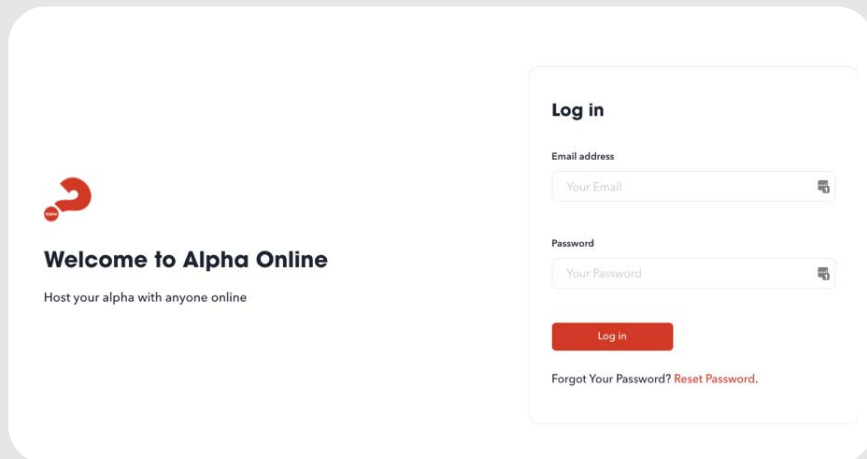


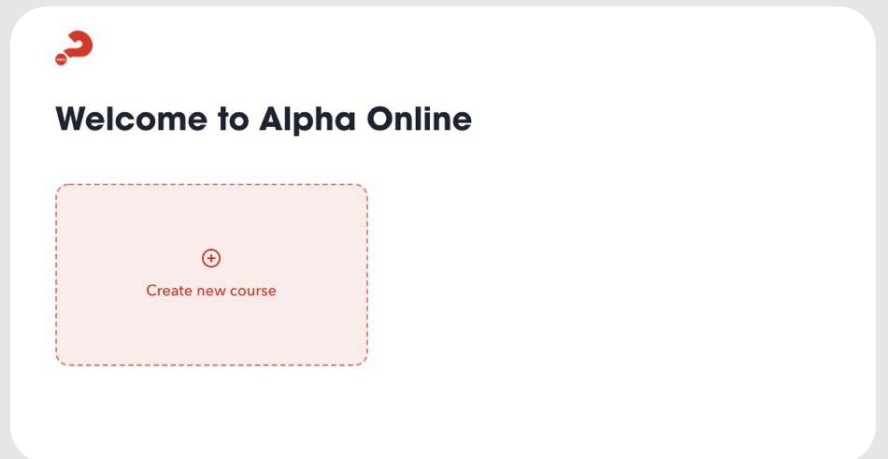
Creating and managing your Alpha

Create an Alpha course

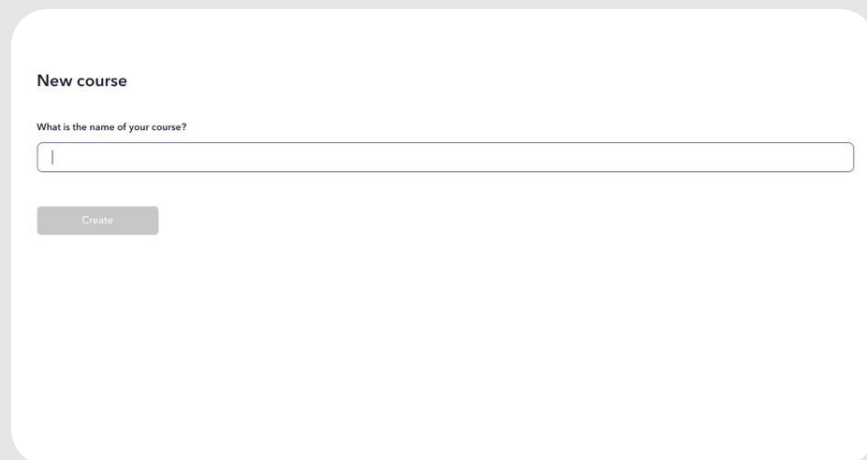
Log into the platform.

