

MEETINGHOUSE TECHNOLOGY

Newsletter



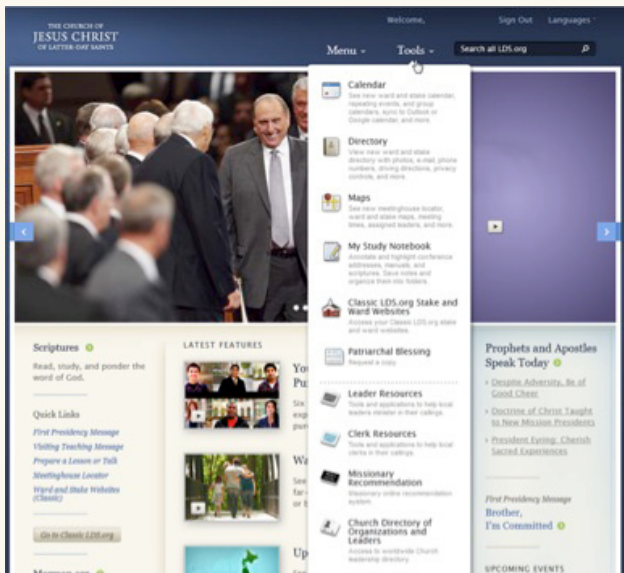
November 2011

Featured Topics

Becoming Familiar with the Resources under Tools on LDS.org

The resources under the Tools menu on LDS.org provide a wealth of new applications to help members and leaders in wards and stakes.

Many of the tools from the LDS.org tools menu are standard for all members, such as the directory and calendar. But when you sign in with your LDS Account, additional options appear, such as Leader Resources and Clerk Resources, that are specific to your calling. The following screen shot shows the resources available to a stake president.



Below is a brief introduction to some of the available resources in the Tools menu. Some of them require an LDS Account login. If you don't have an LDS Account yet, go to ldsaccount.lds.org and register for one.



Calendar

All stake and ward members can coordinate and communicate Church meetings and activities through the [Ward and Stake Calendar](http://lds.org/church-calendar) (lds.org/church-calendar). Anyone with an LDS Account login can create calendars as needed (for example, for each organization in your ward (Continued on page 2)

Accessing Mormon Messages in the Meetinghouse



Mormon messages illustrate important morals and gospel principles, explain key aspects of our faith, and highlight examples of Christ-centered living. They can be a valuable tool for teaching and sharing the gospel, both inside and outside the meetinghouse. Even though YouTube, one of the most popular ways to view Mormon Messages, is blocked by the meetinghouse firewall, you can easily play the full selection of Mormon Messages while on the Internet in a meetinghouse by going to mormonchannel.org (<http://mormonchannel.org/video/mormonmessages>). In addition to letting you view the videos, Mormonchannel.org also lets you download many of the Mormon Messages to your computer.

To download a video from Mormonchannel.org:

1. Navigate to <http://mormonchannel.org/video/mormonmessages>.
2. Find the video you want to download.
3. Click on the download icon to the right of the video title. A popup will appear.
4. Right click on **mp4**.
5. Click **Save As...**, **Save Link As...**, or **Save Target As...**
6. Choose where you want to save it on your computer and click **Save**.

To learn more about the different options for viewing Mormon Messages on meetinghouse Internet, visit the wiki article "[Mormon Messages \(meetinghouse\)](#)."

Tips and Tricks

Communicating through SMS Messaging

When a Relief Society president or Sunday school teacher wants to remind members of an event change, a lesson topic, or an assignment, individually contacting a large list individually can be time consuming. With SMS messaging, leaders and teachers or anyone can contact everyone

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or stake), but an administrator has to approve the calendars before events can be added. You can also add any member as an editor to manage calendar events.

Version 2.0 of the calendar was released late October. This new version includes a redesigned administrative interface and many new features and fixes to make the calendar more intuitive. Several of these changes are discussed in more detail in this newsletter (see “LDS.org Calendar Version 2.0 Release”). You can also click [Help in the calendar](#) to access videos and explanations of many of the new features, or you can find training information on [LDStech.org](#). Several calendar training webinars for administrator and calendar editors will be held in mid-November; more details on the webinars are provided on [mhtech.lds.org](#).



Directory

With an LDS Account, you can view photos, callings, and e-mail addresses, and other contact information for members and leaders in your ward and stake through the [directory](#) (lds.org/directory). You can upload photos of yourself or your family and update your phone number, e-mail address, and other personal information. You can also decide whether or not to allow other ward and stake members to view your personal information. Administrators, as authorized, can make changes for individual and families. You can also print the directory, including the pictures if you choose (click **Print**), and you can export the directory into a spreadsheet (click **Export Households**).

On mobile devices, you can view the directory through the [LDS Tools app](#) on Apple and Android platforms.



Maps

The [LDS Maps](#) feature helps you find Church facilities, such as meetinghouses, employment resource centers, and LDS Family Services centers. You can get driving directions, worship times, and hours of operation for each facility in your area. LDS Maps can also be useful in organizing emergency preparedness plans and response efforts.

