



# Subsplash User Guide

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## What is Subsplash?

Subsplash is our **church's app and digital hub** — your place to connect, grow, and stay updated.

### Key Features

-  **Groups & Messaging**

Join Bible studies, ministry teams, and stay connected with group chats.

-  **Media & Sermons**

Watch or listen to worship services and teaching series anytime.

-  **Giving Made Simple**

Support the church securely with online giving and recurring gifts.

-  **Events & Updates**

See upcoming gatherings, sign-ups, and announcements in one place.

-  **Bible & Resources**

Read Scripture, follow devotionals, and access helpful faith tools.

### In Simple Terms

Subsplash is our **digital home base** — bringing worship, connection, and communication together in one app.



## Subsplash End-User Procedure (Simple Guide)

*A simple guide for church members*

### Getting Started

-  **Download the App**

Search for our church's Subsplash app in the App Store or Google Play.

-  **Create an Account**

Sign up with your email to access groups, giving, and media.

-  **Log In**

Use your email and password each time you open the app.

### Joining Groups

- Tap **Groups** in the menu.

• Browse available groups (Bible studies, youth, ministries).

- Select a group → **Request to Join** or **Join Now**.

• Once approved, you'll see group chats and updates.

### Giving

- Tap **Give** in the menu.

• Choose your amount and fund (e.g., General, Missions).

- Select **One-time** or **Recurring gift**.

• Add payment method (card or bank account).

• Confirm → You'll receive a receipt by email.

### Watching & Listening

- Tap **Media** to access sermons, worship, and devotionals.

• Stream directly or **Download for offline use**.

• Share with friends by tapping the **Share icon**.



## Events & Updates

- Tap **Events** to see upcoming gatherings.
- Sign up or RSVP directly in the app.
- Check **Notifications** for reminders and announcements.

## Bible & Resources

- Tap **Bible** to read Scripture.
- Follow daily devotionals or sermon notes.
- Bookmark passages for later reflection.

## Quick Tips

-  **Enable Notifications** → Stay updated on events and group messages.
-  **Use Messaging** → Share prayer requests and encouragement with your group.
-  **Update Profile** → Keep your info current for smooth communication.



## Subsplash User Guide (More detailed)

We are collectively working to develop, learn, and integrate Subsplash. We appreciate your patience as we roll out this new platform. Should you have any questions regarding its features or functionality, please feel free to reach out for assistance.

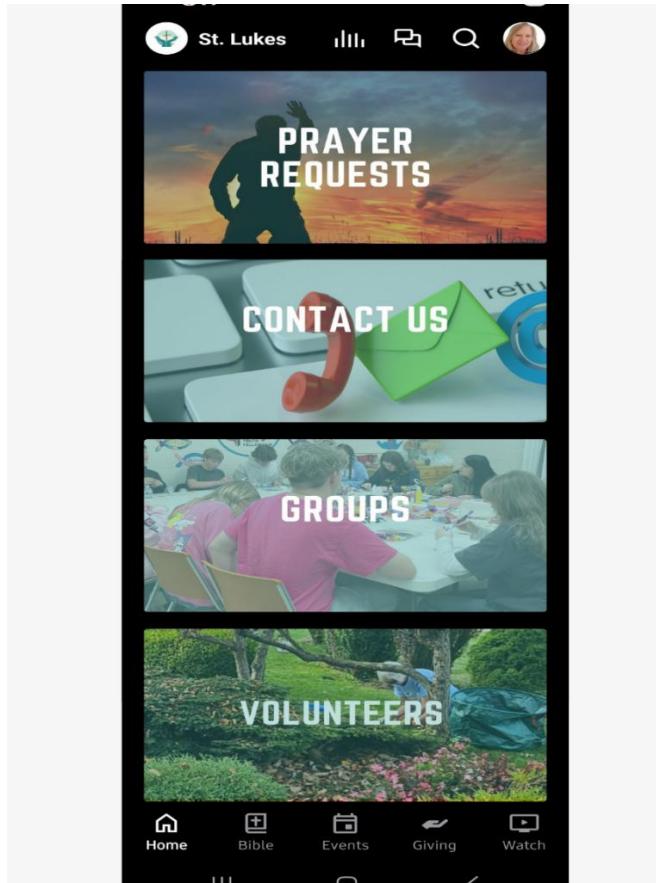
### 💡 Getting Started

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Top of Scrolling Home Screen

