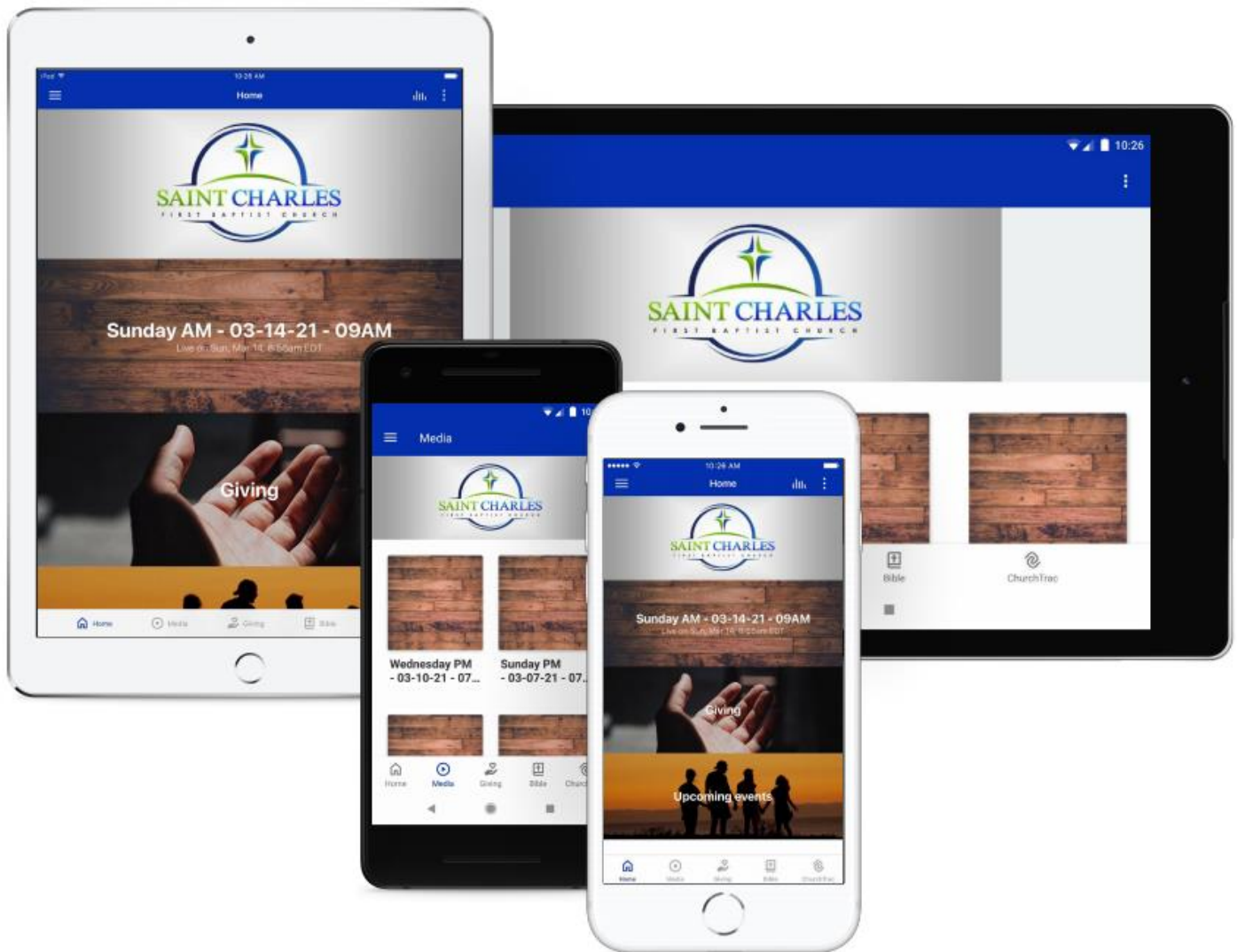
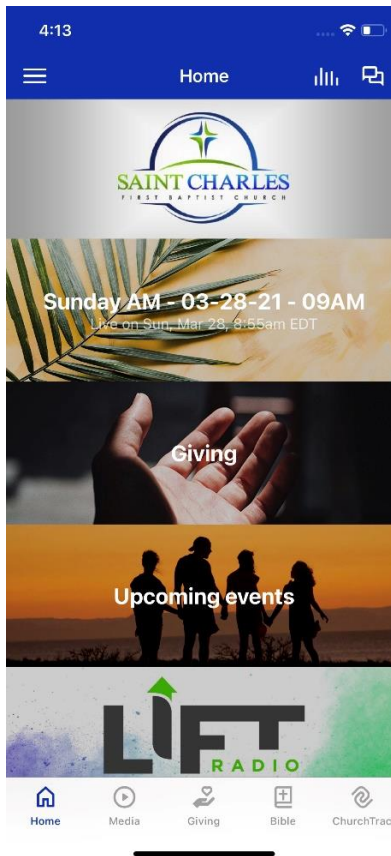


St. Charles First Baptist Church App

Navigation Guide



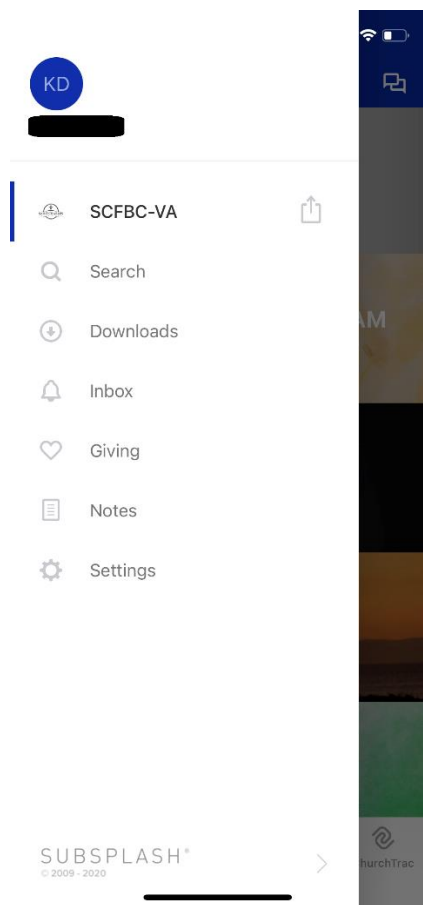
Home Screen



Things to Note:

- Top Screen Options:
 - Menu is the three horizontal Lines in the upper left and to the far left of "Home".
 - Audio is the vertical lines in the upper right and to the right of the "Home".
 - Messaging is the communications icon in the upper right and to the far right of "Home".
- Banners under the church logo (clickable options and subject to change in the future) :
 - First Banner is the Next Livestream Event.
 - Second Banner is the link to the Giving page.
 - Third Banner is Upcoming Events.
 - Fourth Banner is Lift Radio. A free worship station that you can listen to.
- Bottom Screen Options:
 - Home will take you back to the Home Screen.
 - Media will take you to the library of all our media (Livestreams, Uploads, etc).
 - Giving will take to you the giving section.
 - Bible will take you to the Holy Bible where you can search the scriptures.
 - ChurchTrac will take you to our church portal (Giving History, Church Directory, etc.)

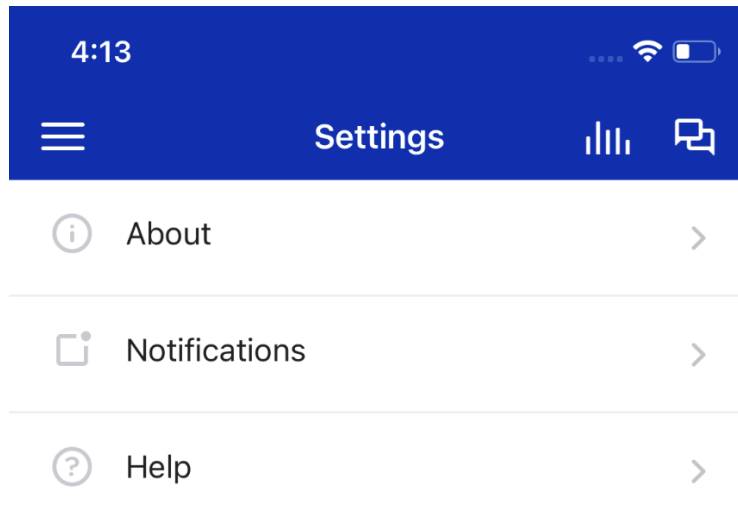
Menu Screen



Things to Note:

- Click on the three horizontal Lines in the upper left and to the far left of “Home” to show the Menu.
- Screen Options:
 - SCFBC-VA will take you back to the Home screen.
 - Search is a general search engine.
 - Downloads is the area if you download any media so that you can watch/listen offline.
 - Inbox is the area that displays all the app notifications that are published.
 - Giving will take you to the giving page.
 - Notes is an area where you can take notes such as during the sermon or other times.
 - Settings is the area to turn on or turn off Notifications (see next page).

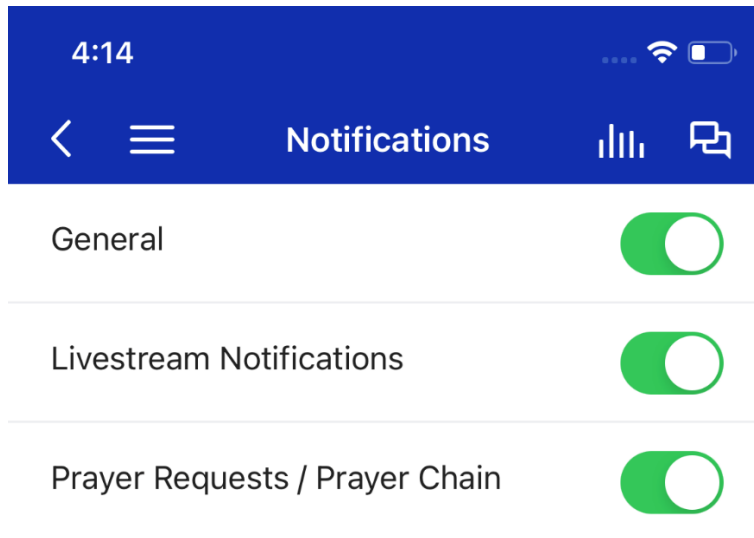
Settings Screen



Things to Note:

- Click on the three horizontal Lines in the upper left and to the far left of “Home” to show the Menu.
- Click on Settings to open the above screen.
- Screen Options:
 - About provides information on the current app version, terms, conditions, etc.
 - Notifications is the area to turn on and turn off notifications (see next page for more details).
 - Help takes you to SubSplash’s online help center.

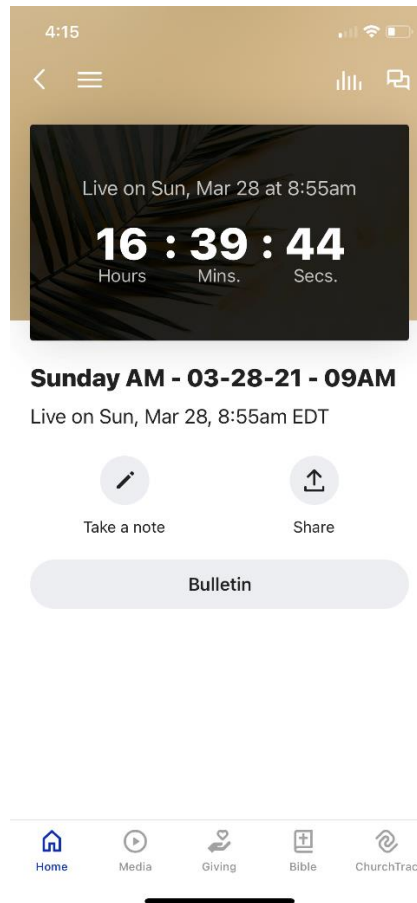
Notifications Screen



Things to Note:

- Click on the three horizontal Lines in the upper left and to the far left of “Home” to show the Menu.
- Click on Settings to open the above screen.
- Click on Notifications within the Settings screen.
- Screen Options:
 - General is our general notifications that we would send out. This would include information general information about church events and such.
 - Livestream Notifications pushes out notifications each time our church service goes live. Generally this notification is one minute before the service starts.
 - Prayer Requests / Prayer Chain pushes out urgent notifications about an immediate prayer request that we may need to push out. Typically the Prayer Requests option within Messaging which we will discuss shortly will be the area for most prayer requests.
 - For each of the above options, you can click the toggle switch to turn on or turn off notifications. If the toggle is green, it means that you will receive the notifications.
 - The arrow in the upper left will take you back to the previous screen which is normally the Setting Screen.
 - The three horizontal lines in the upper left will bring the Menu Screen back up. There you can click on SCFBC-VA to exit notifications and return to the Home Screen.

