

20 EASY STEPS TO GETTING STARTED WITH VBS P.R.O.™

1. Click the **Get Started Now!** link at groupvbspro.com.
2. Accept the End Users License Agreement (EULA).
3. Create your profile, and click the **NEXT** button. (See Figure 1.)

CREATE PROFILE

My Profile

First Name *

Last Name *

Email *

Password *

Confirm Password *

Security Question * What is your mother's maiden name? ▼

Security Answer *

Base Program * Everest ▼

Anticipated VBS Start Date * (m/dd/yyyy) This can be changed in the future.

Weekly Digest?

Weekly Email Digest: Receive a weekly email summary of the participants and volunteers that registered during the past week. This email is sent every Tuesday to the email address you provided above.

Communication Preferences Sign-up to receive email communications from Group

test

View EULA

NEXT

Figure 1: Create your profile

Note: You can update your profile at any time in the future. Simply click on the **My Profile** link in the left navigation.

VBS P.R.O.™ & VBS P.R.O. PLUS™

4. Create your Account.

- a. If your church/parish is in the U.S.A., enter your ZIP code or City and State then click on the **“CLICK HERE TO FIND YOUR CHURCH/PARISH”** button beneath **“Zip/Postal Code”**.

VBS P.R.O. ACCOUNT

Church Information

USA International

Zip/Postal Code OR City State

CLICK HERE TO FIND YOUR CHURCH

VBS P.R.O. PLUS VBS P.R.O. Plus Code

PREV **NEXT**

Manage Directors **ADD DIRECTOR**

Name	Email	Is Active
VBS Buddy	vbsbuddy@group.com	True

Figure 2: Enter ZIP code or City and State

- b. Select your church/parish from the drop-down list. If you don't find your church, scroll to the bottom and select the option to enter your church/parish information.

VBS P.R.O. ACCOUNT

Church Information

USA International

Zip/Postal Code OR City State

CLICK HERE TO FIND YOUR CHURCH **CAN'T FIND CHURCH?**

Church

VBS P.R.O. PLUS VBS P.R.O. Plus Code

PREV **NEXT**

Manage Directors **ADD DIRECTOR**

Name	Email	Is Active
VBS Buddy	vbsbuddy@group.com	True

Please select your Church name

- ABIDING LOVE LUTHERAN CHURCH | 307 E 40TH ST
- ALL SAINTS EPISCOPAL CHURCH | 3448 TAFT AVE
- CHRIST THE WAY FELLOWSHIP | 1910 VAN BUREN AVE
- CHURCH OF THE GOOD SHEPHERD | 3429 MONROE AVE
- Church of the Holy Mattrass | 1515 Cascade Ave.
- CROSSROADS COVENANT CHURCH | 5420 TAFT AVE
- Demo Church | 12345 Demo Drive
- EDEN VALLEY SDA CHURCH | 9325 WORLD MISSION DR
- Elle the Cat Church | 555 Meow Lane
- FAITH EVANGELICAL CHURCH | 2707 WILSON AVE
- FIRST CHRISTIAN CHURCH | 2000 N LINCOLN AVE
- GALILEE BAPTIST CHURCH | 2525 VAN BUREN CT
- GroupaGroupa | 1515 Cascade Ave
- IMMANUEL LUTHERAN CHURCH | 4650 SUNVIEW DR
- INDEPENDENT PENTECOSTAL CHURCH | 5004 SUMAC CT
- INTL FAITH FELLOWSHIP | 3885 CARBONDALE ST
- JESU CRISTO EL BUEN | 4105 N GARFIELD AVE LOT 67B
- Jill's Church | 4790 Mimosa St
- KING OF GLORY LUTHERAN CHURCH | 2919 WILSON AVE

Figure 3: Select your church/parish from the list

- c. Enter or edit your church/parish information, as necessary.

VBS P.R.O.™ & VBS P.R.O. PLUS™

Note: It is important to enter your church/parish information here, because this will pre-populate your church/parish address on your custom website.

