



Parents, welcome to Spark Online!

Spark Online makes it easy to stay connected to the lessons your children are learning each week in Sunday school.

To get started with Spark Online, follow the directions below:

Begin by Creating a User Profile:

1. Visit your congregation's custom Spark Online URL:
<https://ebuccnewtripoli.sparksundayschool.org/users/register>
 2. Under "Request an Account", complete the requested information and click "Submit".
 3. You'll be prompted with "Thank You" screen. This confirms that your "account access request" has been successfully submitted.
 4. You will receive a confirmation email welcoming you to Spark Online once your account administrator has approved your request.
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Logging into Spark Online for the first time:

1. Visit your congregation's custom Spark Online URL:
<https://ebuccnewtripoli.sparksundayschool.org>
 2. Enter your email address and password in the "Log In to Spark Online" box
 3. Click "Log In"
 4. Complete your profile information and click "Save".
 5. Next, you'll be taken to your profile page. Through your personal Spark Online profile, you can create profiles for your children and other family members. By "Adding Family Members" to your profile, you'll be able to register your family members for upcoming Spark events.
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Registration:

To register a child for an upcoming Spark event (i.e. Sunday School):

1. Add your child to your Spark Online profile
 - a. Click the "Profile" tab
 - b. Click "Add Family Member" and scroll down the page to view the "Add Family Member" form.



- c. Complete the requested information and click "Save"
 2. Next, click on the "Home" tab.
 3. Click on the event name in the "Register for Open Events" area.
(Note: If your director has not yet published an event, or has not selected "Open Registration" for an event, the event will not appear).
 4. Click "Edit Registration" under "Register Family Members"
 5. Check the box next to your child's name and click "Register".
 6. Once your account administrator has assigned your child to a group, you will see a list of your child's upcoming Sunday school events in the "My Family's Events" section of the Home page.
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Accessing your Spark Family pages for your child's Sunday school lesson:

1. Once your child has been assigned to a group, you will see your child's upcoming Sunday school lessons or "Event" in the "My Spark Events" section of the Home page.
 2. Click on the name of the event.
 3. Next, on the "Event Details" page, you can preview and download the Spark Family Pages.
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Message Center:

Click on the "Message Center" tab to send messages to directors, leaders and other parents.