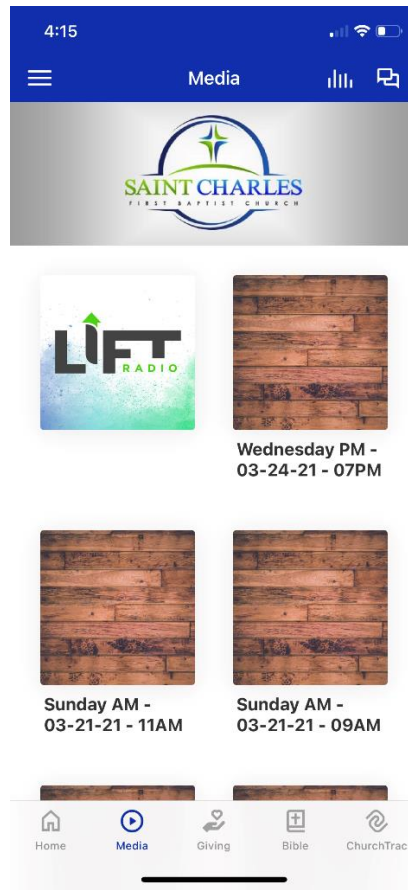
Next Livestream Screen



Things to Note:

- Click on the first banner under the church logo on the Home Screen to get to this page.
- This page provides more information about the next scheduled Livestream.
- Screen Options:
 - Take a note will allow you to take notes during the message.
 - Share will allow you to share the link to the Livestream.
 - Bulletin will take you to the church bulletin for the service.
 - Just a reminder for both watching the media as well as opening the bulletin, you can turn your phone on its side to view both items in a larger format.
 - Bottom options are available to navigate to other areas like the Home Screen.

Media Screen



Things to Note:

- You can get to this screen by clicking on the Media icon from the Bottom Section of the screen.
- This page provides a way to watch previous services as well as listen to Lift Radio.
- Lift Radio is a free station that was an option that Subsplash offered. Individuals have already provided feedback that they like this feature for listening either at home, on the road, and at work.
- To watch or listen, just click on the icon of the media item you want to watch/listen.
- If you click on an item that has both video/audio, you can choose to just listen by clicking the headphones icon. If you want to watch the video, simply click the play option.

Giving Screen

4:15

< ☰

SAINT CHARLES
FIRST BAPTIST CHURCH

\$ 0

Frequency

One-Time Weekly Monthly

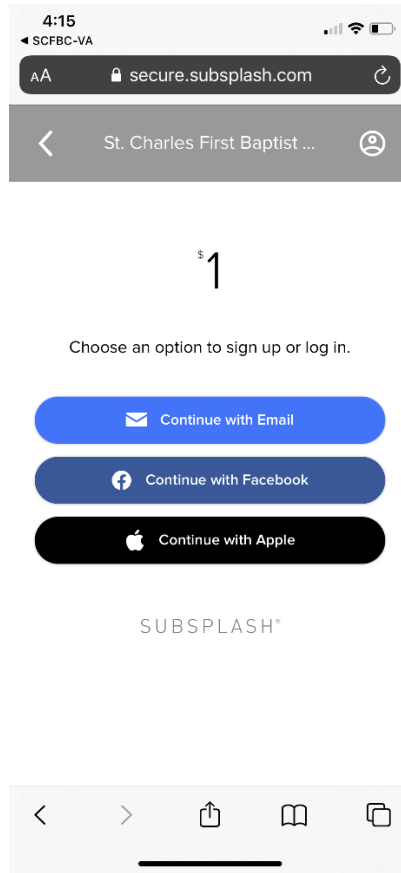
Enter a dollar amount to make a gift.

Next

Things to Note:

- There are several ways to get to this page including but not limited to the Home Screen, the Bottom Options, the Menu Screen, etc.
- This page provides a way to make online payments through Subsplash's secure online giving site.
- Payment options include Credit Card, Debit Card, and ACH. Options are up to you in how you want to give. Many individuals prefer utilizing their credit cards because of the ability to know that funds are not automatically being deducted from their banking accounts.
- There are fees associated with online giving. You can choose to cover the fees or the fees will be deducted from the amount given to the church.
- Screen Options:
 - \$0 is where you will enter the amount that you wish to give to the church.
 - Frequency is the area that you will choose if you want to provide One-Time Giving or Recurring Giving.
 - Options include:
 - One-Time
 - Weekly
 - Monthly
 - Every Two Weeks
 - Twice a Month
 - Next will take you to the login screen for the security of your payment information.

Giving Screen – Login Screens



Things to Note:

- Your selections on this screen will take you to your preferred method to login. Typically suggest doing so with an Email address. If you have an Apple/Google Pay feature you are comfortable with, that may be a good choice. Suggestion would be to avoid utilizing Facebook or social media sites to login for your payments.

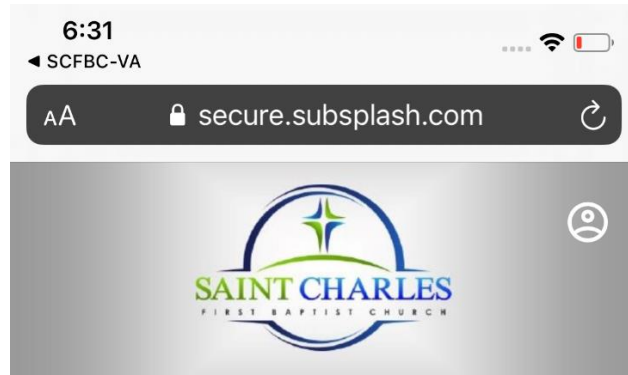
Giving Screen – Login Screens (Cont.)