VBS P.R.O. ACCOUNT

Church Information

USA International

Zip/Postal Code OR City State

CLICK HERE TO FIND YOUR CHURCH

Church

Church Information to Display on VBS P.R.O. Custom Site

Your VBS P.R.O Account is associated with

Church Name *

Church Address *

City *

State / Province

Postal Code/Zip Code *

Country Code

Phone

Email

Church Url

Email in Volunteer Confirmation *

Phone in Volunteer Confirmation *

Email in Participant Confirmation *

Phone in Participant Confirmation *

VBS P.R.O. Plus Code

PREV
NEXT

Manage Directors ADD DIRECTOR

Name	Email	Is Active
VBS Buddy	vbsbuddy@group.com	True

Figure 4: Enter church/parish information

- d. If you have already purchased your VBS P.R.O. Plus™ upgrade, enter the code that was e-mailed to you in the box. After you have entered your upgrade code, please click the “NEXT” button.
- e. If you have not purchased an upgrade, please click the “NEXT” button.

Note: You can update your church/parish information and add directors on this page at any time. Simply click on the **VBS P.R.O. Account** link in the left navigation.

VBS P.R.O.™ & VBS P.R.O. PLUS™

5. Set up your custom VBS website.
 - a. Create your custom Web address. This will be the unique website address that you will hand out to your community to register volunteers and participants online (for example: FaithKidsDenver).

CUSTOM VBS WEBSITE


General

Tip: This will be the unique website address that you will hand out to your community to register to volunteers and participants online. For example: FaithKidsDenver

Custom Website Address
http://test.groupvbspro.com/vbs/ez **This must be a unique name.**

Your custom website address is:

Sessions [Click this link to edit your session.](#) **ADD SESSION**

	Name	Capacity	Location	Start Date	End Date	Start Time	End Time	Grades Offered
 Click Here to Edit your Session		99		06/06/2011	06/11/2011	Not Set	Not Set	K,1,2,3,4,5,6

Custom Website Setup

By adding a Custom Website Address and completing your Church information in the VBS P.R.O. Account page, we will start the process of creating your new site for you. This process may take a few minutes, so please check back in order to perform customizations on your custom website.

PREV **NEXT**

Figure 5: Create your custom VBS Web address

- b. Edit your **session details** by clicking on the link that says “**Click Here to Edit your Session**”. This is **where you enter your VBS date, locations, time(s), etc...**
 - c. Enter all the required information, and click the **SAVE** button.

SESSIONS

Tip: A session contains all the information about your VBS. If you do more than one VBS of the same theme (for example, north campus/south campus or morning/evening), then you will set up multiple sessions. Upgrade to VBS P.R.O. Plus to create multiple sessions.

Session Name *

Address 1 *

Address 2

Address 3

City *

State / Province Zip / Postal Code

Country

Phone

Start Date * (mm/dd/yyyy) Start Time AM

End Date * (mm/dd/yyyy) End Time AM

Participant Registration Deadline * (mm/dd/yyyy)

Maximum Number of Participants *

Grade Levels

Maximum participants by grade:

Setting the maximum number of participants for each grade is optional. If you choose to set a maximum for a grade and for the overall program, participants will be added on a first-come basis until either the maximum for the grade level is reached or the maximum for the overall program is reached, whichever happens first.

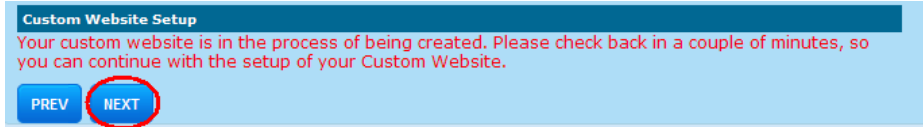
For example, if the maximum for the overall program is set at 150 and the preschool maximum at 20, then you could potentially have 15 preschoolers sign up plus 135 of the other grades for a total of 150.

Figure 6: Enter your session information

VBS P.R.O.™ & VBS P.R.O. PLUS™

Note: You can update you Session details at any time in the future. Simply click on the **VBS Session** link in the left navigation.

- d. After you have edited your session, click the **NEXT** button near the bottom of the page to continue to the **Participant Registration Form**.



Note: It will take a few moments to generate your custom website.