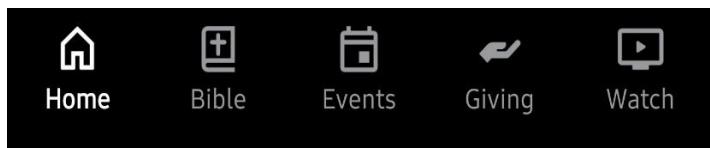


Bottom of Scrolling Home Screen





## Bottom Menu



## Buttons to other tabs in the app

*As the app is developed the tabs may change.*

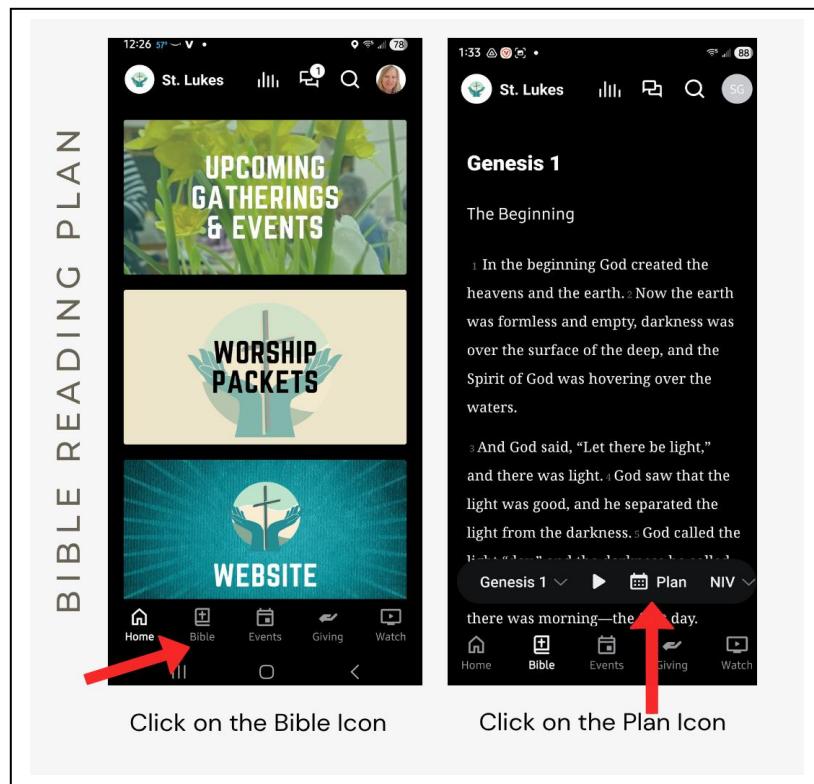
<b>Home</b>	Upcoming events, links to Worship Packets, website, Prayer request form, Contact form, and a volunteer interest form.
<b>Bible</b>	is where you can find a Bible Reading Plan (more on next page)
<b>Events</b>	where you find upcoming events, Bible Studies, and Group Meetings, Service Opportunities and a link to the Google Calendar
<b>Giving</b>	a form to submit monetary gifts for different funds and choices for how frequent you want to give.one-time, weekly, monthly, ever
<b>Watch</b>	is where the Sermon and notes are located.

## Bible Reading Plan in the App

The reading plan in the app can be found under “Bible” on the bottom menu.

### Life Journal Plan (Duration: 1 Year)

The Life Journal Plan takes readers through the Old Testament once and the New Testament twice each year.

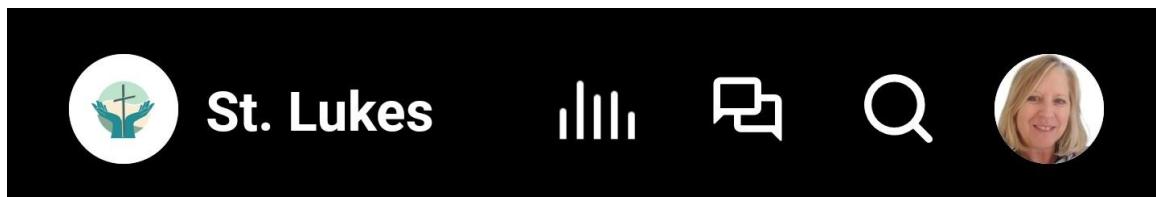


There are 7 different reading plan options. View these at

<https://support.subsplash.com/en/articles/9021034-bible-reading-plan-options>



## Top Menu

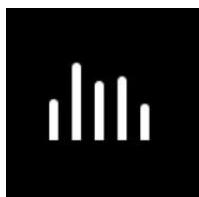


This indicates you are **logged into your account** and your **profile picture** is showing. If you do not have a profile picture a circle with your initials will appear.

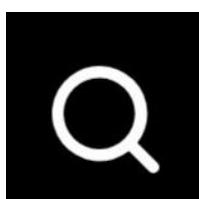
**Sign up, log in, and manage your account including resetting your password.**

- [Log In or Sign Up for a Subsplash Account](#)
- [Managing Your Subsplash Account](#)

We ask you to consider adding a headshot picture of you to your profile.