The image displays two side-by-side screenshots of a mobile application interface for Subsplash. The left screenshot, taken at 4:15, shows the 'Log in' screen. It features a header with 'Log in' and 'Sign up' tabs, where 'Log in' is selected. Below the header, the text 'Welcome back' is displayed. There are input fields for 'Email address' and 'Password', a 'Forgot Password' link, and a blue 'Log in' button. The Subsplash logo and copyright notice '© 2021 Subsplash, Inc.' are at the bottom. The right screenshot, taken at 4:16, shows the 'Sign up' screen. It features a header with 'Log in' and 'Sign up' tabs, where 'Sign up' is selected. Below the header, the text 'Create a new account' is displayed. There are input fields for 'First name', 'Last name', 'Email address', 'Create password', and 'Confirm password'. A note states: 'By clicking on Create account, you agree to Subsplash's Terms of Use and privacy policy.' A blue 'Create account' button is at the bottom, followed by the Subsplash logo.

Things to Note:

- Log In is the option you will choose if you have already signed up for Giving online through Subsplash.
 - You will simply enter your email address and Password and click Log In.
- Sign Up is the option you will choose if this is your first time signing up for Giving online through Subsplash.
 - Please complete the fields.
 - Please be sure to select a secure password that is not easily determined by others. Some suggestions are phrases and including a mixture of lower case, upper case, numbers, and special characters.
 - After completing this information, click the Create account button.

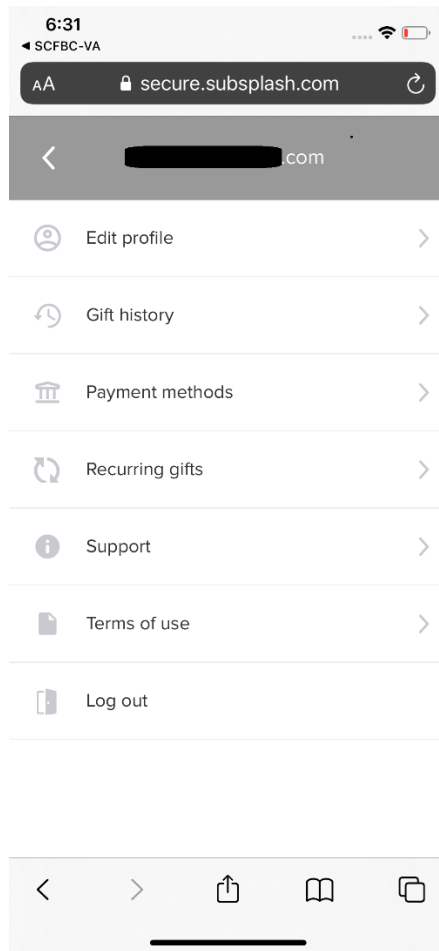
Giving Screen – Profile Screen



Things to Note:

- The Profile Screen will allow you to update your profile, view giving history within SubSplash, Payment Methods, etc.
 - To move to the Profile page, click on the small round person icon in the upper right of the giving login screen to the right of the church logo.

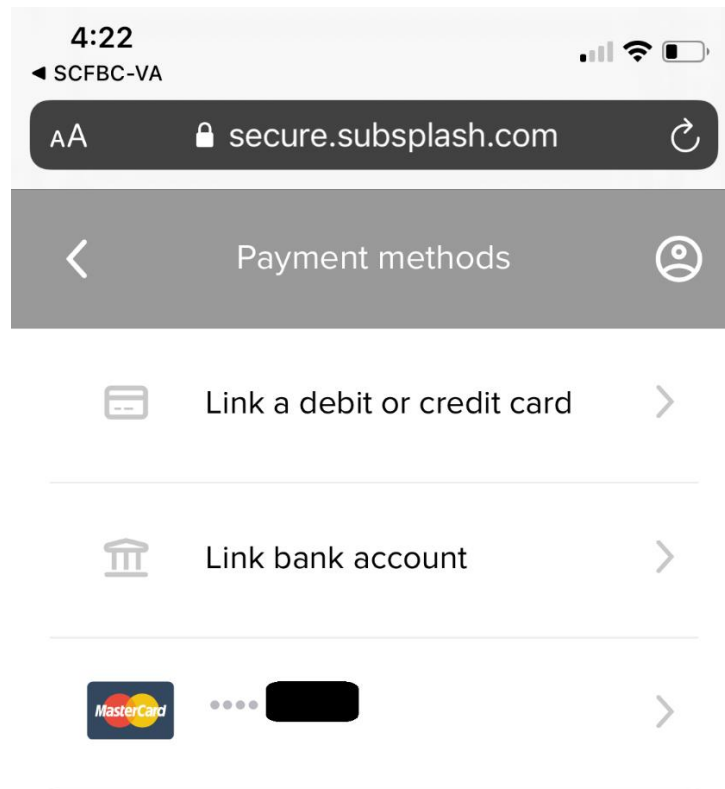
Giving Screen – Profile Screen (Cont.)



Things to Note:

- This screen will allow you to update your profile, view giving history within SubSplash, Payment Methods, etc.
 - Edit profile will allow you to update your name, phone number, address, etc. with Subsplash giving.
 - Gift History will allow you to view all the giving that has been processed through Subsplash. This does not include any giving outside of Subsplash.
 - Payment Methods will allow you to setup different payment methods to use for giving including Credit Card, Debit Card, and Banking information. (See the next pages).
 - Recurring gifts will allow you to create, review, and edit any recurring payments that you have setup.
 - Support will take you to Subsplash's support page for Giving.
 - Terms of use will take you to the terms and conditions page for Subsplash Giving.
 - Log out will log you out of Subsplash Giving.

Giving Screen – Payment Methods Screen



Things to Note:

- This screen is to setup individual or multiple methods of payment as well as edit existing methods.
- Screen Options:
 - Link at debit or credit card will take you to a screen to create a new debit or credit card method of payment.
 - Link a bank account will take you to a screen to create a new bank account for ACH deductions.
 - Others listed underneath will be existing methods of payments. You can click on these methods to update any necessary changes.

