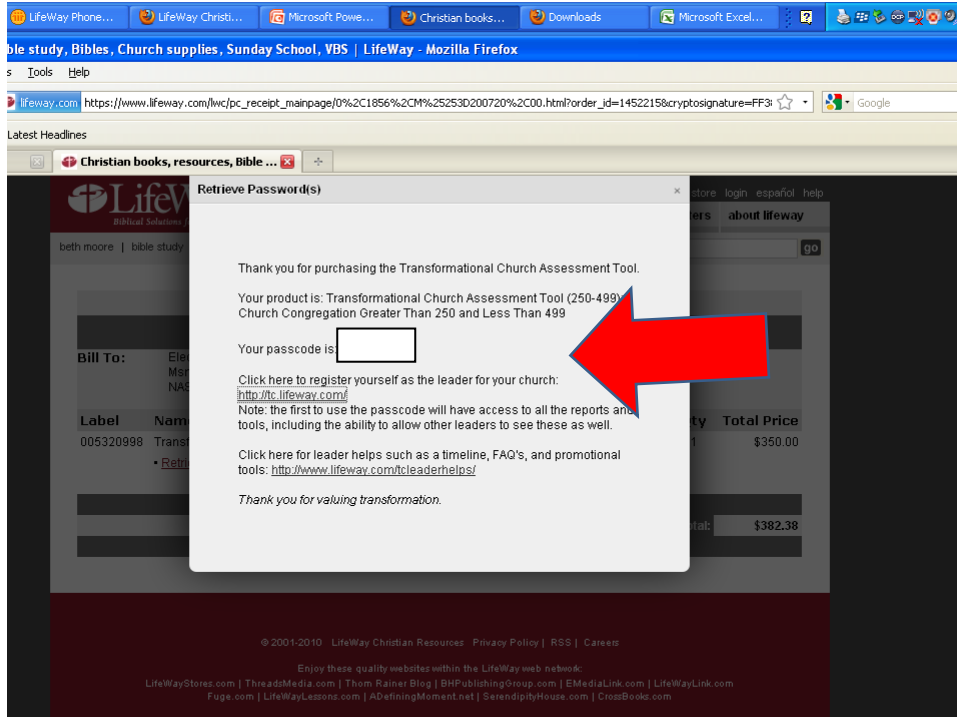


Getting Started on the Transformational Church Assessment

Step 1

Get your “Passcode”, at the end of the purchase process it will be located on this page.



Step 2

Write down this “Passcode” somewhere, where you will not lose it.

