



## Managing the nwpaFaith app (PocketPlatform)



These instructions are under construction. (Kathy bookmarked spot in video: 33:54)

### Choose your parish:

For a parish to be available, they must have "Available Online" set to Yes.

To be shown as "Coming Soon", that field must be set to Yes.

The parish Logo. Click Files and attach a file.

Pastor; The pastor should be correctly chosen. His Nickname must include his prefix. The app doesn't support the salutation tool.

**Management access:** Kathy must give you the **PocketPlatform Admin** role.

**Quick place to grab free graphics:** <https://pixabay.com/> rectangular graphics work best because they take up less screen real-estate.

**Recommended image sizes:** Here is an article from the Help Center MP recommended you read: [PocketPlatform App Branding](#)

- Rectangular graphics work best because they take less space on the screen.
- The minimum preferred resolution for vertical images is 1440 x 2560.
- The minimum preferred resolution for horizontal images is 1600 x 900, although they can be as small as 1200 x 675.

**Fastpass** – a way to log into an event. If there are no events, it would be hidden.

For an event to become visible through Fastpass, "allow Fastpass" has to be set to "yes" in the actual event.

### Mass Times:

1. Click **List of Lists**
2. Click the **New List of Lists** button
3. The choose **Mass times** from the **Parent List** drop down menu.
4. The **Title** should be **Mass Times**.
5. Paste the web address for mass times in the **Link URL** field.
6. Click the **stopwatch** button next to **Start Date** to enter today's date/time..
7. Be sure to choose your parish from the **Parish** field and click **Save**.

**Dashboard** – should show "totally relevant" information meaning stuff that's really happening.

## Announcements should be relevant.

- Have the more important stuff at the top
- Don't leave announcements up there forever
- When an announcement isn't geared towards the whole parish, it should be filtered. For example women/men, by group membership, age or simply Church wide. You can use Audiences or groups to focus an announcement to just the people to which it pertains.  
**Note:** Audiences is a feature of Ministry Platform you must learn before you can focus announcements.

## To start: PocketPlatform > Announcements > New announcement

<https://help.acst.com/en/ministryplatform/help-topics/pocketplatform/dashboard/in-app-announcements#task-2438>

- To add a graphic, click **Files** and upload a graphic. (rectangular is best)
- Enter **Start/End dates** for exactly how long you want the announcement to be readable. If the event registration closes on Wednesday but the actual event happens on Saturday, set the End date to Wednesday.
- **Don't forget to select your parish from the Parish drop**
- **Enabled** must be set to **yes**. If this reads "no" the announcement won't appear even if the start/end date is accurate.
- **Position:** Determines the order of the announcements appearance. Number these by 10's so you can re-order announcements if needed without having to renumber.
- Is there a link? Not all announcements need to link elsewhere. If there is a link, enter it in the **Link URL** field.
  - The link is for where they are taken when they click the announcement card.
  - **Or you can create a button:** Click the **Button** tab. Click **+Announcement**. Enter button text. Paste in the link URL. Same concept.
  - If you need to link to somewhere else in the app, you can use the Link Generator. Click **Tools** and click **Link Generator**. Or just paste the link in the **Link URL** field.
  - **Example: link to particular event from Ministry Platform.**
    1. Choose "Event Detail" for the Screen
    2. Enter the Event ID in the Event ID field and click Save Record. You have to know the Event ID. You can locate that by clicking Events, opening your event and the Event ID is listed at the top of the event.
  - **Example: link to general groups list**  
Choose **Groups** for the Screen

**To create an audience for an announcement: (Advanced)** If you've set up [audiences](#) in MP, you can set an announcement to display for a certain group of people. For example, if you have an audience of women at your church, your app can show the upcoming Women's Retreat announcement only to those whose gender is set to Female. Audiences. Here is a Learning Academy webinar: <https://academy.ministrysmart.com/courses/229-ministryplatform-webinar-audiences>

## Adding Upcoming Events

The first 10 featured events will show on the dashboard.

In your event, set **Featured On Calendar = Yes**.

## List of Lists

Mass times can be linked to the parish mass times URL. Use the "Web View"

option **Livestream**: This is where you would create events for your livestream.

**To start:** PocketPlatform > Livestream

Note regarding **Start/End date**: This should be the actual amount of time you are actually live. You would NOT have a start/end date as a month because that's how long you want people to be able to see the on-demand video. This feature is only for showing your parish actually being live.

If you want to add a custom image click Files and upload a graphic. A rectangular graphic is better than a square.

1. Create a live feed for the first occurrence of a live stream. (example below)
2. With that event open, click Actions and choose Copy
3. Use the **Recurrence Pattern** option to create copies after n-number recurrences or until a particular end date.

GENERAL

Stream Title \*  
Watch Mass Live - OLP

Description  
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Curabitur vulputate eros nisl, blandit hendrerit mauris pellentesque ac. Aenean rhoncus felis a auctor maximus. Nulla augue turpis, faucibus ac condimentum eget, porta sed augue. Fusce a lacinia lectus. Curabitur nec lacus commodo lectus imperdiet congue in ac sapien. Proin id massa dignissim, dignissim ipsum rutrum, pellentesque mi. Nulla sit amet vulputate sapien. Pellentesque sagittis ex eu leo elementum efficitur. Duis ac iaculis erat.

Start Date \*  
11/01/2024 12:00 AM ET

End Date \*  
11/29/2024 07:49 PM ET

Stream URL  
https://www.ulp.org

Sermon  
Sort Order  
0

Parish  
Our Lady of Peace, Erie | Erie

## Updating your Giving option:

Click **PocketPlatform > List of Lists >** and fill these fields accordingly:

1. **Parent List** = Give Screen
2. **Title** [Parish Name] Giving Link
3. **Display Title** [Parish Name] Giving Link
4. **Description**: Tap here to proceed to our giving page.
5. **Link**: The URL to your online giving landing page.
6. **Start date**: Today
7. **End Date**: leave blank
8. **Position** 10
9. **Parish**: Choose your parish

**Adding a prayer:** Contact Kathy to add a prayer to the app. Prayers can appear for every parish or can be specific to a particular parish.

1. Click **PocketPlatform**
2. Click **List of Lists**
3. Open the items named **Prayers Parent List**
4. Click the **Items** tab.
5. Click **New List of List** button
6. Complete the following fields
  - **Title:** This is the name of the prayer as it appears in the backend.
  - **Display Title:** This is the name of the prayer as it appears in the app.
  - **Description:** This is where the prayer goes.
  - **Start Date:** This should be the date the prayer should appear.
  - **End Date** (optional) If you want the prayer to disappear, enter a date here.
  - **Position:** This is the sort order. Diocesan prayers were entered with positions of 10, 20, 30, 40 to allow for some re-positioning and to allow for prayers to be positioned between existing prayers.
  - **Parish:** Choose your parish for parish specific prayers and Diocese so the prayer appears on every parish app.