Giving Screen – Link a debit or credit card Screen

The screenshot shows a mobile web browser interface. At the top, the status bar displays the time 4:22, signal strength, Wi-Fi, and battery icons. The browser's address bar shows the URL 'secure.subsplash.com'. Below the browser, a dark header bar contains a back arrow, the text 'Payment methods', and a user profile icon. The main content area is a white card titled 'Link a debit or credit card'. Inside the card, there are four input fields: 'Card number' (with a blue underline), 'MM' (Month), 'YY' (Year), and 'CVV' (Card Verification Value). Below these is a 'Postal code / ZIP' field. At the bottom of the card are two buttons: 'Cancel' and 'Link' (which is highlighted in blue). The bottom of the screen shows a standard mobile browser navigation bar with back, forward, share, bookmark, and tabs icons.

Things to Note:

- This screen is to add a new debit or credit card method of payment.
- Screen Options:
 - Card Number – Credit/Debit Card Number
 - MM – Month (i.e. January would be 01)
 - YY – Year (i.e. 2023 would be 23)
 - CVV – security code from the back of your card. Three digits
 - Postal code/Zip – Zip Code where you credit card statements are sent.
- After entering all the information, click Link.

Giving Screen – Link bank account Screen

The screenshot shows a mobile browser interface at the URL `secure.subsplash.com`. The page title is "Link bank account". The form contains the following fields:

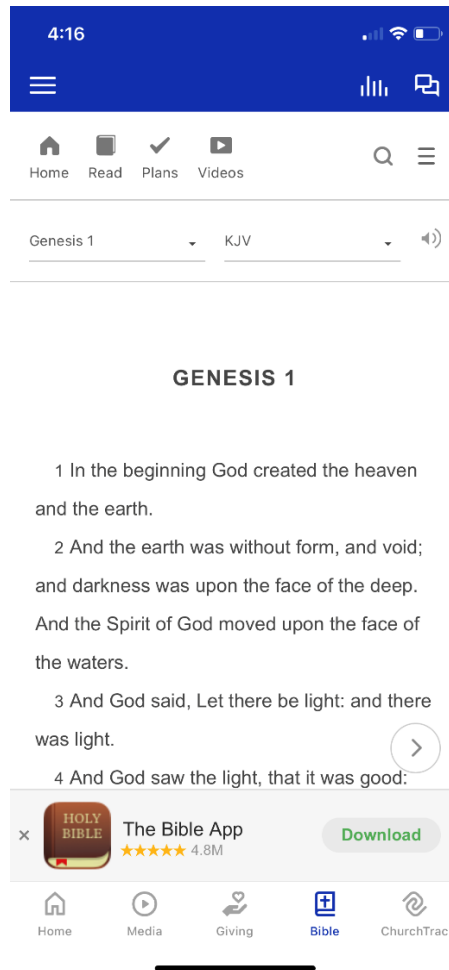
- Account type:** A dropdown menu currently showing "Personal".
- Name on account:** A text input field.
- Routing number:** A text input field.
- Account number:** A text input field.
- Confirm Account Number:** A text input field.

At the bottom of the form are two buttons: "Cancel" and "Link". The "Link" button is highlighted in blue. The mobile status bar at the top shows the time as 4:22 and the location as SCFBC-VA.

Things to Note:

- This screen is to add a bank account method of payment.
- Screen Options:
 - Account type – Personal or Company
 - Name on account – Should be the name listed on the account at the bank.
 - Routing Number – Should be the Routing Number from your bank. (9 digits)
 - Account Number – Should be your Account Number with your bank.
 - Confirm Account Number – Please reenter your Account Number for confirmation.
- After entering all the information, click Link.
- You will receive a notification that you need to watch your account for the next few days.
- Subsplash will send some very small deposits (normally a few pennies) to your account to make sure the account is setup correctly before any deductions are taken from your account.
- You will need to confirm the amounts that were deposited before the bank account is setup and linked.

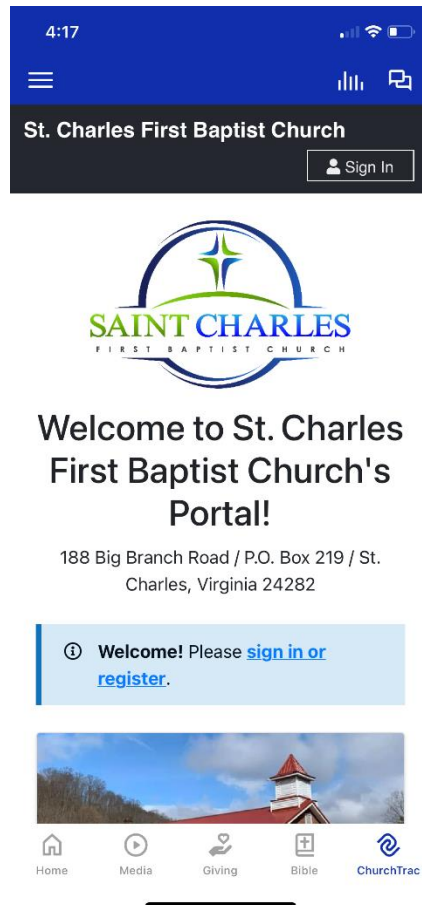
Bible Screen



Things to Note:

- This screen is look up scriptures anytime from within the app.
- Screen Options:
 - There are options to Read, Reading Plans, Videos, etc.
 - You can use the drop down to select the books of the Bible as well as chapter.
 - You have the option to change versions of the bible. By default, we have chosen KJV.

ChurchTrac Screen



Things to Note:

- This screen is used to sign in or register for the portal.
- You can also login to the portal through your computer by going to <https://stcharlesfbc.churchtrac.com>.
- The portal has information such as the church directory, your overall giving history (both Subsplash and any other methods), your profile with the church (name, address, phone, family, etc.)
- Screen Options:
 - Sign in or register – link to login to the portal.