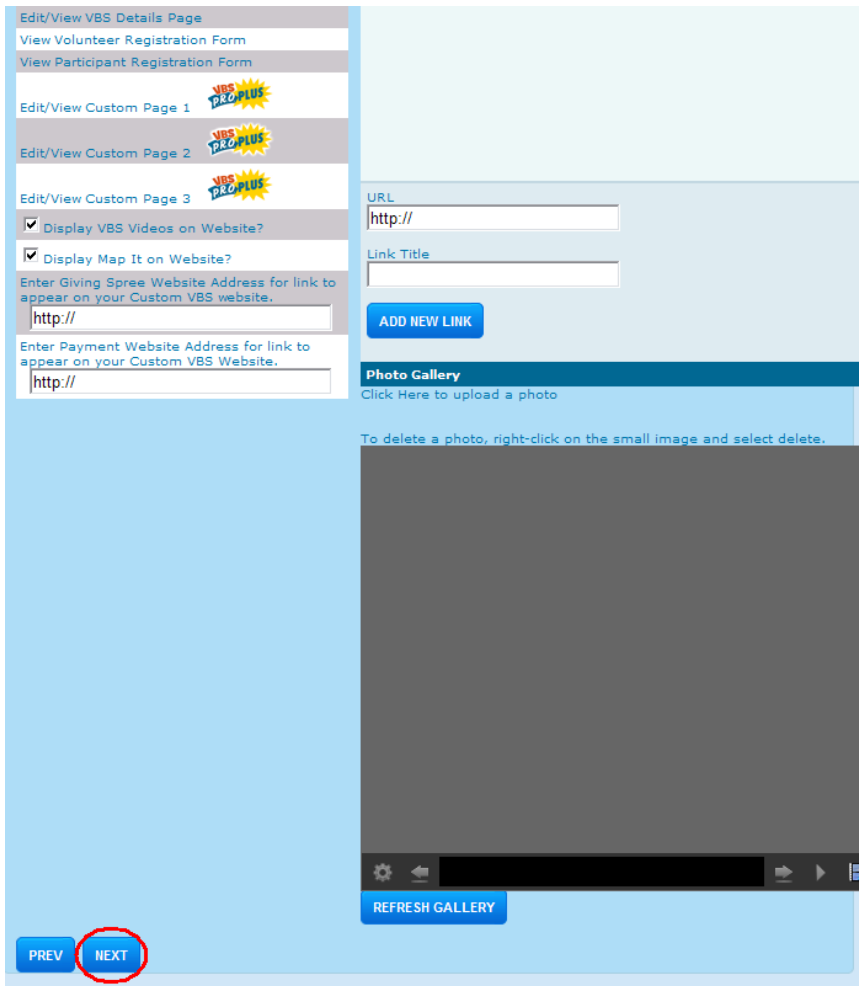


Figure 7: Click the NEXT button

VBS P.R.O.™ & VBS P.R.O. PLUS™

6. Customize your **Participant Registration Form**, and click the **NEXT** button at the bottom.

PARTICIPATION REGISTRATION FORM






Order	Field Name	Display Name	Include	Required
1	Parent First Name		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Parent Last Name		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	Participant First Name		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	Participant Last Name		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	Gender		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	Grade entering/leaving	Grade Entering ▾	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7	Address		<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Contact Phone 1		<input type="checkbox"/>	<input type="checkbox"/>
9	Contact Phone 2		<input type="checkbox"/>	<input type="checkbox"/>
10	Parent Email		<input type="checkbox"/>	<input type="checkbox"/>
11	City		<input type="checkbox"/>	<input type="checkbox"/>
12	State / Province		<input type="checkbox"/>	<input type="checkbox"/>
13	Zip		<input type="checkbox"/>	<input type="checkbox"/>
14	Country		<input type="checkbox"/>	<input type="checkbox"/>
15	Participant Shirt Size		<input type="checkbox"/>	<input type="checkbox"/>
16	Allergies		<input type="checkbox"/>	<input type="checkbox"/>
17	Medical		<input type="checkbox"/>	<input type="checkbox"/>
18	Emergency Contact Name		<input type="checkbox"/>	<input type="checkbox"/>

Figure 8: Participant Registration Form

Note: Click on **PRINT FORM** button to print a blank copy of the form.

