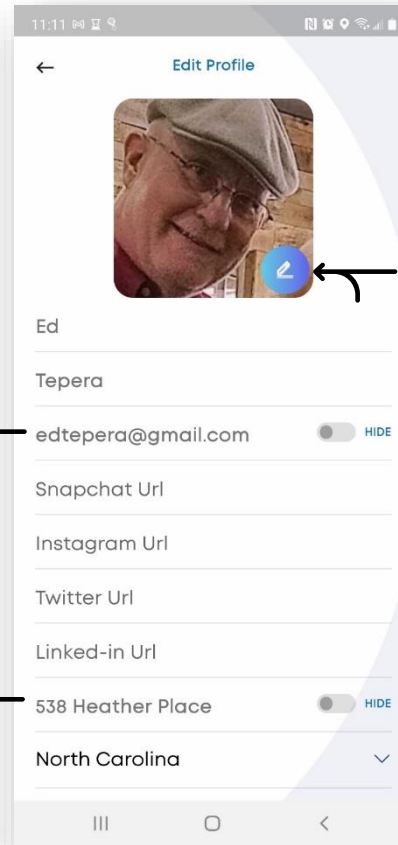
Edit Profile Image

Admins can edit profile images by clicking on the edit icon to bring up the editing tool

Editing tool

Admins can edit the profile image using the cropping tool

9

Delete Members

Maz�‿book

Admin Button

Click the Admin button located on newsfeed page in the upper right-hand corner

Member Mgt.Button

This button will take you to a list of members in your organization

Members Listing

Click on the delete icon to delete the selected Member.

10

Pause Members

Maz**book**

Admin Button

Click the Admin button located on the newsfeed page in the upper right-hand corner
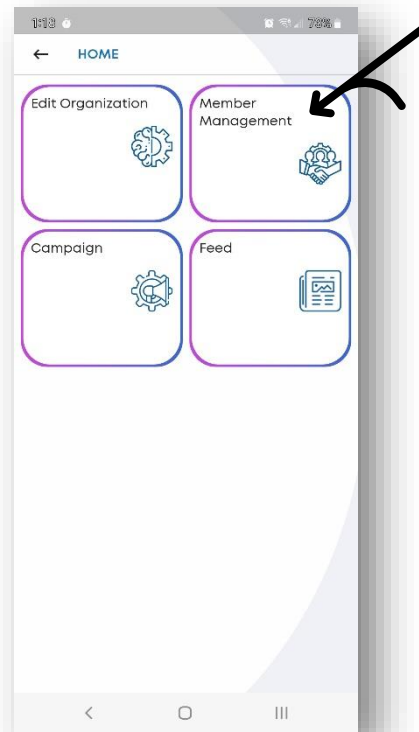
Member Mgt.Button