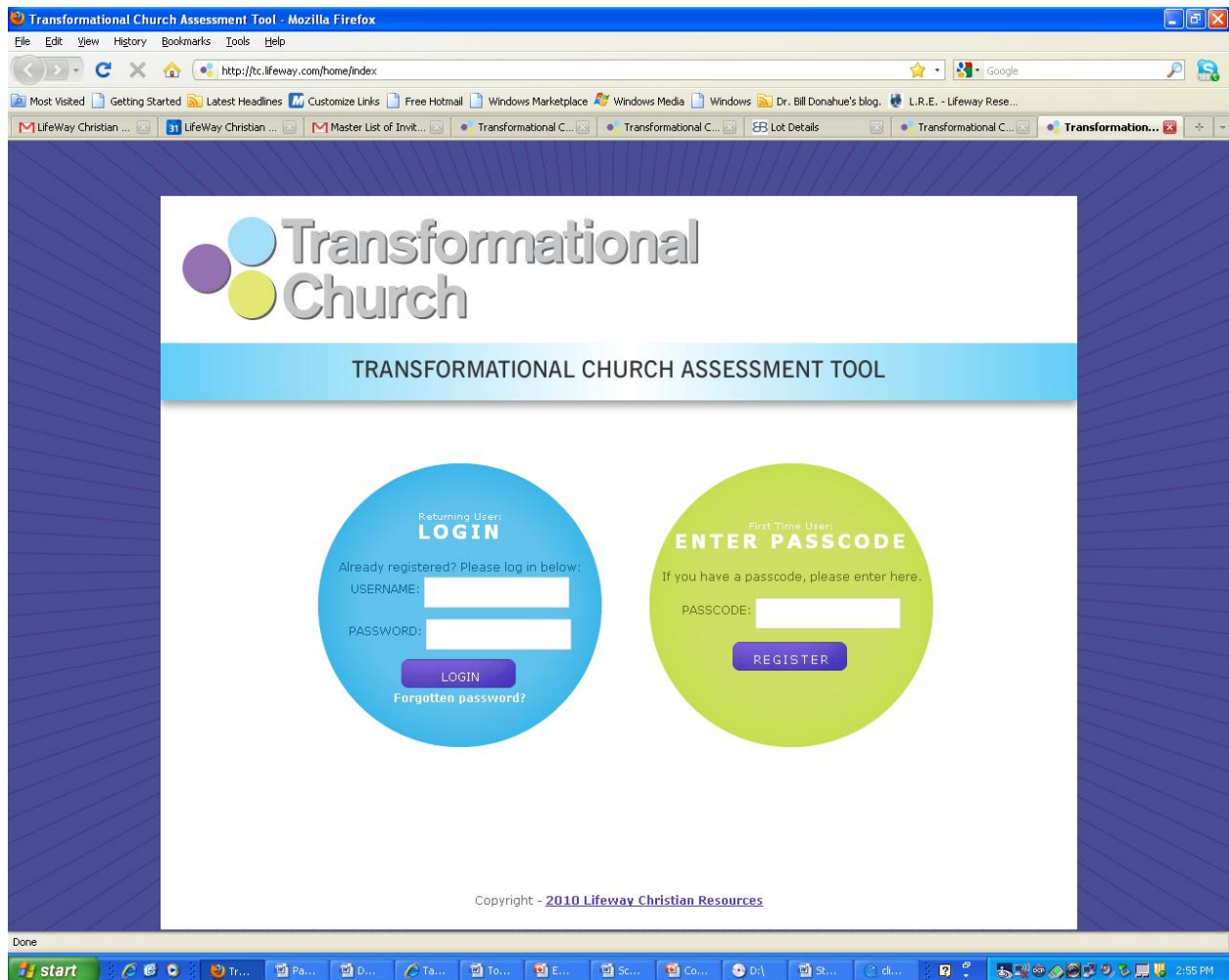
Step 3

Go to the website provided below the “Passcode”, <http://tc.lifeway.com>, this is the Transformational Church Assessment web-site.

(SCROLL DOWN)