The login screen for Alpha Online. It features the Alpha logo on the left and a 'Log in' form on the right. The form includes fields for 'Email address' (with placeholder 'Your Email') and 'Password' (with placeholder 'Your Password'), both with eye icons for toggling visibility. A red 'Log in' button is at the bottom of the form, and a link for 'Forgot Your Password? Reset Password.' is below it.

Click “Create new course”.

The 'Welcome to Alpha Online' screen. It shows the Alpha logo and the text 'Welcome to Alpha Online'. Below this is a large, light red button with a plus icon and the text 'Create new course'.

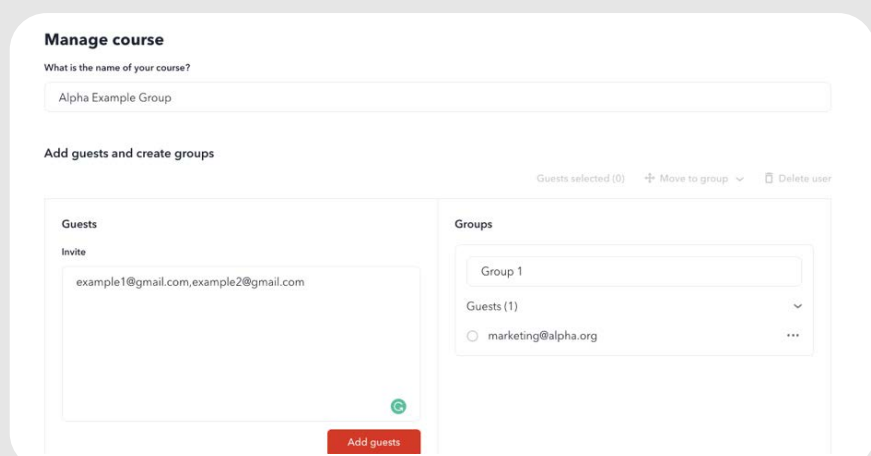
Enter a name for your Alpha then click “Create” – this will create your Manage Course page.

The 'New course' form. It has a title 'New course' and a question 'What is the name of your course?'. Below the question is a text input field. At the bottom is a grey 'Create' button.

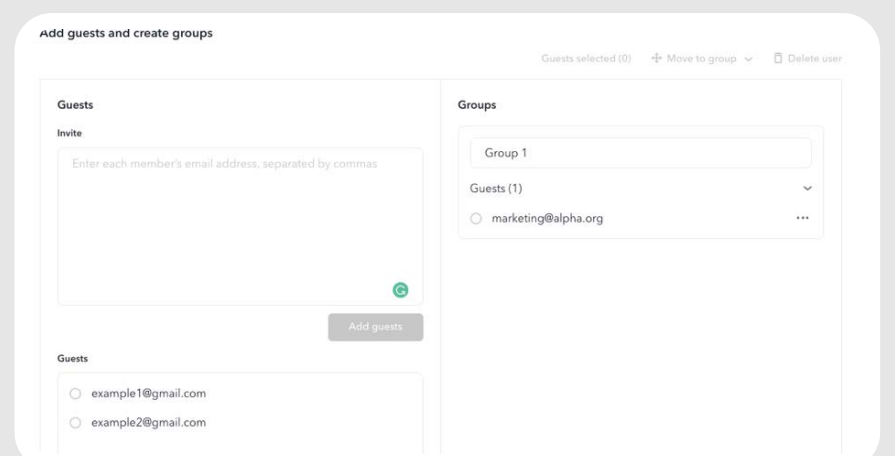
Tip: The guests you invite will see the Alpha course name every time they use the platform so select a name that is recognisable to them, for example, the name of your church/organisation.

Input guests who are coming on your Alpha

In the Manage Course area, enter the email addresses of all those participating in your Alpha. To enter more than one at a time, separate the email addresses with commas.