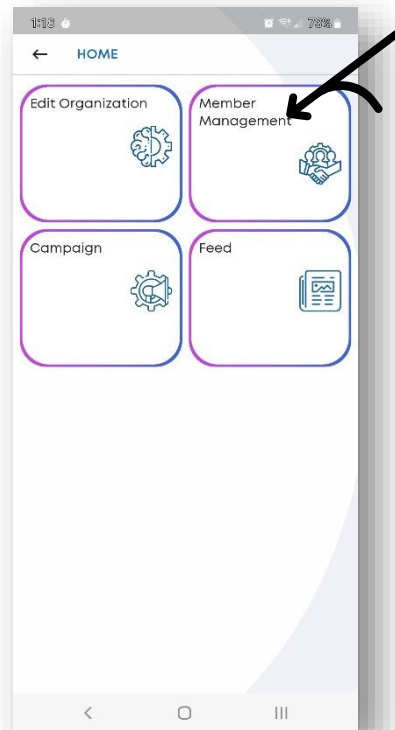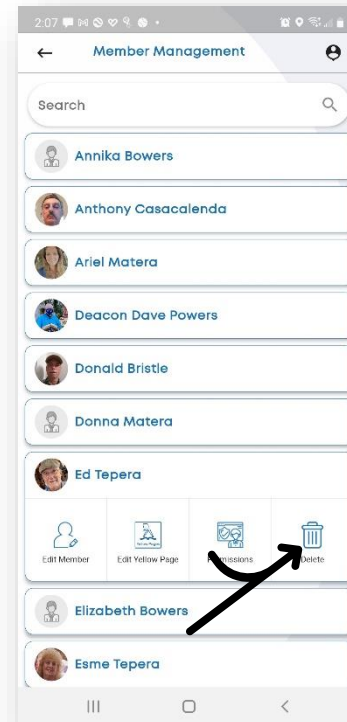This button will take you to a list of members in your organization
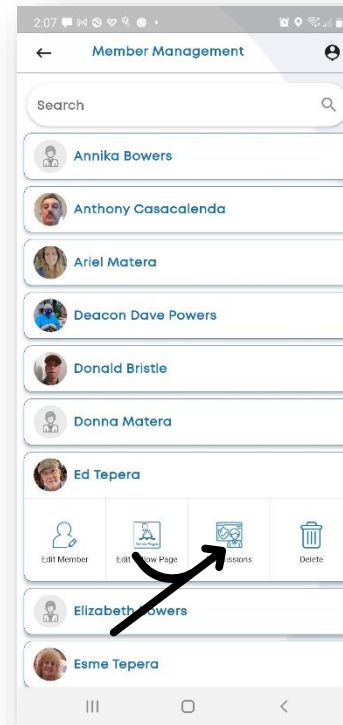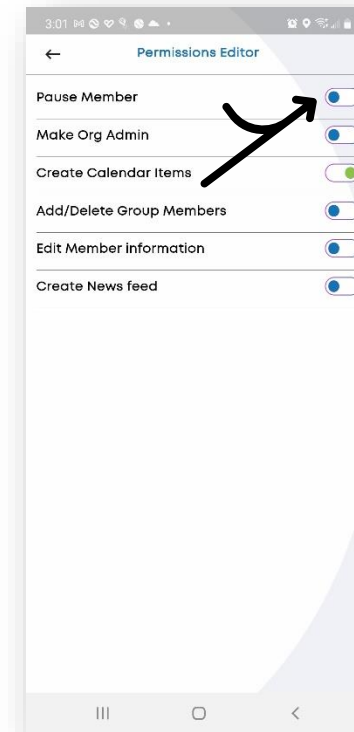
Members Listing

Click on the permission icon

Pause Switch

Move the switch to the right to turn it green. This will remove the member from the directory. The data is stored if the member wants to be reinstated.

11

What Members Can Do

1. Can view other member's personal profiles, when made public.

2. Can view Newsfeed of events posted by the Church Admins.

3. Can view the church calendar of events.

4. Can browse groups, request information, and join groups.

5. Can send messages to other members in the directory section.

6. Can edit their own personal profile data.

7. Can create yellow pages ads and browse other ads.

8. Can mark personal contact info private if they don't want to share contact info with the general membership community.
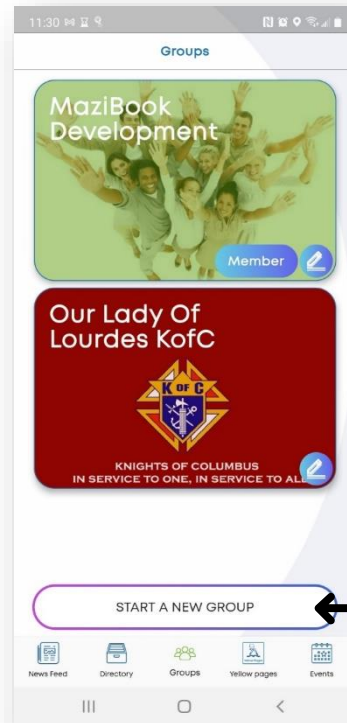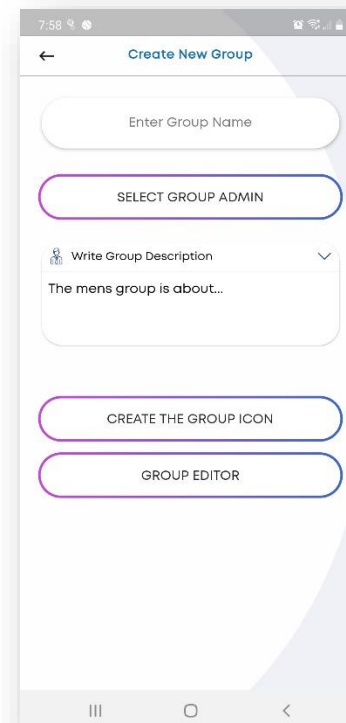
Maz book