ChurchTrac – Sign In or Register Screen

The screenshot shows a mobile application interface for St. Charles First Baptist Church. At the top, a blue header bar contains the time 4:17, signal strength, Wi-Fi, and battery icons. Below this is a dark blue bar with a hamburger menu icon on the left and a bar chart icon on the right. A black bar below the header displays the church's name, "St. Charles First Baptist Church". The main content area is white and contains the text "Welcome to St. Charles First Baptist Church" followed by "First time here? [Create an account.](#)". Below this is a section titled "Please sign in:" with a horizontal line underneath. Under the line is the label "Your Email Address:" and a text input field containing the placeholder text "Your Email Address". A keyboard is visible at the bottom of the screen, showing a standard QWERTY layout with a "Done" button in the top right corner.

Things to Note:

- This screen is to either create your account on the portal or sign in if you have already created an account.
- Screen Options:
 - Sign In – If you have already created an account with the portal, you will enter your email address and password.
 - Create an account – If this is your first time on the portal, you will need to create an account. This is different than your Subsplash Giving and Messaging Login.
 - Once you create an account, it will go for review/approval by the church to verify the individuals signing up to the portal.

ChurchTrac – Login Verification Screen

4:17

St. Charles First Baptist C...

St. Charles First Baptist Church

Your Email Address:

Your Email Address

☐ I'm not a robot

reCAPTCHA
Privacy - Terms

Continue

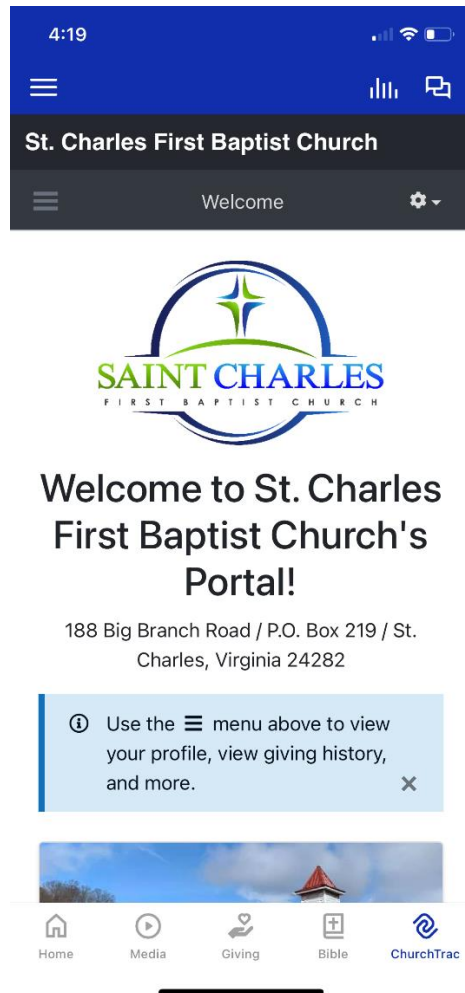
Copyright © 2021 ChurchTrac Software, Inc.

Home Media Giving Bible ChurchTrac

Things to Note:

- This screen is a login verification screen to verify that you are not a robot attempting to access the portal.
- Screen Options:
 - Your Email Address – enter your email Address.
 - Click “I’m not a robot”
 - There will be an image appear and it will ask you to click the boxes that match the word. For example, it may ask you to click all the boxes on the image that include a crosswalk.
 - After the verification, please Continue.

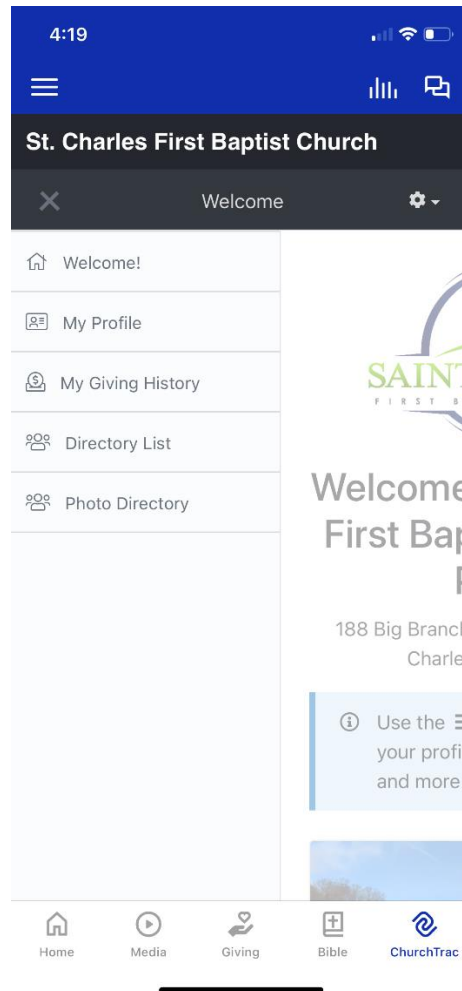
ChurchTrac – Screen after Sign In



Things to Note:

- This screen is the main portal screen where you can see the Menu (three horizontal lines similar to the normal Subsplash menu).
- Notice that the “Welcome! Please sign in or register” no longer appears once you are signed in.
- Screen Options:
 - Menu (three horizontal lines similar to the normal Subsplash menu) to the left of “Welcome” – used to access your profile, giving history, directory list, and photo directory).
 - Gear to the right of “Welcome” – used to sign out of the Portal.