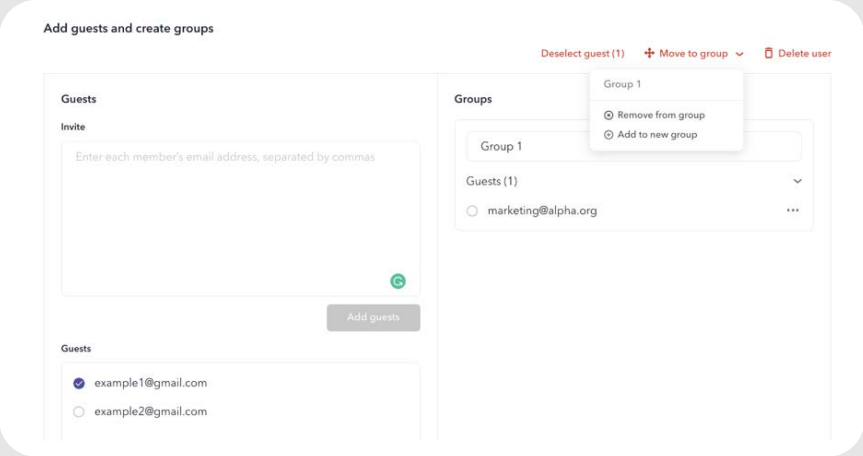
The 'Manage course' screen. It shows the course name 'Alpha Example Group'. Below is the 'Add guests and create groups' section. It has a 'Guests' panel with an 'Invite' field containing 'example1@gmail.com, example2@gmail.com' and an 'Add guests' button. To the right is a 'Groups' panel showing 'Group 1' and a list of guests with a 'marketing@alpha.org' entry.

When ready, click “Add Guests”, you are now ready to assign them to groups. **Tip:** If you’ve mistakenly added a guest, you can select user and choose “Delete User” to remove them.

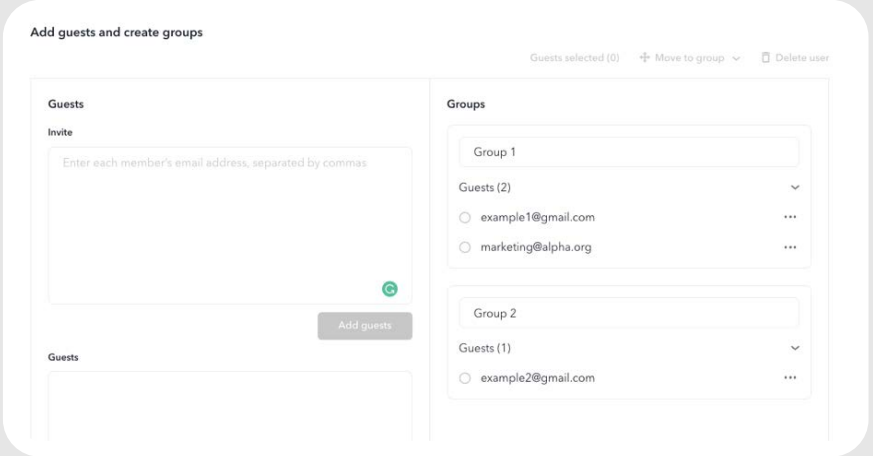
The 'Add guests and create groups' screen. It shows the 'Guests' panel with an 'Invite' field and an 'Add guests' button. The 'Groups' panel shows 'Group 1' and a list of guests with a 'marketing@alpha.org' entry.