12

Make Groups

Maz book

Groups Tab

Click on the Groups Tab to open the Groups Page

Groups

Click on the Start A New Group Button

Create New Group

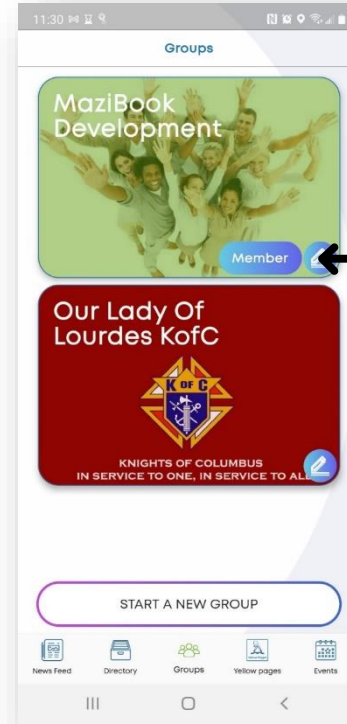Enter all data & complete functions on page and pop up pages to complete the formation of a group

13

Assign Group Admins

Maz**book**

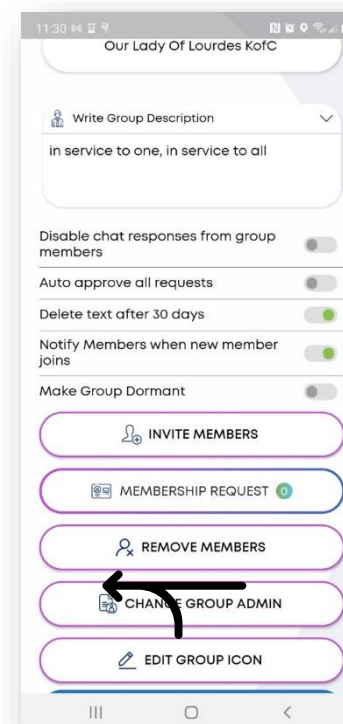### Group Tab

Click on the Group Tab to open the Groups Page

Groups

Click on the Edit Button(Pencil) to bring up the Group Edit Page

Change Group Admin

Click on Change Group Admin and then select a member from the pulldown list

14

Delete Groups

Maz book

Groups Tab

Click on the Groups Tab to open the Groups Page

Groups

Click on the Edit Button(Pencil) to bring up the Group Edit Page

Delete Group

Scroll down to bottom of page and click on the Delete Group Button

15

Invite Members To Groups
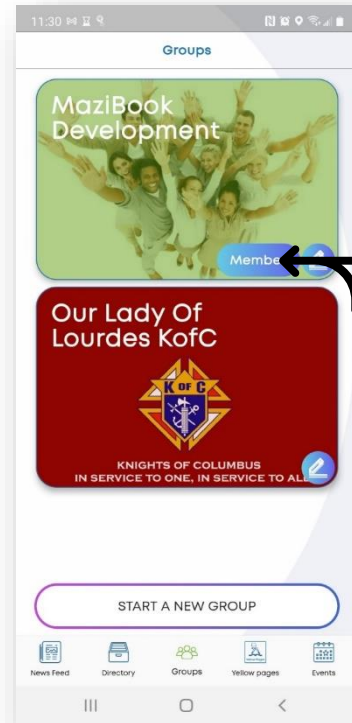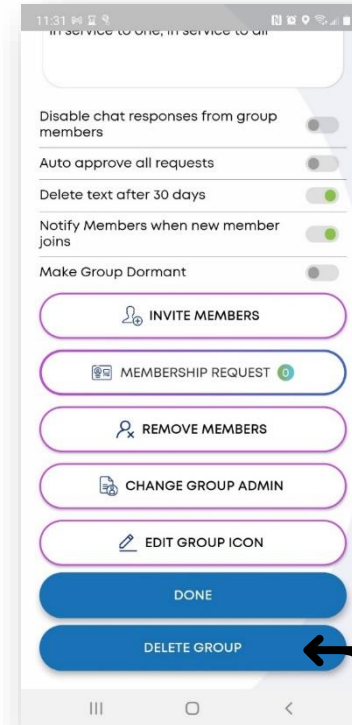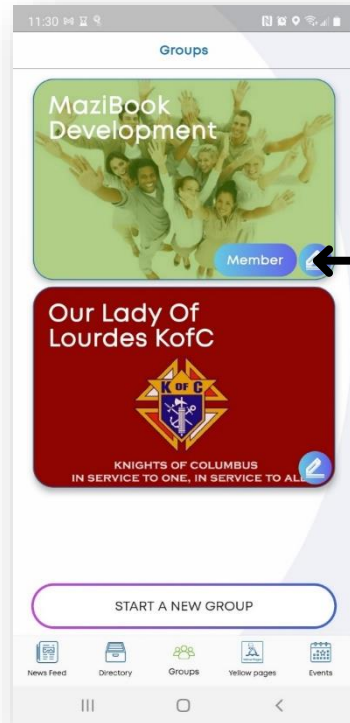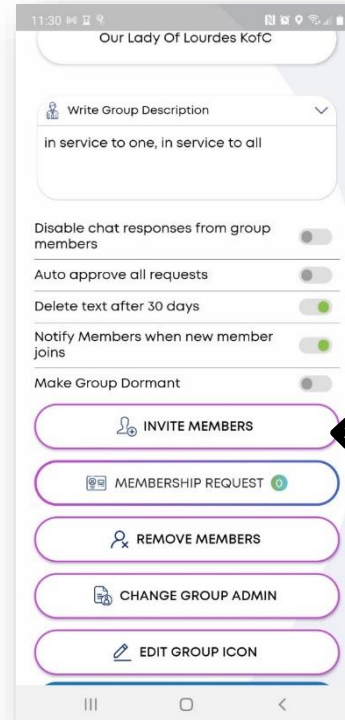
Maz book