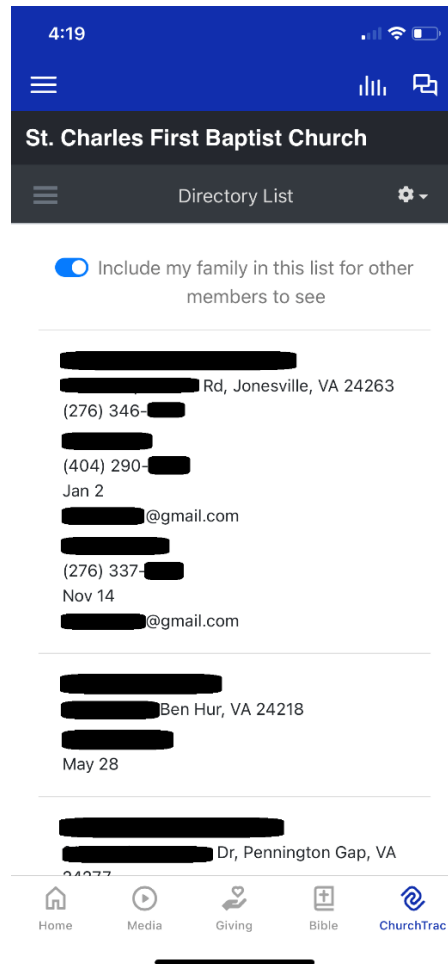
ChurchTrac – Menu Screen



Things to Note:

- This screen is used to access My Profile, My Giving History, Directory List, and Photo Directory.
- Screen Options:
 - Welcome! – Simply takes you back to the Portal Main Page
 - My Profile – Allows you to make updates to your profile (Family Role, Birthday, Mobile Phone, Email Address, Family Information, Address, Family Phone, and to include in Member Directory).
 - My Giving History – Allows you to view statements of your giving based on date ranges. This allows you to see all giving that has been identified (methods include online giving, church offering envelopes, and/or checks). NOTE: the portal has all giving and Subsplash only has the giving provided through Subsplash giving.
 - Directory List – Allows you to see the church directory of all those who have agreed to include their family in the church directory. Within this option, you can also turn on or turn off your family in the directory.
 - Photo Directory – This cannot be viewed from within the app. However if you login via <https://stcharlesfbc.churchtrac.com> you can see the Photo Directory. Currently (March 2021), the photo directory has no photos. We plan to update this within 2021 with the assistance of all our church family participating.

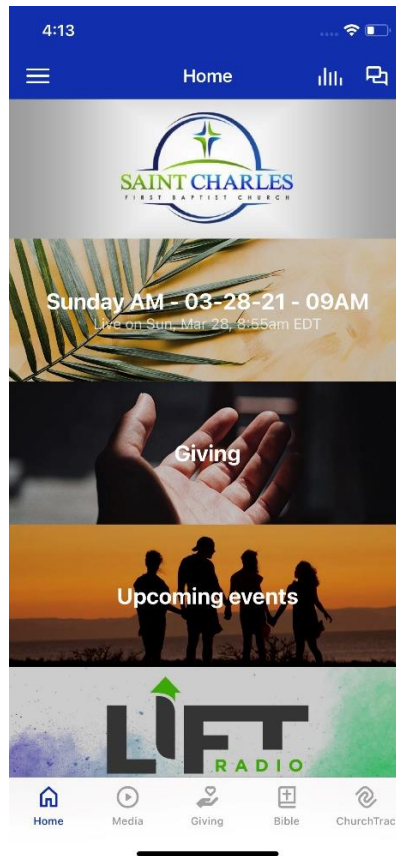
ChurchTrac – Church Directory Screen



Things to Note:

- This screen is the listing of our church directory based on the families that agreed to allow us to include their family in the directory.
- Screen Options:
 - Include my family in this list for other members to see – Toggle button to allow or not allow other members to see our family. Blue means you are agreeing for others to be able to see your family information (Names, Address, Phones, Emails, Birthdays, etc).

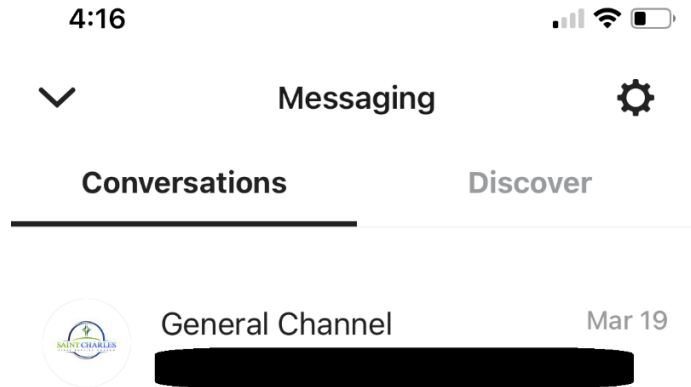
Messaging Screen



Things to Note:

- This screen is to join the Messaging feature which is somewhat like Messaging within social media sites.
- Click on the conversation icon in the upper right of the screen to the far right of the word "Home".
- It will ask you to sign in the first time. Afterwards, it should simply open.
- There will be more messaging groups added as we move forward. For example, Sunday school classes could potentially have their own message groups for discussions throughout the week as well as their own prayer requests that they may not want to share with the entire church family.

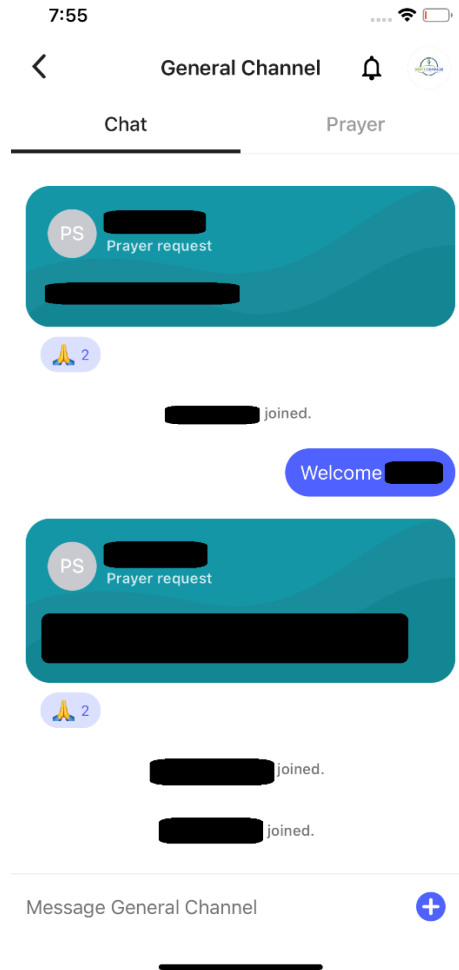
Messaging Screen - Conversations



Things to Note:

- This screen is to have conversations with groups within the app.
- Screen Options:
 - Groups – Listed under Conversations can be clicked on to see the messaging/chat discussion. You could have multiple groups. In this example, there is only one which is the General Channel.
 - General Channel – This is the open group for everyone to see that downloads the app. This is a general chat/discussion board. Within the chats, there is an option for Prayer Requests, so it notifies everyone that chooses to be part of this group.
 - You click on a group to open the discussion.