VBS P.R.O.™ & VBS P.R.O. PLUS™

7. Customize your **Volunteer Registration Form**, and click the **FINISH** button at the bottom.

Order	Field Name	Display Name	Include	Required
1	First Name		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Last Name		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	Address		<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Contact Phone 1		<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Contact Phone 2		<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Email		<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	City		<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	State / Province		<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	Zip		<input checked="" type="checkbox"/>	<input type="checkbox"/>
10	Country		<input checked="" type="checkbox"/>	<input type="checkbox"/>
11	Shirt Size		<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Allergies		<input checked="" type="checkbox"/>	<input type="checkbox"/>
13	Medical		<input checked="" type="checkbox"/>	<input type="checkbox"/>
14	Additional comments		<input checked="" type="checkbox"/>	<input type="checkbox"/>
15	Director side only		<input checked="" type="checkbox"/>	<input type="checkbox"/>
16	Volunteer Availability		<input checked="" type="checkbox"/>	<input type="checkbox"/>
17	Custom Field 1		<input type="checkbox"/>	<input type="checkbox"/>
18	Custom Field 2		<input type="checkbox"/>	<input type="checkbox"/>
19	Custom Field 3		<input type="checkbox"/>	<input type="checkbox"/>
20	Custom Field 4		<input type="checkbox"/>	<input type="checkbox"/>
21	Custom Field 5		<input type="checkbox"/>	<input type="checkbox"/>

View Form

PREV FINISH PRINT FORM

Figure 9: Volunteer Registration Form

Note: Click on **PRINT FORM** button to print a blank copy of the form.

Note: Registration forms can be revised and updated at any time in the future. Simply click on the link in the left navigation.