When you sign in with your LDS Account, you can see your own ward and stake boundaries and where your ward and stake members live, view leadership contact information, and view other kinds of Church facilities and buildings worldwide. You can also hide your location information if desired.

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quickly and efficiently.

SMS messaging, or text messaging, works with most mobile phone carriers and allows you to use your e-mail to compose one message and send the message as text message to several people at once. There is no cost to send a message by e-mail, but text messaging rates may apply for those receiving the text message.

How to Format an SMS Message Address for E-mail

To create an e-mail list, you will need know each person's cell phone provider and cell phone number, including the country code (if necessary) and operator or area code. As you collect the numbers, tell the people what you plan to use their numbers for. Be sure to ask if their provider plan includes text messaging, or if they want to receive text messages; if they don't, find another way to send them the information.

The format of the SMS address (to send a SMS via e-mail) is different for each mobile service provider. You can find the service provider SMS address from the mobile service provider or search online for a provider's address for services in your area. (See <http://www.mutube.com/projects/open-email-to-sms/gateway-list/> for an example.)

The general format of an SMS address looks like this: phone number @ carrier extension.com.

SMS Addresses for Some Different Carriers Worldwide:

AT&T—phonenumber@txt.att.net
Sprint—phonenumber@messaging.sprintpcs.com
Verizon—phonenumber@vtext.com
TIM—phonenumber@timnet.com

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My Study Notebook

[My Study Notebook](#) (lds.org/study-tools) is a tool to enhance your personal, gospel study on LDS.org.

This tool is especially useful if you're doing research for a talk or lesson and are browsing resources on LDS.org. My Study Notebook allows you to gather all of this information into one place and organize, sort, print, or download it.

As you're reading content on LDS.org, such as scriptures, lessons, magazine articles, and conference addresses, look for a black toolbar at the bottom of the browser window. The toolbar will prompt you to sign in (if you haven't already). Once signed in, you can highlight passages, add notes, and create bookmarks, and all of this information is automatically saved to your study notebook.



Leader and Clerk Resources

Stake presidents, bishops, clerks, and secretaries can sign in to [Leader Resources](#) or [Clerk Resources](#) to view training, tools, and information specific to their calling. The resources include links to the ward calling list, reports from Member and Leader Services (MLS), focus lists, notifications, and other useful tools for working with members. Because these resources are consolidated into one secure, online location, so leaders can spend less time managing administrative details and more time ministering to members.

To access Leader Resources and Clerk Resources, leaders must be assigned the appropriate "standard" calling in MLS.

New this month in Clerk Resources is the ability for membership clerks to edit member information online (beyond just phone numbers and addresses). Clerks can also create, edit, and submit quarterly reports. Mission presidents with ecclesiastical responsibilities can access member reports and membership records of members living in units assigned to their mission.

More MLS features will continue to migrate online throughout 2012.

To ask questions, help others, and share how you're using these tools in your ward or stake, please participate in the [LDSTech forum](#).

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T-Mobile Austria—phonenumber@sms.t-mobile.at

T-Mobile Germany—phonenumber@t-d1-sms.de

T-Mobile UK—phonenumber@t-mobile.uk.net
MTN (South Africa)—phonenumber@sms.co.za

Orange Polska (Poland)—phonenumber@orange.pl

Airtel (India) – phonenumber@airtelkk.com

Claro (Brazil)—phonenumber@claratorpedo.com.br

Once you've formatted the SMS addresses, put them in the e-mail's "To..." field, just as you would with a normal e-mail address.

SMS Messaging Etiquette

Like e-mailing, texting can be a wonderful way to communicate and build relationships. However, text messaging can cause poor communication skills and should not replace face-to-face communication. You should be aware of some SMS messaging etiquette:

- Keep text messages short, approximately 160 characters, or the full message may not send.
- Be respectful of those who ask to not be notified of events via text message.
- Do not blast people with too many messages.
- Do not click "forward to all" on personal conversations.
- For event reminders, send e-mails a week in advance and text messages 6 to 12 hours in advance.

There are many ways Church leaders and teachers can use SMS messaging. If you feel that SMS messaging would be a good way to communicate in your ward, talk to your leaders and decide on the best plan for gathering member's information.

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LDS.org Calendar Version 2.0 Release

Version 2.0 of the LDS.org calendar was released late last month. This version contains new features to help calendar editors and administrators, including:

- A more intuitive interface for scheduling events and making reservations.
- A new administrative interface that provides better navigation through tabs.
- More stability and better application performance.
- The option to specify locations for activities.
- Privacy controls.
- Calling-based rights.

If you haven't already begun using the new calendar, now may be the perfect time, especially if your ward or stake is starting to plan for 2012.

Videos

The following three videos can help members and leaders better understand how to use the calendar. Each video is about three minutes long and focuses on specific calendar tasks.

- [Introduction to the Calendar](#)
- [Creating Calendars and Scheduling Events](#)
- [Managing Locations](#)

Release Notes

The following release notes describe in detail the new features of the calendar, including interface changes, functionality changes, terminology changes, and role changes.