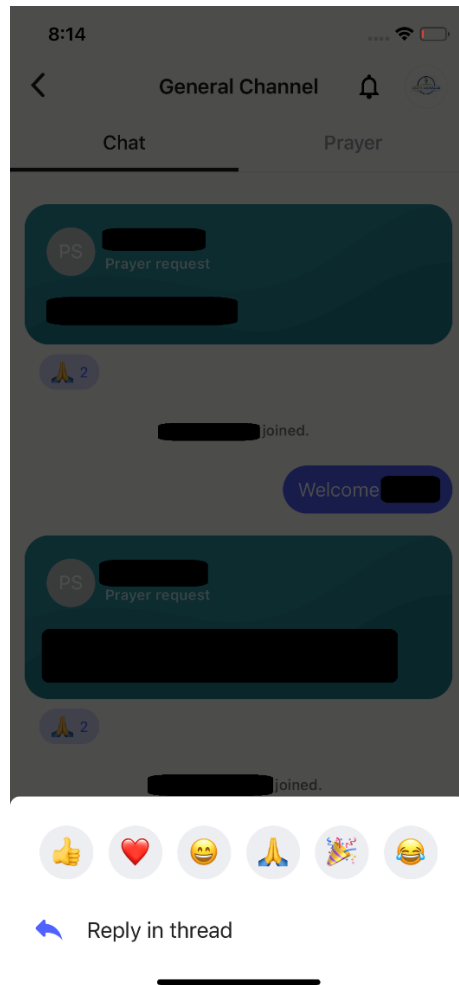
Messaging Screen - Discussions



Things to Note:

- This screen shows the General Channel Discussion.
- Screen Options:
 - Arrow to the left of General Channel – click to return to the list of groups.
 - Bell to the right of General Channel – this is your option to “Mute” the channel if you do not want notifications and such for the channel.
 - Church logo to the far right of General Channel – This gives you options to see who manages the group, the members, as well as your ability to choose to leave the group.
 - Message General Channel (at the bottom of the screen) is to type and send a message to the group.
 - “+” beside the Message bar – this it to send different things including marking something as a prayer request.

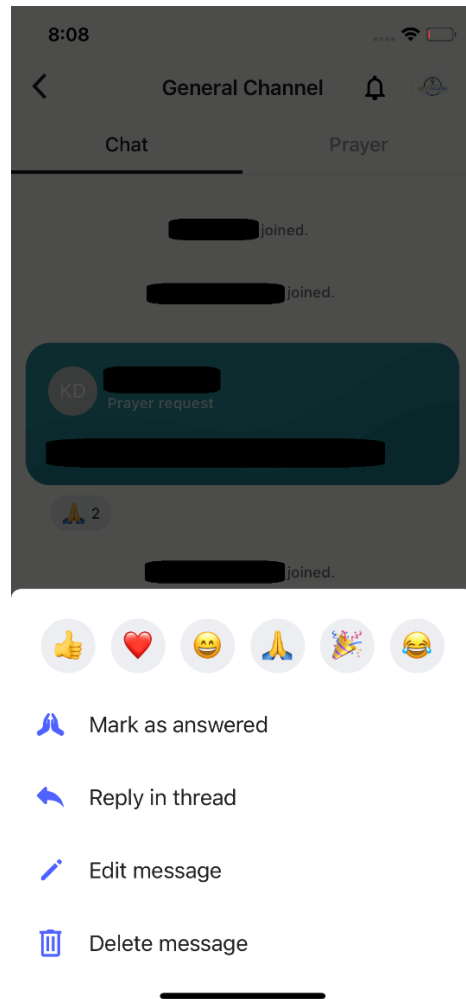
Messaging Screen – Discussions – Message Replies



Things to Note:

- This screen shows the options to reply to a message.
- These options show when you click on a message.
- Screen Options:
 - Icons – You can choose icons like social media to reply instead of typing a message.
 - Reply in thread – Allows you to reply to a message.

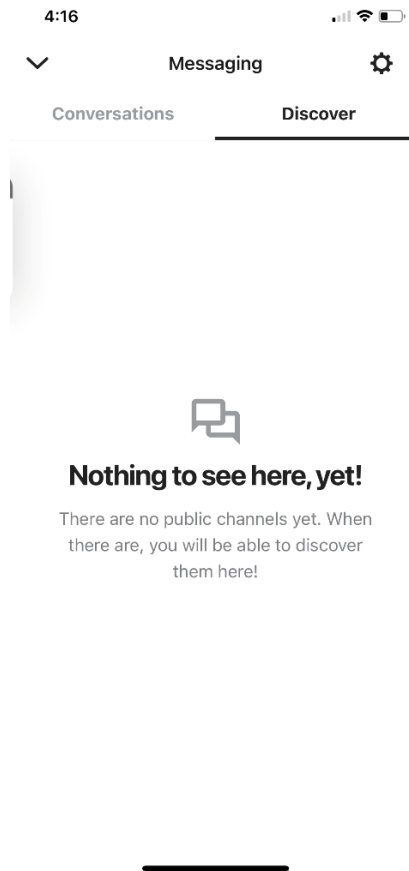
Messaging Screen – Discussions – Message Edits



Things to Note:

- This screen shows the options if you created the message.
- These options show when you click on and hold for a couple seconds.
- Screen Options:
 - Icons – You can choose icons like social media to reply instead of typing a message.
 - If you created to a Prayer Request, you can “Mark as answered” so that everyone is aware.
 - Reply in thread – Allows you to reply to a message.
 - Edit message – Allows you to edit if you created it.
 - Delete message – Allow you to delete the message if you created it.

Messaging Screen – Discover



Things to Note:

- This screen is to join other groups if/when they exist.
- Screen Options:
 - If you see a group you want to join, you will simply click on the group.



Updated March 27th, 2021.