Assigning participants to groups

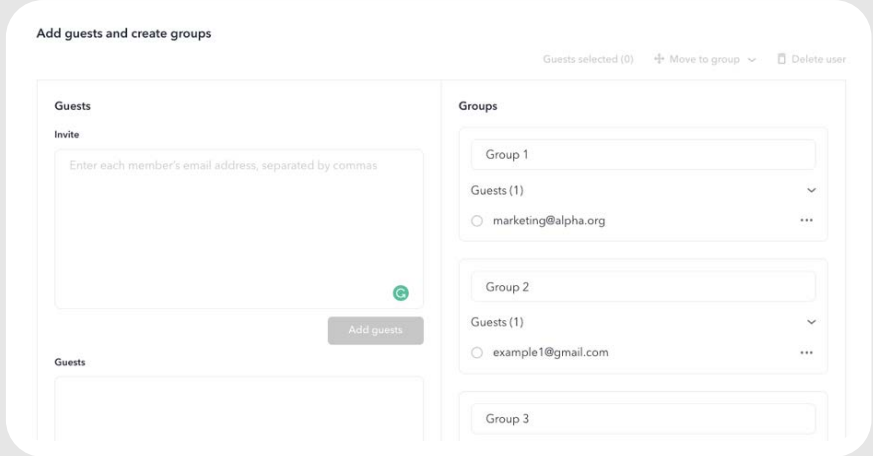
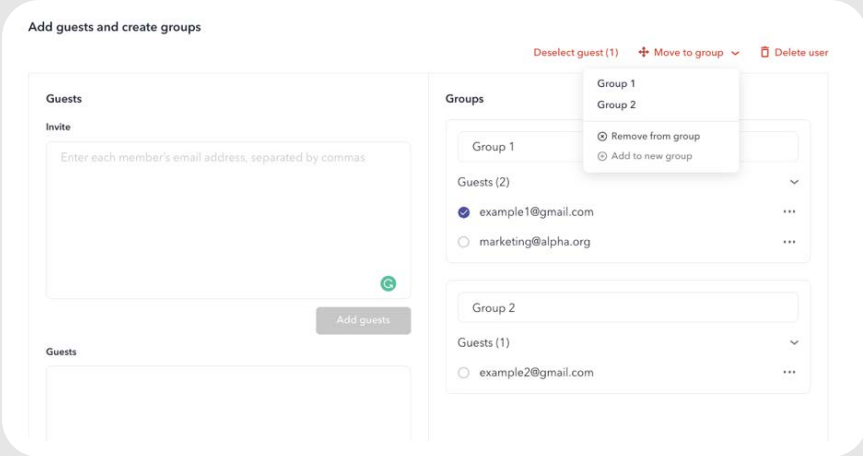
To create separate groups, check/tick the guests you want to add to a group, and select “Move to Group”.



You can select an existing group, or create a new one. **Tip:** You can create your own names for groups e.g. ‘Amal & Sam’s group’

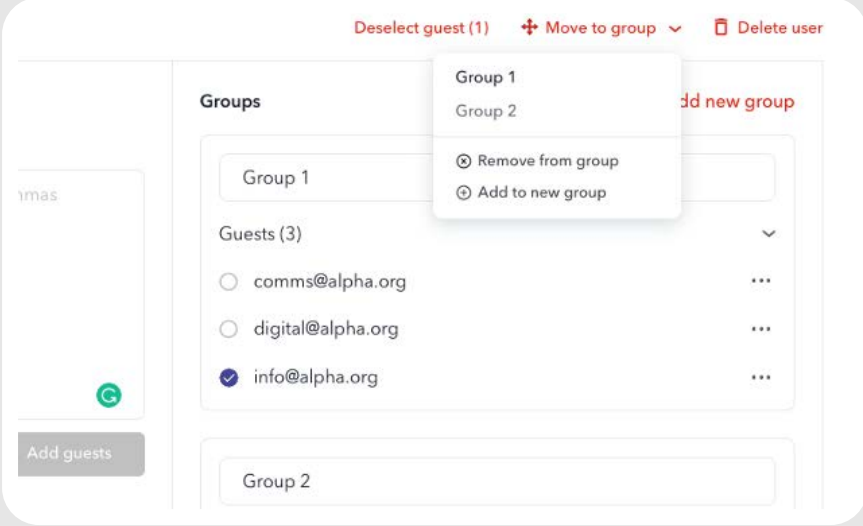


If you want to move a guest to a different group, simply select “Add to new group” from the “Move to group” dropdown menu.



You can create and move users to a new group while your Alpha is in session. In the Manage Course area, check/tick the guest you want to move and use the “Move to group” function to reassign them.

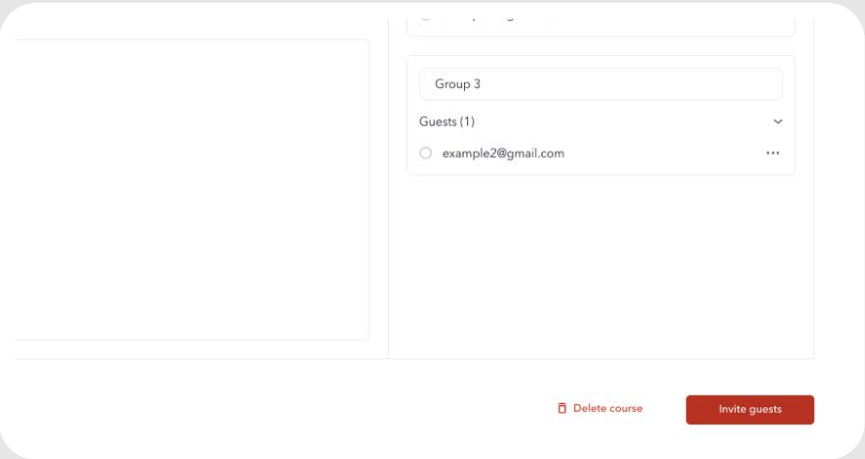
Note: There might be a short delay and the guest may need to refresh their page before they are transferred to their new group.



