Mazibook How to's...

Click on Menu Item to learn more.

Organization <u>Members</u> <u>Groups</u> <u>News Feeds</u> <u>Yellow Pages</u> <u>Print/Order a Directory</u>



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Maz

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

Organization

- 1- Edit Org. Information
- 2 Assign Permissions
- 3 Member Map
- 21- Campaign Messages
- 24 Assign Staff Levels and Positions

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

News Feeds

- 4 Post News Feed
- 5 Edit A Scheduled News Feed
- 6 Post Events



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Members

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- 9 Edit Members Profile
- 10 Delete Members
- 11 Pause Members
- 12 What Members Can Do
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- 23 Print/Order a Directory



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

Groups

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18 - What Group Members Can Do

19 - What Group Admins Can Do

Mazibook How to's... Menu

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

Yellow Pages

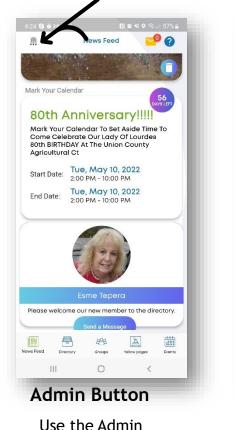
20 - Members Yellow Pages



Edit Organization (Org.) Info

Back To Menu



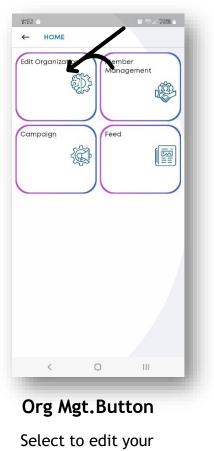


button located on

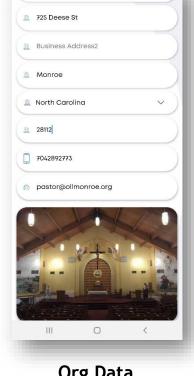
newsfeed page in

the upper right-

hand corner

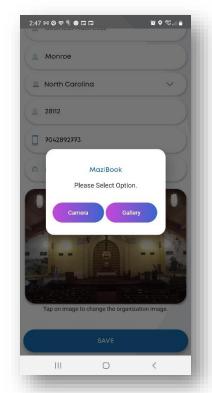


Organization data



Org Data

You can edit any of the data including the Org image



Org Image

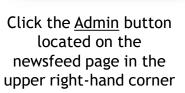
You can change the image by clicking on the image and the above window will appear for you to navigate to a new image.

Assign Permissions











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

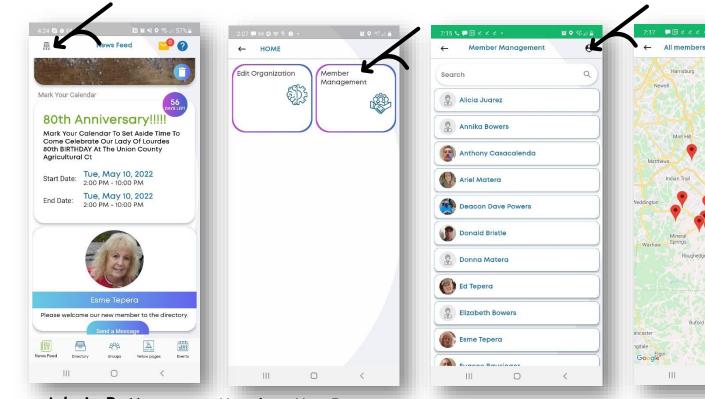
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Click on the <u>Permission</u> icon

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Select Level		~
Staff Position:		0/20
Pause Member		
Make Org Admin		
Create Calendar item	s	
Add/Delete Group Me	mbers	
Edit Member informat	ion	
Create News feed		
<	0	III
Permissio	on S	witch
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	t to	give r the task



Members Map (Admin use only)

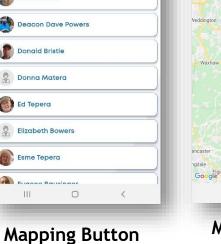


Admin Button

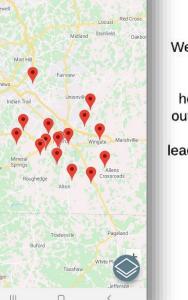
Admin button is located on the newsfeed page in the upper righthand corner

Member Mgt.Button

Click to go to a list of members in your organization.