NOTE: One of the notable updates is the inclusion of time zones with locations. Because of this update, all locations have been deactivated. Stake administrators need to reactivate the locations before calendar editors can schedule locations with their events again.

Interface Changes

- The calendar sidebar is now on the left rather than the right.
- Recurring events are identified by an icon.
- The administrative screens have been redesigned. You can now navigate from one screen to another through tabs across the top.

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You can also communicate with people interested in Church technology by contributing to the [mhtech wiki](#) or participating in the [forum](#) by going to [mhtech.lds.org](#).

Local Highlight

Note: Guidelines for technology vary by area, and not all solutions are appropriate in all areas. Please be sure to check with your area office before implementing any new solutions.



In April 2011, the Paea Tahiti Stake was divided, creating the new Punaauui stake.

Because the stake conference includes wards on remote islands, stake leaders chose to use the [Meetinghouse Webcast Communicator \(MWC\)](#) to allow all of the wards to participate in the stake conference and sustain their new leaders.

The conference was broadcasted to five different meetinghouses at the same time: the Punaauui stake center, a nearby meetinghouse in Papeari, and three remote ward buildings on the Bora Bora and Maupiti islands. The facilities management team in Tahiti helped the five buildings increase their Internet speed and used the MLS (Member and Leader Services) office computers as webcast receivers. They used an Internet cable to connect the computer in the clerk's office to the display in the chapel. When the stake conference began, leaders in the various meetinghouses simply switched on the equipment, and everyone was able to participate in the meeting.

Rainui Ariipeu, a technical support representative in Tahiti, said, "I am confident that the Lord has provided us with an inspired means of communication with the Meetinghouse Webcast Communicator. The stake conference was a success, and this technology will continue to be used on a regular basis to bring forward His work."

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- Color icons match events with locations reserved on the calendar.
- You can see information about the building scheduler by clicking the down arrow next to location names.

Functionality Changes

- You can more easily browse location, room, and equipment reservations on the calendar so that you can check their availability.
- Locations now include settings for time zones.
- You can select all or hide all subscribed calendars with one click.
- Recurring events have more options to accommodate repeating patterns.
- You can schedule locations and rooms for private calendars.
- You can include padding time before and after an event for setup and cleanup.
- You can add members by role when adding calendar editors or administrators.
- You can unsubscribe from calendars by clicking the down arrow next to the calendar name and selecting **Unsubscribe**.
- You can easily change calendar colors by clicking the down arrow next to the calendar.
- Private calendars can schedule locations for their events.

Terminology Changes

- The term “approver” has changed to “administrator.”
- The “resource” has changed to “rooms and equipment.”

Role Changes

- Building schedulers, as authorized by administrators, can reserve locations, rooms, and equipment for wards. However, administrators themselves cannot make these reservations (unless they add themselves as building schedulers).
- Reservations for wards and stakes (even blocked times) appear in the list of Available Locations, visible to every role.
- Time blocks for private events are visible, but they are identified only and “private events”; details are not disclosed.

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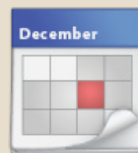
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The local leaders have since requested the installation of the MWCs in all of their meetinghouses in the area. MWCs are now being used for other stake conferences and firesides to the wards in Tahiti.

To learn more about how to install and use webcasting in your area, visit the mhtech wiki: https://tech.lds.org/wiki/Meetinghouse_Webcast.

How has your stake or ward used technology to bless the Saints in your area? Share stories about Church technology experiences, such as broadcasting general conference to your meetinghouse, utilizing technology for family history, and incorporating online resources in your Sunday lessons. Send your story to MHTechNewsletter@LDSChurch.org, and we may use it in an upcoming newsletter!

Training Calendar



A Meetinghouse Technology Monthly Training Seminar on Personal Video Conferencing will be held in December. The training will be broadcast multiple times throughout the day to accommodate everyone. See https://tech.lds.org/wiki/Meetinghouse_technology_training for more information and about the monthly training seminars.

Subscription Information



To receive this newsletter directly to your inbox, subscribe to “Meetinghouse Technologies” with your LDS Account. For instructions on how to do this, see the [“Meetinghouse technology e-mail list”](#) page on the “Meetinghouse Technology Wiki” (mhtech.lds.org).

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Quick Reference Guides for Roles

The [mhtech wiki](#) includes quick reference guides to introduce people to their assigned roles in the calendar. You can print these one-page guides out and use them in meetings to familiarize members and leaders with their roles.

- [Setup Guide](#)
- [Members Guide](#)
- [Editors Guide](#)
- [Building Schedulers Guide](#)
- [Ward Administrators Guide](#)
- [Stake Administrators Guide](#)

Limitations

The calendar team continues to work on improvements for the calendar. There are a few limitations that are worth noting:

- E-mail notifications have been temporarily removed until they can be further tested.
- Church-wide events are not yet integrated into the calendar.
- The list of subscribed calendars is not in alphabetical order.
- You can filter by location only in the week view.

If you find bugs or other problems with the calendar, let us know by posting your feedback in the [LDS Tech Forum](#).