



## Getting Started

Welcome to Bible Engagement Project! Follow the step-by-step instructions below to get started with your subscription and access the *Listen* curriculum on the app.

### Step 1: Set up your church account.

When you subscribed to Bible Engagement Project, we automatically set up your church as a group on Faithlife.com. If you haven't already checked that out, here's how you can access it.

1. Sign in to Faithlife.com with the email and password you used to subscribe to Bible Engagement Project.
2. On the left side of the screen toward the bottom, you'll see a "Groups" menu with your church name.
3. If you need to make changes to the name or add your church information, click on the three dots in the top right corner and choose "Settings."

### Step 2: Get access to the Bible Engagement Project app.

The *Listen* curriculum, available with your subscription, is delivered exclusively on the Bible Engagement Project app.

1. Open the App Store or Google Play Store, depending on your device.
2. Search "Bible Engagement Project."
3. Download the Bible Engagement Project app.
4. Log in to the app with the same email and password that you use to manage your church/ministry account on Faithlife.com.

### Step 3: Set up your subgroups.

Subgroups allow your church to create community in a smaller context. For example, you could create a subgroup for each of your church's small groups, youth group, and/or children's ministry leaders. Each subgroup has a private community message board where they can post encouragement, prayer requests, or other messages that aren't public to the entire church group.

1. Identify the subgroups you'd like to set up.
2. Sign in to Faithlife.com.
3. On the left side of the screen toward the bottom is a "Groups" menu. Select your church name.

4. Scroll down to the same “Groups” menu and choose the “plus” sign in the right corner of the menu.
5. Choose the group type (i.e., Small Group, Youth Group) and select “Next.”
6. Enter the subgroup name (i.e., Young Parents Small Group) and select “Next.”
7. Customize the group image, description, and contact details as much as you’d like, and then select “Done.”
8. Repeat this process for all the subgroups you’d like to set up.

#### **Step 4: Invite the leaders of each subgroup.**

You can assign leaders for each of the subgroups you’ve just created who will manage that group. This may be the husband and wife who co-lead the small group for parents, the children’s pastor who coordinates all the teachers, or the youth pastor who leads the youth small group.

1. Open the Bible Engagement Project app and select the “Community” tab in the bottom menu bar.
2. Click the arrow next to the group name to see all the subgroups you’ve created on Faithlife.com.
3. Select the subgroup you’re assigning a leader to.
4. Select the invite symbol (person with a plus sign) in the top right corner.
5. Click “Invite As” to set up the subgroup leader’s access level. We recommend choosing “Moderator” access.
6. Text or email the predrafted invite message to the leader of the subgroup. The **unique link** included will give him or her access to their specific subgroup with the privileges you’ve assigned. There’s also a QR code a leader could scan to get access.

*NOTE: When a subgroup leader receives the invite message, they will click the unique link included to download the app and receive access to the curriculum and their specific subgroup.*

7. To set up a leader in a different subgroup, click the arrow next to the group name and select the subgroup name and repeat the process.

When you’re ready to launch Bible Engagement Project in your whole church, each subgroup leader will invite the members of their group(s) to get access directly from their app. They will then be added to the overall church group along with the specific subgroup.

**If you have any questions, please call us at 1-800-853-8018 or email [BEP@faithlife.com](mailto:BEP@faithlife.com).**