Click this button to map Members' location.



0 • St.

Members Map

Harrisburg

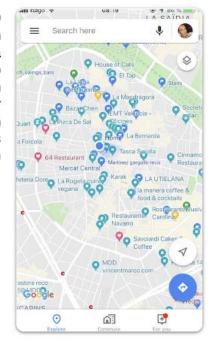
This map is only available to Org Admins.

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.)

Back To

Menu



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Post Newsfeeds

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53 S	elect Bad	ckground Color		
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0	Start Time	9)
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Add Gr	oup(s)		4	
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	Notify M	embers		
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	<	0	111	

"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

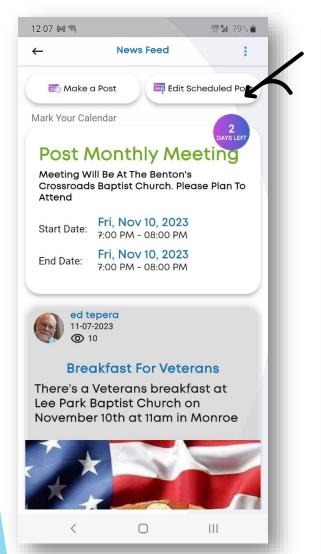
Back To

Menu

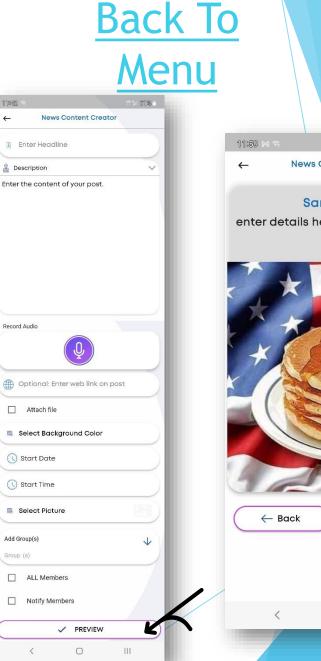




Edit Scheduled Newsfeeds







4

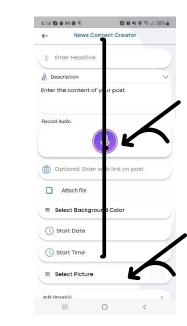


Schedule A Post



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 <u>Post</u> to complete the post or select Back to edit the post