VBS P.R.O.™ & VBS P.R.O. PLUS™

8. Congratulations, you have finished setting up your account. Proceed to editing your Custom VBS Website.

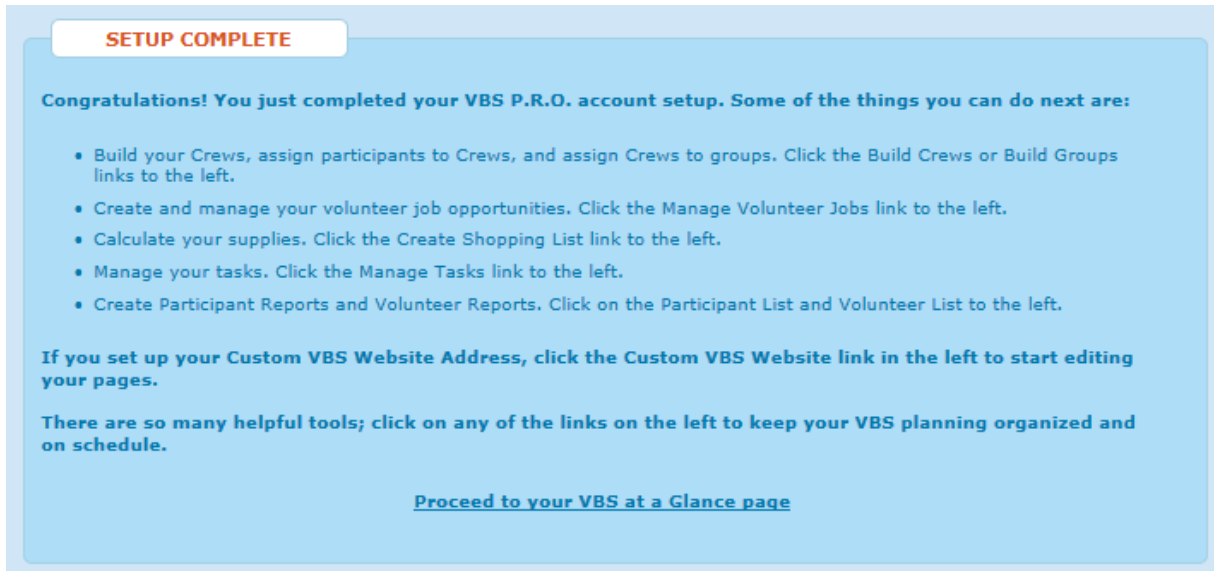


Figure 10: Congratulations, you have finished setting up your account

9. Edit your Custom VBS Website.

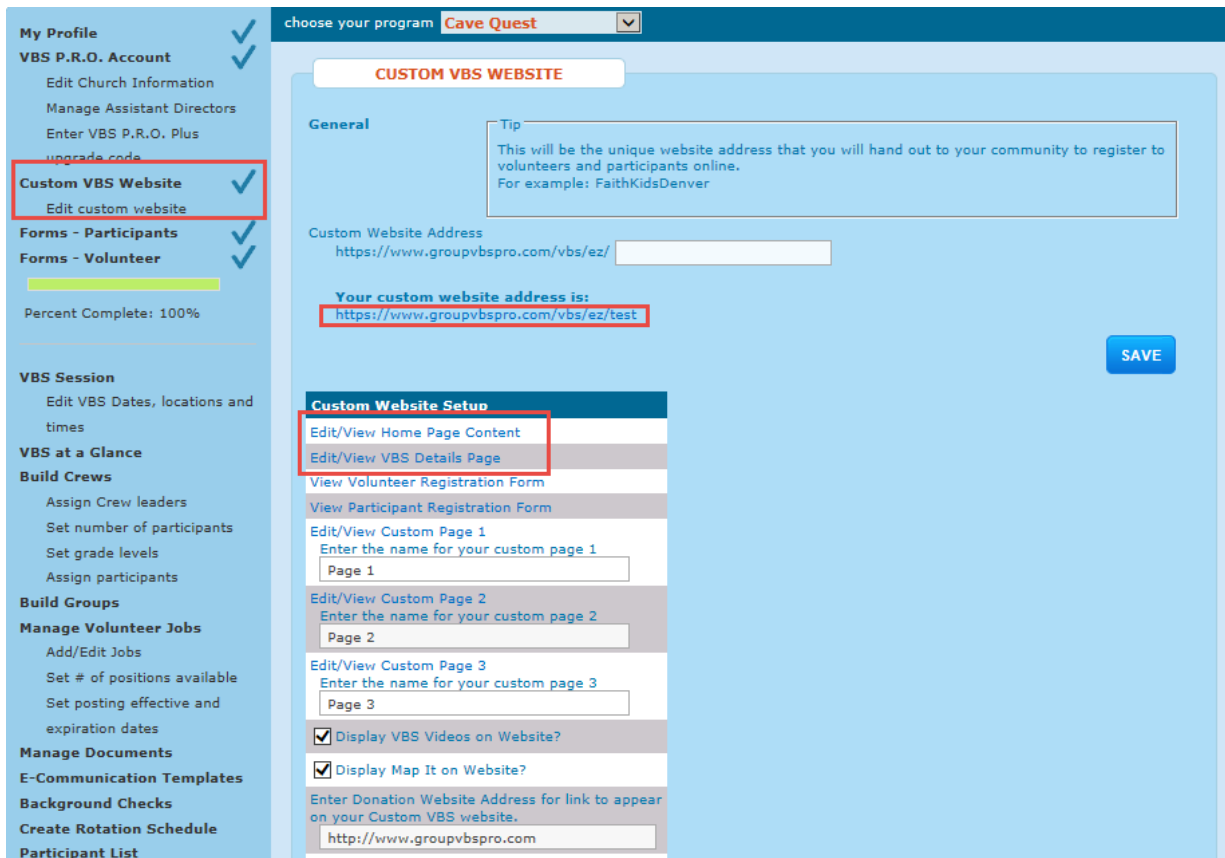


Figure 11: Edit your website

VBS P.R.O.™ & VBS P.R.O. PLUS™

Note: When you click on the links, you will see edit buttons on the site where you can edit. You are the only person that sees these links because you are logged in to VBS P.R.O. Your church/parish and community DO NOT see the edit buttons. To see what your church members would see, copy your custom website address, log out of VBS P.R.O. and close your browser, re-open your browser, and then paste the website address into the address bar of the browser.

- a. If you edited your custom website or made any other changes, click the **SAVE** button at the bottom of the page.

Note: You can add photos, delete photos and edit your custom website from this page at any time in the future. Simply click on the **Custom VBS Website** link in the left navigation.

