

# Pastor's ShareHim Quick Start Instructions

## LOGIN:

1. Go to ShareHim.org and log in using your email address and password given to you at the *Making Kingdom Friends* presentation. If you have forgotten it, click on **Send me my password**, located just under where you log in.
2. If this is your first time logging in, enter your contact information so ShareHim can mail you sermon material if you later wish to designate yourself as a speaker.
3. If you have never logged in or been given a password, click on **Obtain Pastor Login**. That will walk you through the steps necessary to get your password.

## ADD A CAMPAIGN:

1. Once you are logged in you will see your main menu.
2. To add a single campaign, click on the button **Register a campaign**.
  - a. Fill in the information requested.
  - b. If you wish, you can add multiple campaign locations on the same date.
  - c. If you want to assign the speaker now click **Assign speaker now** toward the bottom of the page. Select speaker from the dropdown box and confirm his/her mailing address.
  - d. Click **OK** to save.
  - e. You can always change or delete the campaign later using the popup menu to the left of the campaign date in your list of events on the main menu.
3. To add a campaign for multiple years:
  - a. Click on the button **Register a campaign**.
  - b. In the lower left corner of the box that pops up select **Set up long-term campaign plan**. Then select the church.
  - c. 1<sup>st</sup> column (Current year): Select the opening weekend(s) in one or more months.
  - d. 2<sup>nd</sup> column (Upcoming years): Select the opening weekend(s).
  - e. Click the button at the bottom of the page.

## CHOOSE A SPEAKER:

If you didn't assign a speaker at the time you added the campaign date, or if you want to assign more speakers, follow these instructions. You can choose from a list of trained and approved speakers, or you can enter any experienced evangelist of your choosing from another conference or ministry. (Only trained and approved speakers will receive FREE ShareHim materials.)

Choosing a previously trained and approved speaker:

1. Make sure you have added the campaign (see above) and click on the button **Assign speaker to campaign**.
2. Locate the speaker in the list and click Select.

3. Select the campaign date.
4. Ensure the speaker's mailing address is correct and click OK.
5. We will then mail the ShareHim sermon material to that speaker.
6. If you wish, you can also choose an associate speaker by repeating these steps.

Choosing an experienced evangelist not on your list:

7. Make sure you have added the campaign (see above) and click on the button **Assign speaker to campaign**.
1. Click the button **Enter and assign a non-ShareHim trained speaker** in the bottom of the window.
2. Fill out the form with as much information as you have and click **OK**.
3. Select the campaign date.

### **RECOMMENDING A SPEAKER-APPLICANT:**

Using the ShareHim *Making Kingdom Friends* material, you have trained your Outreach Team members to develop and document relationships and to lead out in Reaping Events. They have completed an online application on the ShareHim website. Of course ShareHim needs to know that you have recommended and the conference has approved each speaker before we provide them FREE sermon material. How does this happen?

Speaker Recommendation Process:

1. You will receive an email when one of your members has applied.
2. Click on the link, which will take you to your main menu.
3. The list of applicants needing acceptance will appear in the top of your page.
4. Click **Pending your consent** next to the applicant. If you are unsure whether to accept or deny, read the instructions.
5. If ACCEPT – just check **YES** and click **OK**.
6. If DENY – write a reason in the box (DON'T CHECK THE BOX) then click **OK**.
7. In most conferences the name of the applicant will then be forwarded to the conference or sector coordinator for final approval. In some conferences your acceptance is the final step.

### **PASTOR RESOURCES:**

For further resources and the printing of the team commitment cards go to our resources page: [www.sharehim.org/resources](http://www.sharehim.org/resources)

Now you have the basics! More detailed information is available by clicking Help on your main menu when you log into [www.sharehim.org](http://www.sharehim.org). Also, we have **personal** help available to answer any questions you have regarding ShareHim. Just call:

**1-877-8-SHARE-8**