Back To Menu



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





Post Events



News Feed

Monthly Meeting

Sat, Apr 17, 2021 3:00 PM - 09:00 PM

Sat, Apr 17, 2021 3:00 PM - 09:00 PM

This Week's Musical Gift

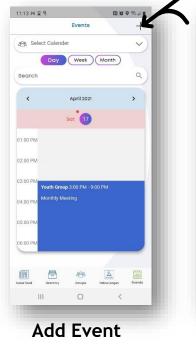
898

Ed Tepera 03-16-2021

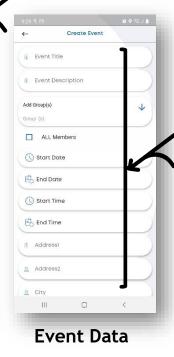




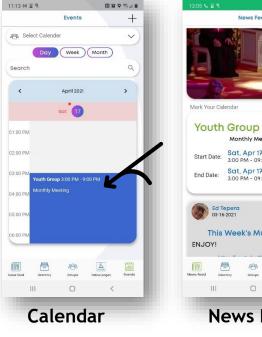




Click on "+" to add an event



Complete Event data



News Feed

Event will now show in the calendar

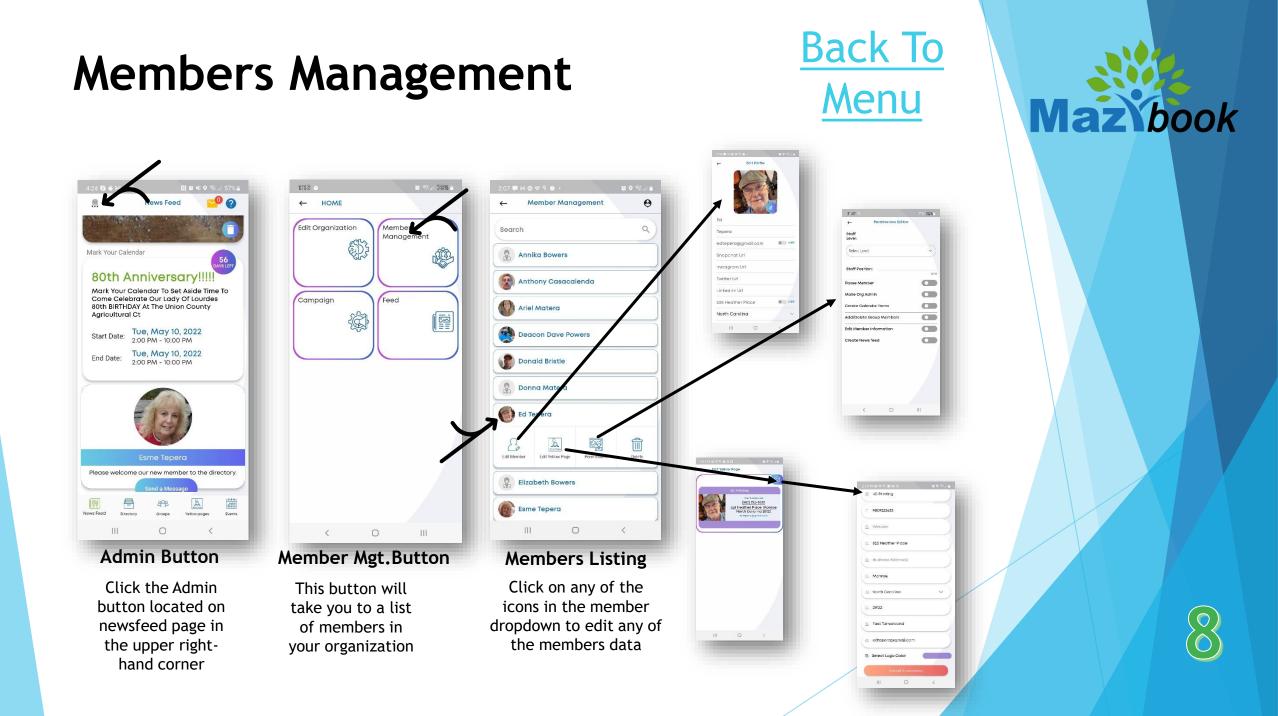
Event will show in news feed with the number of days left until the event.

A Events

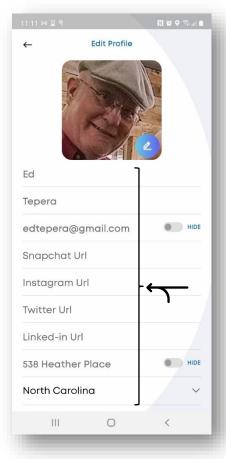
2 days before the event the notification will reappear in the news feed.

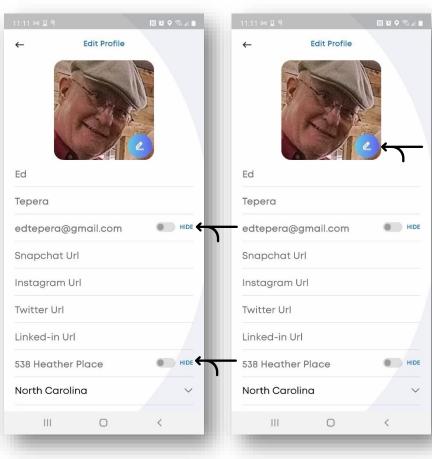
If a group was selected when the event was made, the notification will only show only in the group's members newsfeed





Edit Members Profile





Edit Members Data

Admins can edit any of the data points

Hide Members Data Edi

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

Back To Menu



Admins can edit the profile image using the cropping tool



Delete Members

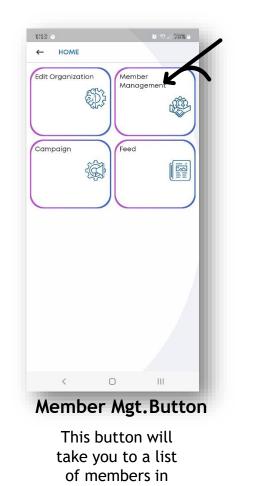




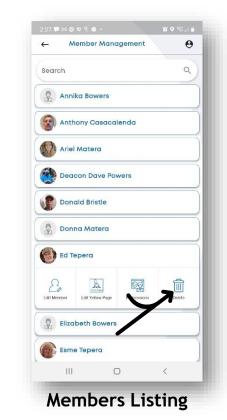


Admin Button

Click the Admin button located on newsfeed page in the upper righthand corner



your organization



Click on the delete icon to delete the selected Member.