Groups Tab

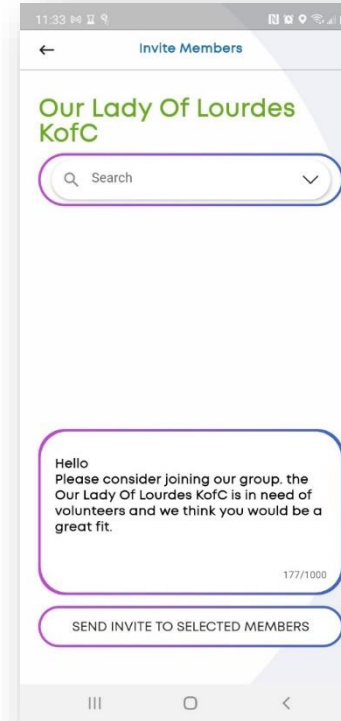Click on the Groups Tab to open the Groups Page

Groups

Click on the Edit Button(Pencil) to bring up the Group Edit Page

Remove Member

Click on the Invite Member button to bring up the Invite Member page

Invite Members

Use the Search function to find a member to invite. Use the default message, or write your own, then click the Send Invite button
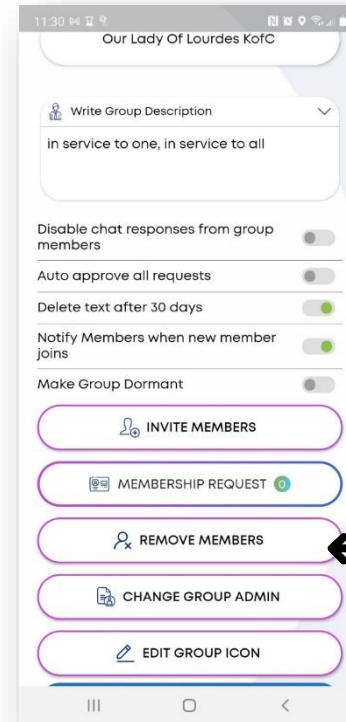
16

Remove Group Members

Mazibook

Groups Tab

Click on the Groups Tab to open the Groups Page

Groups

Click on the Edit Button (Pencil icon) to bring up the Group Edit Page

Remove Member

Click on the Remove Member button and then select a member from the pulldown list

