

Parents, welcome to Sparkhouse Online!

Sparkhouse Online makes it easy to stay connected to the lessons your children are learning each week in Sunday school. Follow the steps below to get started.

Request access

1. Go to Sparkhouse Online at <http://sundayschool.sparkhouseonline.org>.
2. Under "New User," enter your Church ID: **SantaFeChurch**
3. Complete the rest of the requested information and click "Submit."
4. You will receive a confirmation e-mail when your request is approved.

Log in

1. After you receive the confirmation e-mail, return to Sparkhouse Online.
2. Enter your e-mail address and password under "Returning User." Click "Log In."

Edit your profile and add family members

1. The first time you log in, click on your name in the upper right corner of the Home page.
2. On the form that displays next, update your profile information and change your password as needed. Click "Save" when you are done.
3. To add a child to your profile, click "Add a Child Family Member," near the bottom of the form. Complete the requested information and click "Save." After adding your child to your profile, you'll be able to register him or her for Sparkhouse Online events and classes.
4. Optional: You can also add an Adult Family Member to your profile. This person will receive all messages that you receive.

Register a child for a recurring class or one-time event

1. Go to the Home page by clicking on "Sparkhouse Online Sunday School" at the top of the page.
2. Click on the class or event name in the "Register for Classes/Events" area. (Check with Leigh Miller <mailto:leighbarnettmiller@gmail.com> if the class or event name doesn't appear.)
3. Click "Edit Registration" under "Register Family Members."
4. Check the box next to your child's name and click "Register."



Preview and download Family Pages for your child's Sunday school lesson

1. Once your child is assigned to a group (for example, Grade 1), you can view a list of your child's upcoming classes and events. Go to the Home page by clicking on "Sparkhouse Online Sunday School" at the top of the page. Choose "My Family's Classes & Events" from the dropdown list that appears when you click on the arrow or the orange text above the calendar. Use the arrows at the top of the calendar to go to another month.

May My Family's Classes & Events ▼

May 2014

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

View Larger Calendar

- Spring Semester: The Road to Emmaus
Sunday, May 4, 2014 07:00 - 08:00 AM
Registration: Closed
- Spring Semester: Early Believers
Sunday, May 11, 2014 07:00 - 08:00 AM
Registration: Closed
- Spring Semester: God's House
Sunday, May 18, 2014 07:00 - 08:00 AM
Registration: Closed
- Spring Semester: The Promise of the Holy Spirit

2. Click on the name of a class or event.
3. Preview and download the Family Pages for that class or event.

Send a message

1. Go to the "Message Center" tab to send a message to the director, leaders, or other parents who are using your church's Sparkhouse Online subscription.