Pause Members





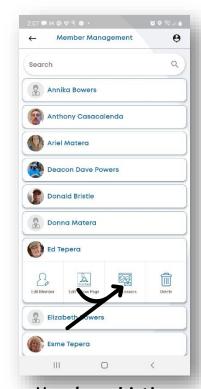


Admin Button

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



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



Members Listing

Click on the permission icon

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Add/Dele	ete Group Members	
Edit Mem	ber information	
Create N	ews feed	
Create N	ewsleed	0

	0	<
Pause	Swi	tch

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.

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.



Make Groups







Click on the <u>Groups</u> Tab to open the Groups Page

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Lourdes	KofC
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IN SERVICE	TO ONE, IN SERVICE TO ALL
STAI	RT A NEW GROUP
News Feed Directory	Croups Vellow pages Events
III	0 <
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	roups

Click on the <u>Start A</u> <u>New Group</u> Button

7:58 % ←		reate New G	roup	Q R. 1	
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\subset	CREA	TE THE GROU	JP ICON)
\subset		GROUP EDIT	OR)

Create New Group

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

Assign Group Admins



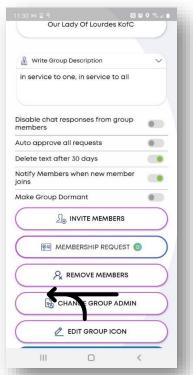




Click on the <u>Group</u> Tab to open the Groups Page



Click on the <u>Edit</u> Button(Pencil) to bring up the Group Edit Page



Change Group Admin

Click on <u>Change Group Admin</u> and then select a member from the pulldown list



Delete Groups

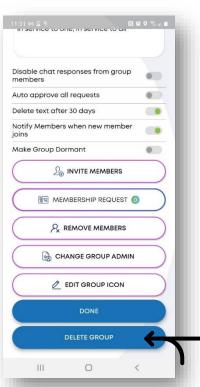




Click on the <u>Groups</u> Tab to open the Groups Page



Click on the <u>Edit</u> Button(Pencil) to bring up the Group Edit Page



Delete Group

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



Invite Members To Groups







Groups Tab Click on the <u>Groups</u> Tab to open the Groups Page



Groups

Click on the <u>Edit</u> Button(Pencil) to bring up the Group Edit Page

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Auto approve all requests	
Delete text after 30 days	
Notify Members when new member oins	
Make Group Dormant	
MEMBERSHIP REQUEST	Hello Please cons Our Lady Of
	volunteers o great fit.
CHANGE GROUP ADMIN	
	SEND INV
	111
Remove Member	Invit

Click on the <u>Invite</u> <u>Member</u> button to bring up the Invite

Member page

Our	Lady	Of Lo	urde	s
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Plea: Our I volur	se conside Lady Of Lo nteers and	ourdes Kof	c is in nee you would	d of

