



I want to be a study leader! Now what?

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

- + A timeline for onboarding studies via the BeADisciple Study App.
- + 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.

30-60 DAYS BEFORE STUDY START - LEADER TRAINING -

Purchase a Leader Package

Using a computer, purchase your Leader Package at BeADiscipleApp.com for the best pricing and to use a promo code or gift code, if applicable.

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** 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 you have a promo code or gift code, enter it on the My Purchase page where indicated.)



After Your Purchase

1. **Complete Leader Training** as prompted after your purchase. Do this via computer since the training is a series of videos. **Completion of all training modules is necessary to unlock the ability to create study groups in the app.**

Your Leader Package (cost varies by study) includes leader training, all study materials, all leader materials needed, and the Zoom function. You pay this only one time—you may lead as many study groups in your chosen as you like in the future. Also, once trained as a leader on the app, you may purchase the leader package for ANY study on the BeADisciple Study App for the participant price.

At the end of leader training, you generate a Study Group ID number by creating your study group. This ID is needed to allow your participants to enroll in their group when they purchase their packages (details later in this document).

Plan for 75 minutes to complete all videos.

Topics covered in the self-paced training:

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

2. **Create a Study Group** to generate a unique Study Group ID you will give to participants to



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register for your group as they purchase the study's Participant Package. The final module of leader training leads you to the simple process.

*Remember to **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.*

30-60 DAYS BEFORE STUDY START PROMOTE AND RECRUIT

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 with potential participants (see below).

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

- + Brief informational video.
- + 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 [study name] via the new BeADisciple Study App. This is a new app for Christian small-group studies that recently launched and contains everything you need to participate via computer, smart phone, or tablet.

[Include brief overview of the study.]

- The Orientation meeting will take place [day, date, time].



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- Start daily study on [day, date].
- Our [60/75/90 (differs by study)]-minute weekly meeting will take place on [day] at [time] starting with the session 1 meeting on [day, date, time].

The study will last for [# (differs by study)] weeks.

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!

Blessings,

[name, phone, email]

30 DAYS BEFORE STUDY START – PARTICIPANT REGISTRATION –

Register Participants

Send your study group details to interested participants. Below is a sample email. Note that it emphasizes including your Study Group ID. Participants need this in their purchase process.

Participants purchase the Participant Package on our website, BeADiscipleApp.com. The package fee (varies by study) includes all materials needed for your study (videos, daily assignments, the Zoom link, the CEB Bible).

PARTICIPANTS CANNOT WAIT UNTIL THE ORIENTATION MEETING TO ENGAGE IN THE APP. The purchase must already have been made, and there is a small Orientation assignment to complete BEFORE the Orientation Meeting. Disciple Fast Track Studies Orientation assignments require approximately **30 minutes** to complete. Orientation assignments for other studies are typically far shorter.



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Sample Email Invite (after Study Group ID generated)

Dear [Name],

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

[Include brief overview of the study.]

- The **Orientation meeting** will take place [day, date, time].
- Start daily study on [day, date].
- Our [60/75/90 (differs by study)]-minute weekly meeting will take place on [day] at [time] starting with the session 1 meeting on [day, date, time].

The study will last for [# (differs by study)] weeks.

To join my Study Group:

1. Register via computer at <https://app.beadiscipleapp.com/register/>. If you do not immediately see the verification email in your Inbox, check your Junk folder.
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.

After your purchase, you may want to **download the mobile app** from The Apple Store or Google Play onto your smartphone or tablet. You login to access our study group portal exactly like you do on the website.

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

I'm looking forward to kicking things off and so glad you'll be part of this small-group study. Let me



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know if you have any questions before we meet for Orientation.

Blessings,

[name, phone, email]

STUDY START !

We are happy to assist you or your chosen lay leader(s) get started. Please reach us at ContactUs@BeADiscipleApp.com with any questions or with support needs as you get started.