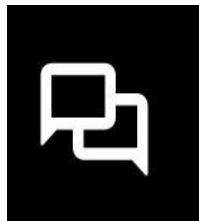
This indicates that you have a **media item open** and will go to where you left off



This allows to search for **media items** (sermons, audio, and video) in the app



## Messaging



This indicates **conversation/messaging threads** you have access to and if you have any conversations/messages waiting. A number will appear by the icon.

Messaging will act like text messaging, but it is not, and conversations will only appear within the app. This does not affect your text messaging app and no messaging rates will apply.

This can be used for small groups, service teams, or other ministries.

### Turn off Notifications

When you click the conversation/messaging icon you will see the conversation groups you are a part of and you can use the bell icon to silence notifications for a period. This setting applies to all groups and not an individual group.

Silence notifications

30 minutes

1 hour

2 hours

24 hours

Until I turn them back on

A screenshot of a mobile application interface. On the left, there is a circular profile picture with a coffee cup icon. To its right, the text 'Fellowship Hosts' is displayed above '3 Members • Team'. Above the profile picture is a small left-pointing arrow icon.

You can click Discover tab to see the groups that are made available to you and add them to your conversations tab.

Some groups will be open, closed, or you may make a request to join. Each group will be managed by a group owner.

When you click on a particular conversation you can view the various threads in the conversation, if any.

You can reply to the whole conversation or just to a particular item/thread in the conversation.

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## FAQs (Frequently Asked Questions)

### How do I download the app?

To download the St. Luke's United Methodist Church Essevville app, go to our website at <https://stlukesumcmi.org> and click on the “**Our App**” located in the top menu bar. Select the platform for the device you are using and click **Download**, then **Install**.

**Is it necessary to use the app?** No; however, utilizing the app will facilitate staying connected with the church community. It serves as an effective tool to keep everyone informed and engaged. Please note that most information available through the app can also be found on our website (<https://stlukesumcmi.org>).

**Do I have to create an online account?** Creating an account is optional. Having an account enables users to make online gifts, register for events, communicate with others, and use the same login on both the app and the website. Additionally, users can receive reminders for upcoming volunteering dates and easily block out any days when they are unavailable to serve.

**How can I make a tax-deductible online contribution using the app or website?** The church remains committed to receiving Tithes and Offerings through check or cash. Additionally, you may utilize the Give Tab on the app or website to submit an online gift.

When making an online contribution, you may establish an account and enter your credit card or bank routing information, streamlining the process for future or recurring donations. During your transaction, you will have the option to include or cover associated credit card or banking fees; if selected, these fees will be added to your donation amount. If you opt not to cover the fees, they will be absorbed by the church.

**How can I pay for non-tax-deductible items online?** Non-tax-deductible payments refer to those made in exchange for goods or services, including certain registration fees. Currently, these payment options are not available, and the organization is assessing whether to implement them in the future.

In the future, there may be **online reservation events** that allow participants to sign up and pay for items listed here. These items will be classified as goods or services rather than donations. Cash and check payments will continue to be accepted for these items.

### Some things to consider:

- Items on each tab may change or be added from time to time. We will try and communicate these changes as they occur.
- Items may show differently on phones and tablets. **This depends on your device.** If you have an apple or android device, you can download the app.
- Your app only receives new content when you open it, so there's no need to keep it running constantly. Messaging and notifications work based on your device settings while you're connected to cellular or Wi-Fi.
- In the future you will be able to **view media items** with apps geared for your TV, such as Roku, Fire TV, and Google TV.



## Subsplash Features

Below are some of the features of the Subsplash platform, some of which are implemented or will be implemented in the future.

<b>All in one</b>	Subsplash One – The all-in-one platform to know and grow and engage our church.	
<b>Create</b>	Apps –	Custom branded mobile and TV apps on all devices.
	Websites –	Drag and drop website builder with advanced search engine tools.
<b>Grow</b>	Giving –	Mobile and web giving with donor management and analytics.
<b>Reach</b>	Media –	Media hosting and sermon player with no ads or distractions.
	Live Streaming –	Full HD live streaming to our app, website, and social media.
<b>Church Management</b>	Child check-in (at some point, when needed), email builder, volunteers, and service planning.	
<b>Groups &amp; Messaging</b>	Secure messaging and group engagement for our church.	
<b>Events</b>	Manage event registrations and payments from one dashboard.	

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*Our goal is to create, reach, connect, and grow—it's that simple.*

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**We want to improve communication between our members and visitors.**



ST. LUKE'S UNITED METHODIST CHURCH

***While no platform fully meets every requirement, Subsplash most closely aligns with our needs. Subsplash is utilized by more than 17,000 churches and ministries of various sizes.***