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



Remove Group Members







Groups Tab

Click on the <u>Groups</u> Tab to open the Groups Page



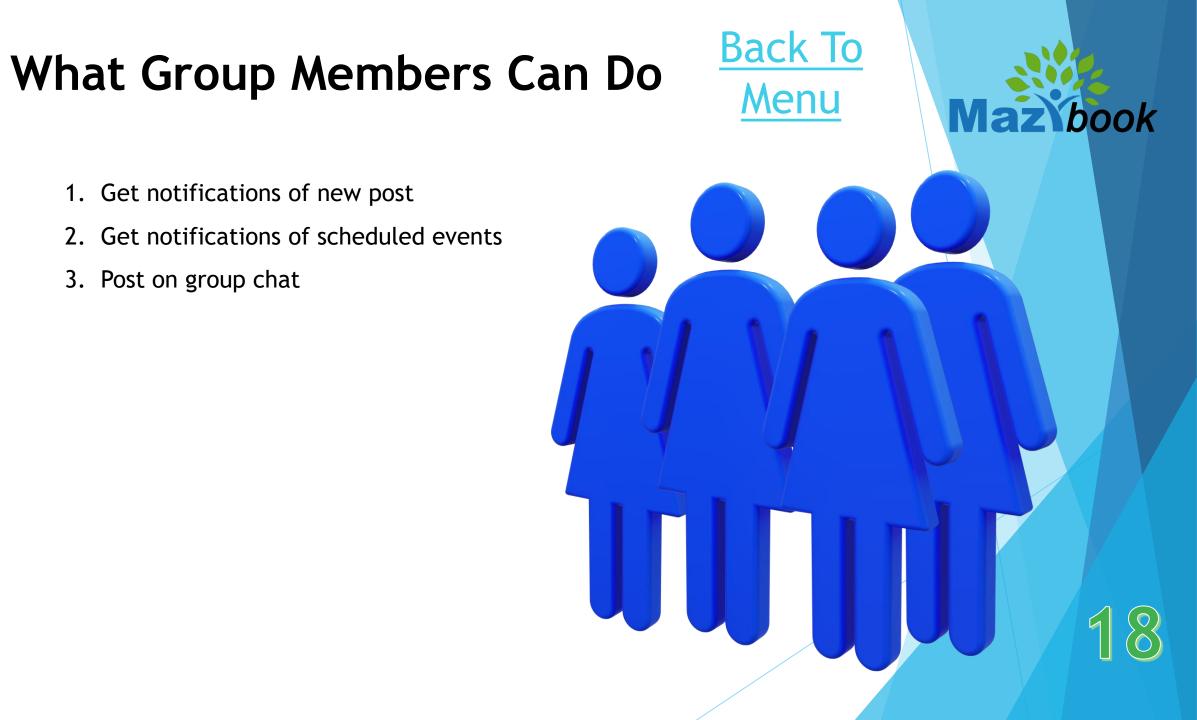
Click on the <u>Edit</u> Button (Pencil icon) to bring up the Group Edit Page

	Our Lady Of Lourdes KofC	
& ۱	Write Group Description	~
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C	${\displaystyle \int_{igodol s}}$ invite members	\supset
C	👰 MEMBERSHIP REQUEST 🔘	
C	$P_{\rm x}$ remove members	
C	🗟 CHANGE GROUP ADMIN	
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Remove Member

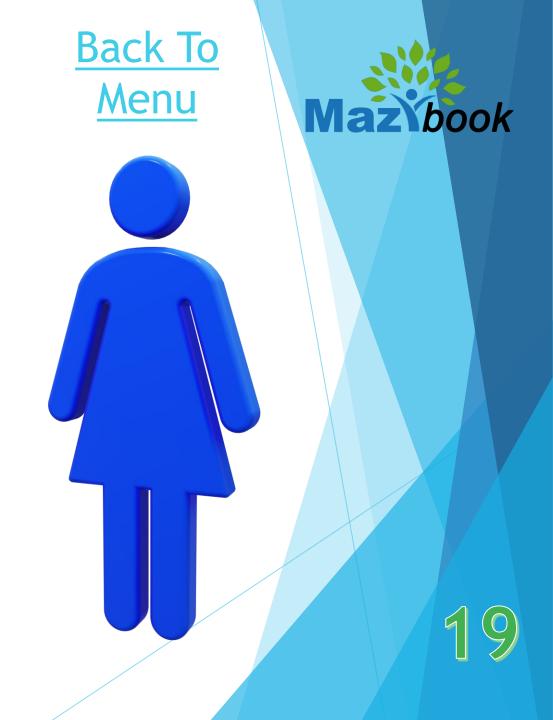
Click on the <u>Remove</u> <u>Member</u> button and then select a member from the pulldown list



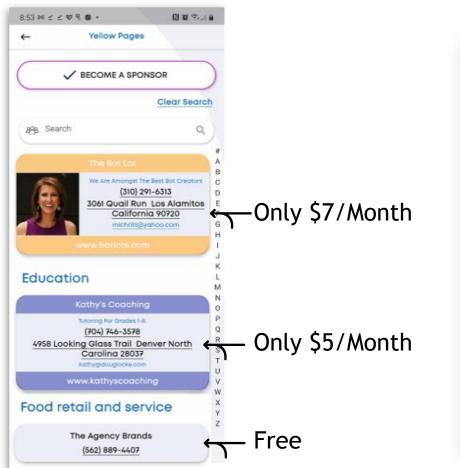


What Group Admins Can Do

- 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.)



