



# KIDS OF THE KINGDOM

PRE-KINDERGARTEN – 5TH GRADE MINISTRIES

## Welcome to Spark Online!

To get started with Spark Online, follow the steps below.

### Creating a User Profile:

Visit the King of Kings custom Spark Online URL:

<http://kingofkingswoodbury.sparksundayschool.org>

Church ID is kingofkingswoodbury

Under “Request an Account”, complete the requested information and click “Submit”.

You’ll be prompted with “Thank You” screen. This confirms that your “account access request” has been successfully submitted.

You will receive a confirmation email welcoming you to Spark Online once your account administrator has approved your request.

### Logging into Spark Online for the first time:

Visit the King of Kings custom Spark Online URL:

<http://kingofkingswoodbury.sparksundayschool.org>

Enter your email address and password in the “Log In to Spark Online” box

Click “Log In”

Complete your profile information and click “Save”.

Next, you’ll be taken to your profile page. Here you can add yourself (see “Registration”), view assigned Spark Groups, and access your upcoming assignments.

### Accessing your leader material:

Once you’ve been assigned as the leader of a group, you will see your upcoming assignments in the “My Spark Events” section of the Home page.

Click on the name of the event.

Next, on the “Event Details” page, you can preview and download the leader material for your upcoming assignment.

### Spark Online Library:

You can access leader material, lesson extras, coloring pages, supply lists and more through the Spark Online Library.

The Advanced Options (under blue “Search” button) allows you to narrow your search results to make finding what you need fast and easy.

Have a useful resource of your own? Upload it to your church’s Spark Online Library.

Click “Upload New Resource”

Browse to find the file you wish to upload

Enter a Title and Keywords (*optional*) for your resource

Click “Save”