17

What Group Members Can Do

1. Get notifications of new post

2. Get notifications of scheduled events

3. Post on group chat
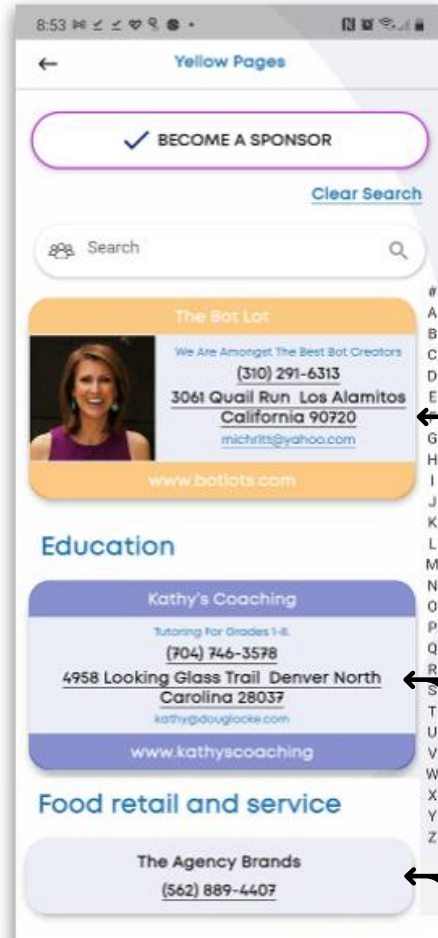
18

What Group Admins Can Do

1. Make Groups

2. Delete Groups

3. Invite Church Members

4. Delete Group Members

5. Assign Group Admins

6. Generate an Alert message in Newsfeed
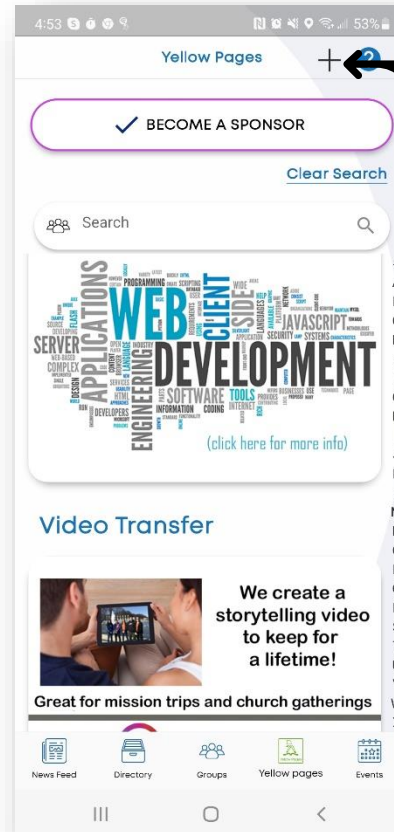
   (Limit one every 2 hours.)

19

Members Yellow Pages
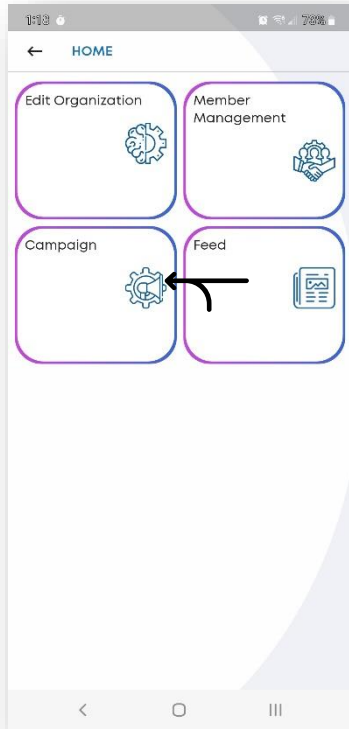
Maz**book**

Only $7/Month

Only $5/Month

Free

Members can make there own Yellow Page by clicking on the "+" and then flowing the prompt.

Our Yellow Pages section is built into Mazibook so that church members can shop, search, and support local businesses owned and managed by fellow church members. The yellow pages offer both free and paid listings for church members.
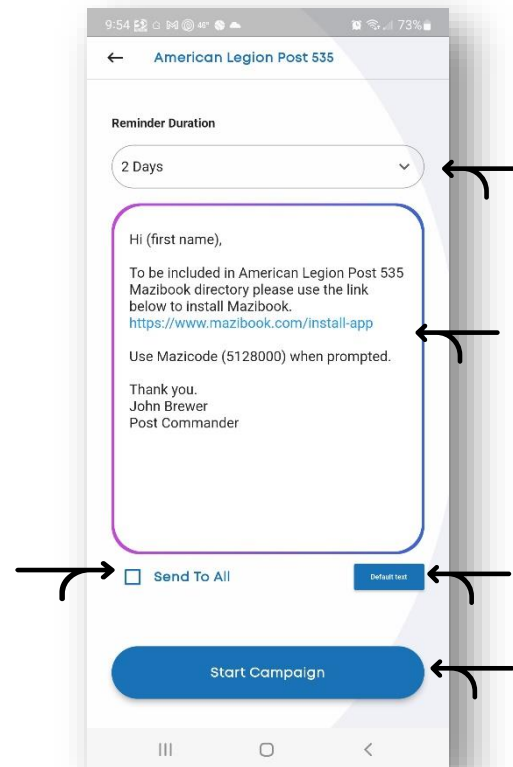
20