Create and manage your Volunteer Jobs. Click on the **Manage Volunteer Jobs** link in the left navigation. For tips on creating volunteer jobs, click on the “**How to Create and Manage Volunteer Jobs**” document in the Director Resources section of VBS P.R.O.

10. Recruit your volunteers using the **e-Communication Templates**.
11. Create your shopping list. Click on the link in the left navigation. Make sure you enter the **Total Participants**, the **# Elementary**, and the **# Preschool** to get all your supplies. Click **SAVE** at the bottom to save your supply list.
12. Publicize your custom website address to start preregistration.
13. Manage your tasks. Tweak any dates, set whether to receive e-mail notifications, and change the status or owner by double-clicking on the task. If you are a VBS P.R.O. Plus user, add new tasks by clicking the button on the bottom, and delete tasks by opening the task and clicking **DELETE**.
14. Assign your volunteers to jobs. Click on the **Manage Volunteer Jobs** link in the left navigation.
15. Set up your Crews/Tribes. Click on the **Build Crews/Tribes** link in the left navigation. For tips on setting up Crews/Tribes, check out the **How to Create and Manage Crews/Tribes** document in the Director Resources section of VBS P.R.O.
16. Set up your rotation groups. Click on **Build Groups** in the left navigation.
17. Create your rotation schedule. Click on **Create Rotation Schedule** in the left navigation.
18. Track your attendance during VBS. Click on **Track Attendance** in the left navigation.
19. Run your final participant reports and volunteer reports. Click on **Participant List** and **Volunteer List** in the left navigation.

NEED MORE HELP?

Click on the “Customer Support” link at the bottom of the page.

The screenshot shows a website footer with a blue background and orange borders. At the top, there is a light blue box containing a list of links: Manage Documents, E-Communication Templates, Background Checks, Create Rotation Schedule, Participant List, Volunteer List, Track Attendance, and Launch Kiosk Mode. Below this, the footer is divided into four columns. The first column, 'USEFUL LINKS', contains 'My Profile', 'VBS P.R.O. Account', and 'VBS Website'. The second column, 'THE GROUP VBS FAMILY', lists 'Everest VBS', 'Thailand Trek VBS', 'Hometown Nazareth VBS', 'Outback Rock VBS', 'VBS P.R.O. and VBS P.R.O. Plus', and 'Shop Group VBS'. The third column, 'THE GROUP FAMILY', lists 'Group's Sunday School', 'Children's Ministry', 'Youth Ministry', 'Women's Ministry', 'Small Group Ministry', 'Pastors', 'Church Leadership', 'Camps and Tours', and 'Missions'. The fourth column, 'TERMS OF USE', contains a paragraph of text. Below these columns is a 'SUPPORT' section with a red border containing the 'Customer Support' link. At the bottom, there is a footer with copyright information and contact details.

expiration dates

- Manage Documents
- E-Communication Templates
- Background Checks
- Create Rotation Schedule
- Participant List
- Volunteer List
- Track Attendance
- Launch Kiosk Mode

USEFUL LINKS

- My Profile
- VBS P.R.O. Account
- VBS Website

SUPPORT

- Customer Support

THE GROUP VBS FAMILY

- Everest VBS
- Thailand Trek VBS
- Hometown Nazareth VBS
- Outback Rock VBS
- VBS P.R.O. and VBS P.R.O. Plus
- Shop Group VBS

THE GROUP FAMILY

- Group's Sunday School
- Children's Ministry
- Youth Ministry
- Women's Ministry
- Small Group Ministry
- Pastors
- Church Leadership
- Camps and Tours
- Missions

TERMS OF USE

By using this website, you expressly relieve Group Publishing from any and all liability arising from your use of any third party website. Therefore, we encourage you to be aware of other third party website policies when you leave this website, and to read the terms and conditions of and privacy policy of each third party website you visit.

Copyright Infringement | Privacy Policy | Web Site Disclaimer | Terms of Use
Copyright ©2011 Group Publishing, Inc. All Rights Reserved. P.O. Box 481 Loveland, CO 80539
(800) 447-1070 | (970) 669-3836 | fax: (970) 292-4373 | info@group.com

Figure 12: Customer Support