



How to help your students join the Journey App

1. Before having your students join the Journey App, please email the Private Group Space Request Form to Heather at heatherhhl@gmail.com to form a small group space for your class. (If you are not planning to have a small group space, you can still help your students get connected to the Journey App)
2. Print out instructions of how to join the app for students.
3. During class, ask the students to take out their phones and go to their browser (Safari or Google Chrome).
4. Follow steps 1-11 on the phone instructions in class together.
5. Outside of class, you can use the Journey App on your phone browser (Safari or Google Chrome) or computer to invite students to your small group space. Written instructions on how to add students to your small group space are on the Healing Journey website under the Healing Journey Leaders tab under Journey App Tab.
6. Once you have added your students to your small group space, they sometimes have to sign out and back in to see the group. There are instructions on the Journey App on how to find your small group.



HIS HEALING LIGHT
MINISTRIES



Private Group Space Request Form

To request a private group on the Journey App, please complete the following information.

Church Name:

Person requesting Groups:

How many private groups do you need:

What would you like the groups to be called:

Group Name:

Leaders in Group (First and Last Name):

Please email form to heatherhhlm@gmail.com

All Leaders will be made moderators in their groups. Which means they will be able to add members. *



How to add Students to your small group.

***Members can only be added by going via the website on your computer or browser on your phone (Safari or Google chrome. ***

*** Before adding students to a group, you must have contacted Heather to create a small group space for your class by emailing Heatherhhl@gmail.com***

How to add students to your group on the Journey App via the WEBSITE.

1. Go to your group. Your group is found on the left side menu.
 - a. It will be under the class group. For example, Healing Journey Classes, Healing Journey Virtual Classes, Freedom Journey, or Resting in Jesus.
2. Once you are in your group, click on the name of your group.
 - a. There will be a drop-down menu. Click on “Invite Member”.
3. If you know the person is already on the app, search for them by their name or email address.
 - a. Their name should appear in a drop-down menu. Click on their name.
 - b. Click on the small box that says, “Notify member(s)”.
 - c. Then press add.
 - d. **DO NOT** click on “add everyone from this space group.” You will end up adding a whole bunch of people you don’t want to your group.
4. If they don’t have a profile on the app yet, enter their email address and click on invite.
5. Lastly, tell the student (who has an account on the app) that they will receive a notification in the app. A notification is found by clicking on the bell icon.

How to add students to your group on the Journey App via the WEBSITE on the browser on your PHONE.

1. Open the browser on your phone. Go to hishealinglight.org.
 - a. Click on the Journey App.
2. Be sure to log in by pressing the person-like symbol in the top right corner.
3. Once you are logged in, press on the three lines in the top left corner.
4. Scroll down to find your group and press on it.
5. Once in your group, press on the group's name.
6. Scroll down to “Invite member”.
7. Type in the person’s name or email. Select the person you want.
 - a. **DO NOT** click on “add everyone from this space group.” You will end up adding a whole bunch of people you don’t want added to your group.
8. Click on the small box that says, “Notify member(s)”.
9. Press on add members.
 - a. You can add multiple people at one time by selecting those people before you press add members.
10. If they don’t have a profile on the app yet, enter their email address and click on invite.
11. Lastly, tell the student (who has an account on the app) that they will receive a notification in the app. A notification is found by clicking on the bell icon.



Journey App Instructions for Phone

1. Open the browser or internet search page on your phone. For Apple phones, this is Safari. For Android phones, this is Google Chrome.
2. Go to hishealinglight.org.
3. Click on "The Journey Get the App."
4. In the upper right corner, click on the outline of the little man.
5. Click on *Sign Up*.
6. You can sign up using your email, Facebook, or Twitter. We suggest using email.
7. Enter your name and email address, and then create a password.
8. Click the box to accept the terms.
9. Then click on "Sign up."
10. The next page will ask you for more information. Fill out the information you want to share. We require you to select the class you are attending or have attended in the past. If you have not participated in a class, select *Not currently taking a class*.
11. Save the information.
12. After you create your profile, go to the app store on your phone. NOTE: You do not need to download an app to use The Journey app. You can access it either through the browser on your phone or on a computer.
13. If you want to download the app to your phone, search for "**Circle Communities.**" (**Blue with a white C in the middle.**)
14. Download and open the Circle app.
15. It will ask for your email and then send a code to that email. Use the same email you signed up with.
16. Retrieve the code from your email (the email you signed up with). The email will be from **Circle Communities**. Check your spam folder if you don't see it. If the email isn't in your inbox or spam folder, you still need to finish creating our profile. Go back to the webpage to finish your profile.
17. After entering the code, you should be in the app. Look for a welcome message from me!

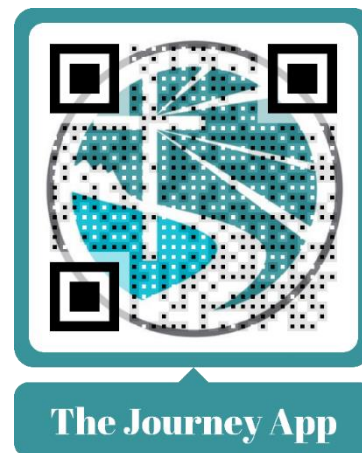
If you have any questions, please reach out to me.

Heather McLeod

App Administrator

Email: Heatherhhlm@gmail.com

Office: 719-694-8394



Instructions of how to sign up on the computer is on the next page.

Journey App Sign-Up Instructions Using a Computer

1. Go to hishealinglight.org.
2. In the upper right corner, under the “Give” button, click on “**The Journey App.**” This will take you to the Journey App website.
3. In the upper right corner, click on **Sign Up**.
4. Choose to sign up using your email, Facebook, or Twitter.
5. Enter your name and email address, and then create a password.
6. Click the box to accept the terms.
7. Then click on “Sign up.”
8. The next page will ask you for more information. Fill out the information you want to share. Save in the information.
9. After you create your profile, go to the app store on your phone.
10. Search for “**Circle Communities.**”
11. Download and open the Circle app.
12. It will ask for your email and then send a code to that email. Use the same email you signed up with.
13. Retrieve the code from your email (the email you signed up with). The email will be from **Circle Communities**. Check your spam folder if you don’t see it. If it isn’t in your inbox or spam folder, you haven’t finished creating your profile. Go back to the webpage to finish your profile.
14. After the code is entered, you should be in the app. Look for a welcome message from me.

If you have any questions, please reach out to me.

Heather McLeod

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