Campaign

Campaign Button

Click on this button to bring up Campaign Details

Campaign Details Page

"Reminder Duration": How many days apart you want the message to be sent again.
"Message Body": Do not deleted any of the content if you want the auto content to be included. If you want, you can add content anywhere in the message.
"Send To All": If this box is not checked only members who have been imported into the app but have not yet installed the app will get the message
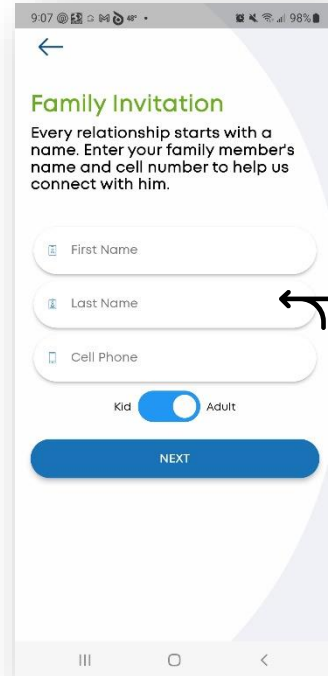**"Default Text button":** Restores the default text.
"Start Campaign": This will start the campaign. A "Stop Campaign button will appear to stop a campaign .
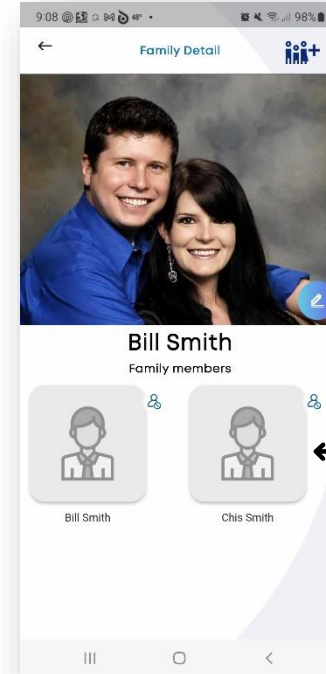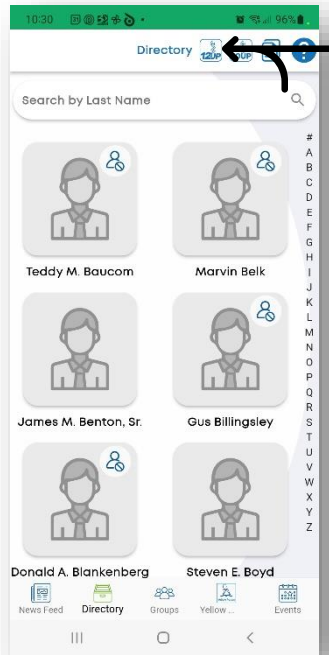
21