Members Yellow Pages





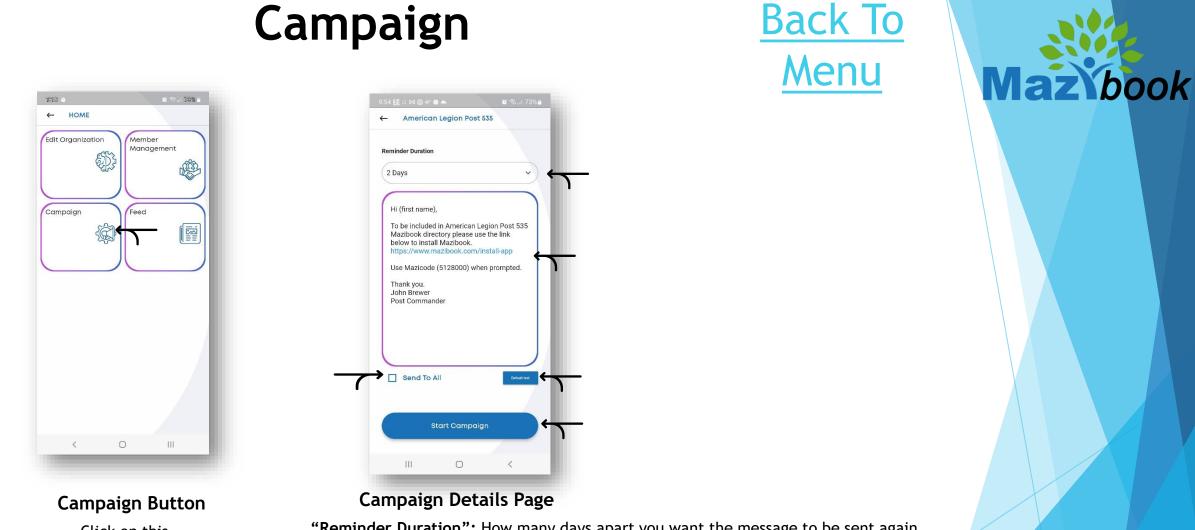
<u>Back To</u> <u>Menu</u>

Mazybo

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.





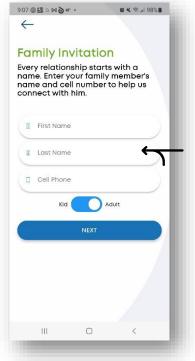
Click on this button to bring up Campaign Details "Reminder Duration": How many days apart you want the message to be sent again.
"Message Body": Do not deleted any of the content if you want the auto content to be included. If you want, you can add content anywhere in the message.
"Send To All": If 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 .



Add Family Members



Click on icon in upper RH corner



Complete Family Member Information





Member will be added to your Family



Print/Order A Printed Directory



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James M. Benton, Sr.	Gus Billingsley S
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Donald A. Blankenberg	Steven E. Boyd
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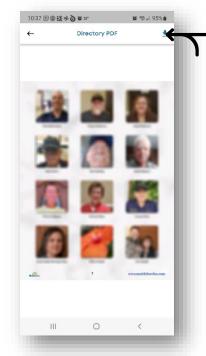


Click on this iconClto generate ato12up pdf of your12directorydi

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



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



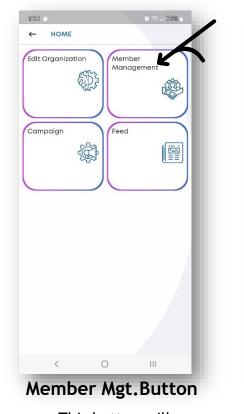
Click on this icon to download the pdf of your directory



# Assign Staff Level and Positions



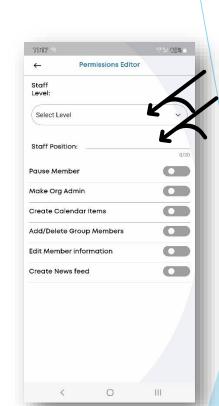
Click the <u>Admin</u> button located on the newsfeed page in the upper right-hand corner



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

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Sear	ch				Q
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8	Anth	ony Casad	calend	da	
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	Esme	e Tepera			
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Click on the <u>Permission</u> icon



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Menu

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

