



Study Leader Manual

I want to be a study leader! Now what?

The goal of this brief guide is to provide interested small-group leaders:

- + Easy instructions for purchasing a leader package for the study of choice adapted for the BeADisciple Study App.
- + Information on what to expect after purchase, including leader training and leader tools in the app.
- + Tips on recruiting participants for study group(s), including tools for communication.

Purchasing a Leader Package

You may purchase your Leader Package on our website BeADiscipleApp.com for the best pricing and to use a promo code or gift code, if applicable. Purchases may also be made through our mobile app, available for download from The App Store and Google Play.

Your next steps are simple:

1. **Register** at BeADiscipleApp.com. (Check your junk folder if you do not immediately see the verification email.)
2. **Login** to the **web version** of the app at BeADiscipleApp.com.
3. **Tap “Browse Studies”** and select the study you plan to lead. **Select the Leader Package.**
4. Read and tap “Yes” next to the Leader Commitment statements, then **complete your purchase**. (If have a promo code or gift code, enter it on the My Purchase page where indicated.)



BeADisciple Study App

After Your Purchase

Complete Leader Training as prompted after your purchase. We recommend you do this via computer since the training is a series of videos. Completions of all training modules is necessary to unlock the ability to create study groups in the app.

Topics covered in the self-paced training:

- + App Basics – Get to know the app’s functionality
- + About the Study – Specifics on how the study is arranged in the app.
- + Your Role as Leader – The functions you perform to foster small-group community.
- + The App Website and Leader Guides – How you prepare for your group’s weekly meetings and how to use the Leader Guides provided in the app.
- + Conducting Zoom Meetings – Mastering the flow of the meeting and which Zoom features you will use.
- + Critical Success Factors – What we have learned from decades of leading small-group Christian education that will benefit you as leader.
- + Creating Your Study Group – What information you need to enter into the app and how so that you can invite people to register.

Create a Study Group (the final module of leader training walks you through the simple process) to generate a unique Study Group ID you will give to participants to register for your group and purchase the study’s Participant Package.

Download the mobile app to conveniently take the study along with you anywhere via smart phone or tablet. Simply login to access your study group portal like you do on our website.



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Recruiting Participants

It's never too early to start generating interest in joining your study group. We provide a number of tools you can use for communication to potential participants (see below).

Once you have created your study group in the app, you share your Study Group ID with interested or committed participants and direct them to our website at BeADiscipleApp.com or encourage them to download the mobile app and make their purchase there.

Promotional Materials: Found at BeADiscipleApp.com/Promo-Tools

- + Newsletter and bulletin copy
- + Study-specific worship slides
- + Group interest postcards (editable and printable)
- + Sample in-person announcement content

Sample Email to Gauge Interest

Dear [Name],

I'll be leading a small group in the study [study name] via the new BeADisciple Study App this [fall/spring]. This is new app for Christian small-group studies that recently launched and contains everything you need to participate via computer, smart phone, or tablet.

- The Orientation meeting will take place [day, date, time].
- Day 1 of daily study will be [day, date].
- Our [60-/75-/90-minute] weekly meeting will take place on [day] at [time] starting [day, date, time].

I can have up to 15 people join my group and I'm really hoping you'll be one of them. To learn more about the study and the app, visit BeADiscipleApp.com and be sure to watch both videos.

This is going to be life changing. If you have any interest, please respond and I'll be happy to tell you more. I'm excited for us to get started!



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Sample Email Invite (after Study Group created and Study Group ID generated)

Dear [Name],

I'll be leading a small group in the study [study name] via the new BeADisciple Study App this [fall/spring]. This is new app for Christian small-group studies that recently launched and contains everything you need to participate via computer, smart phone, or tablet.

- + The **Orientation meeting** will take place [day, date, time].
- + Day 1 of daily study will be [day, date].
- + Our [60-/75-/90-minute] weekly meeting will take place on [day] at [time] starting [day, date, time].

To join my Study Group:

1. Register on the web at <https://app.beadiscipleapp.com/register/> (for the best pricing) or using the mobile app (available from The App Store and Google Play) from your smart phone or tablet.
2. Login to the app.
3. Tap "Browse Studies" and select [study name].
4. Select the Participant Package.
5. Tap "I Have a Study Group ID." Enter this ID: [A###].
6. Complete the purchase process. You'll arrive at your home page in the app.
7. Tap on the white card on your home page to enter our study group portal, read and dismiss each item on the message board, and get started on the Orientation Assignment.

There is some preparation for our Orientation meeting in the app--please try to complete it before we meet, particularly the Welcome video as this shows you how to join our first meeting from the app.

Looking forward to kicking things off. I'm so glad you'll be part of this group study. Let me know if you have any questions before we meet for Orientation.

Blessings,

[name, phone, email]