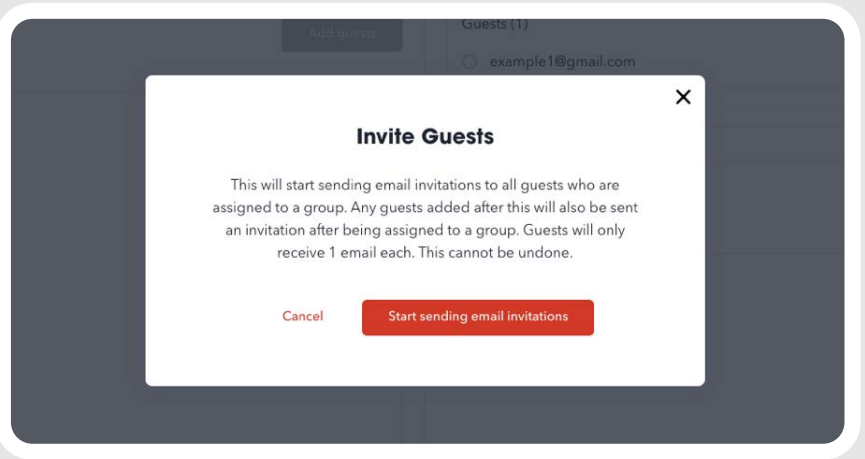
Tip: Have an Administrator available during your Alpha sessions. Guests may want to join just before the session and they will need to be registered and assigned to a group. Agree how hosts and helpers can contact you to let you know of any last-minute additions.

Inviting guests to the Alpha platform

When you’re ready to invite your guests, you can select “Invite Guests” (at the bottom of the page).



This will send an automated email to your guests with the link to join the course, as well as including your contact information.

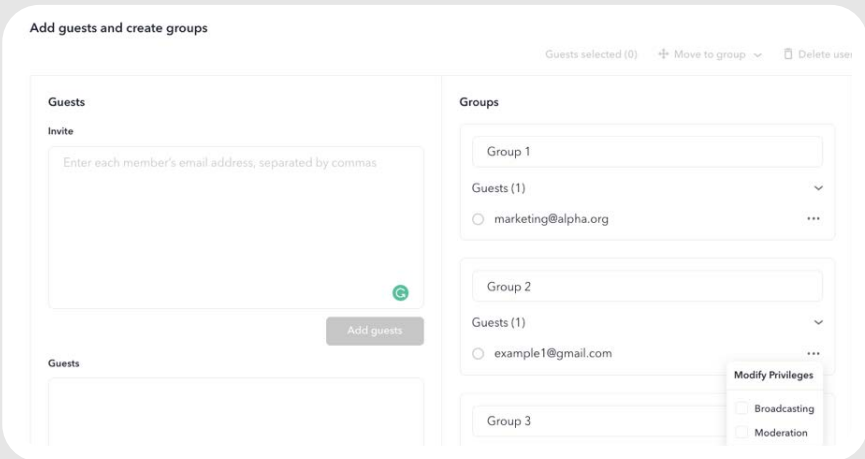


If you add new guests in future, they will automatically receive the invite once they’re added to your course.

Tip: You can copy the URL – the website link – that guests need to join your Alpha by clicking “Copy meeting URL” in the top right corner.

Assigning privileges

You can assign other people ‘Moderation’ or ‘Broadcasting’ privileges. Select the three dots beside their name and select the privileges you want to assign from the dropdown menu.



Tip: Assign all your hosts and helpers ‘Moderator’ privileges. In the pilot, ‘Moderator’ privileges will allow the user to eject a guest from their group. In the future it will also allow the user to mute and disable the videos of guests.

You are now ready to start your Alpha!