Add Family Members

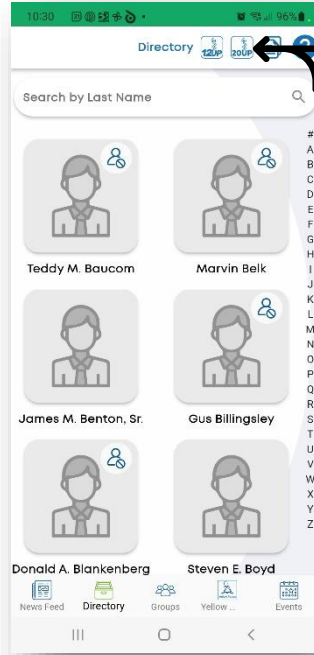Click on icon in
upper RH corner

Complete Family
Member Information

Member will be added
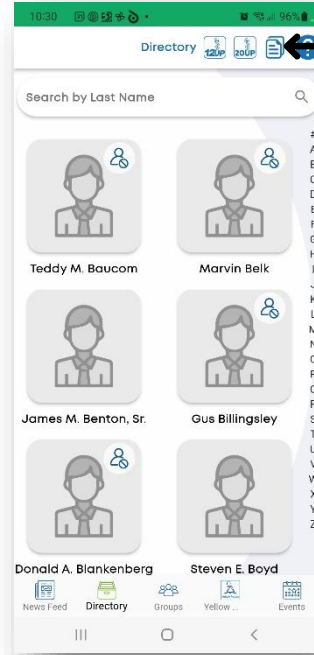to your Family
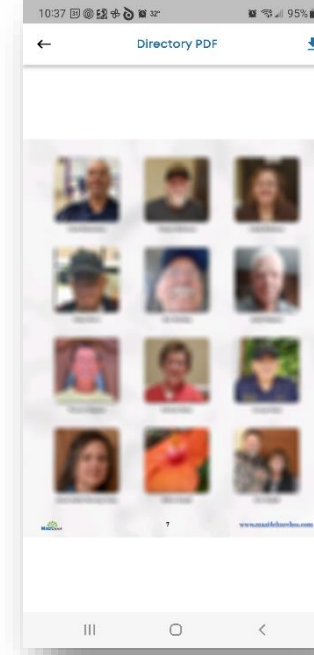
22

Print/Order A Printed Directory

Click on this icon to generate a 12up pdf of your directory

Click on this icon to generate a 12up pdf of your directory

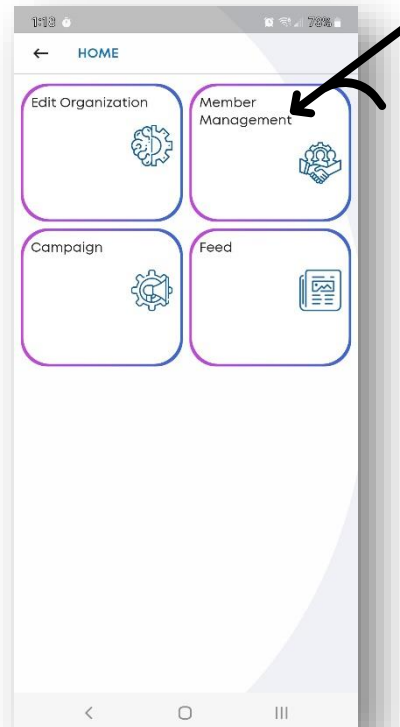Click on this icon to generate a 12up pdf of your directory

Click on this icon to download the pdf of your directory

23

Assign Staff Level and Positions
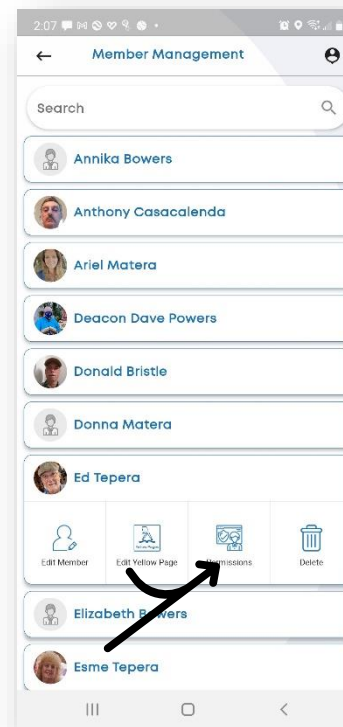
Mazybook

Admin Button

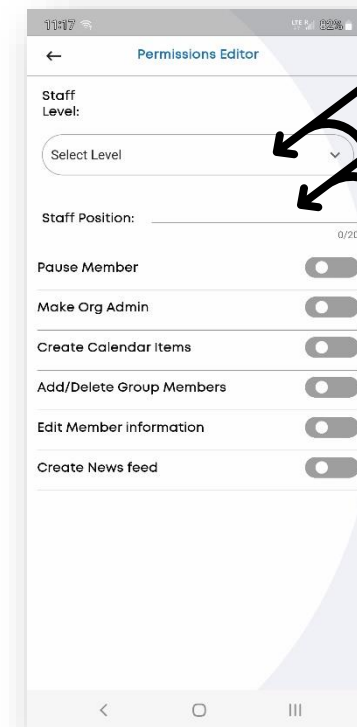Click the Admin button located on the newsfeed page in the upper right-hand corner

Member Mgt.Button

This button will take you to a list of members in your organization

Members Listing

Click on the Permission icon

Staff Levels and Positions

Used To Assign Staff Levels and Positions

Level 1 can only be assigned to one person ie Pastor or other head of organization. This position will be displayed on the 2nd page of the printed directory.

Level 2 on will have staff members listed in Alpha orders on the staff pages in the printed directory

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