Step 4

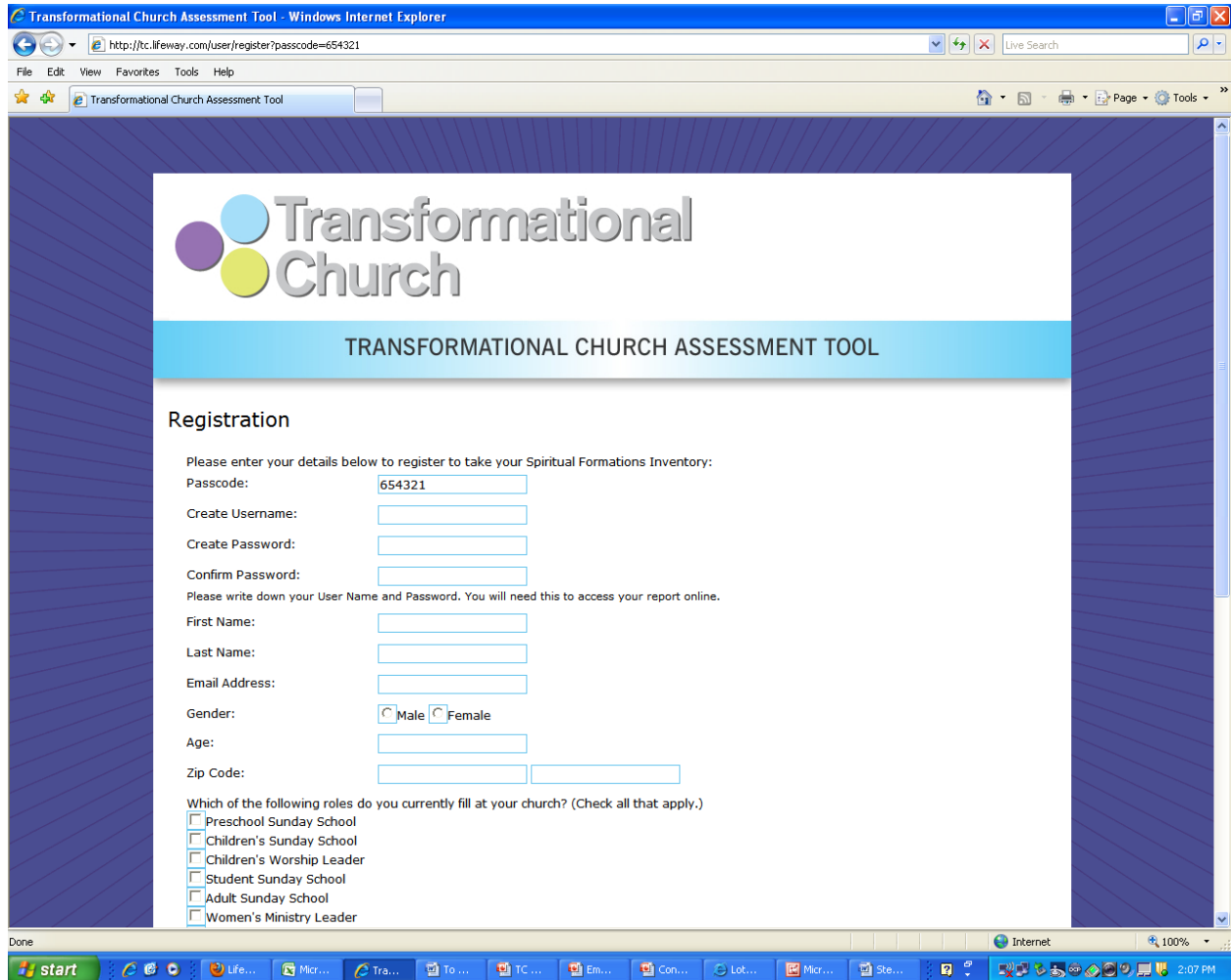
Place your "Passcode" into the green sphere on the right hand side of the screen and click on "register"



Step 5

This will link you to the registration page for you to fill-out. Once you are registered you can begin the survey or you can come back to the survey and complete it at a later date.

****This is a critical step because from this point forward, you are the leader and the gate keeper for the Assessment tool. You are the only one at this point that will have access to the leader page. Please write down your username and password. If you forget it your username and password you will not be able to access to the leader page****



The screenshot shows a web browser window titled "Transformational Church Assessment Tool - Windows Internet Explorer". The address bar shows the URL: <http://tc.lifeway.com/user/register?passcode=654321>. The page features the Transformational Church logo (three overlapping circles in purple, blue, and green) and the text "Transformational Church" in a large, bold font. Below the logo is a blue banner with the text "TRANSFORMATIONAL CHURCH ASSESSMENT TOOL". The main content area is titled "Registration" and contains the following text: "Please enter your details below to register to take your Spiritual Formations Inventory:". The form includes the following fields and options:

- Passcode:
- Create Username:
- Create Password:
- Confirm Password:
- Please write down your User Name and Password. You will need this to access your report online.
- First Name:
- Last Name:
- Email Address:
- Gender: Male Female
- Age:
- Zip Code:
- Which of the following roles do you currently fill at your church? (Check all that apply.)
 - Preschool Sunday School
 - Children's Sunday School
 - Children's Worship Leader
 - Student Sunday School
 - Adult Sunday School
 - Women's Ministry Leader

The browser's taskbar at the bottom shows the Start button and several open applications, including Life..., Micr..., Tra..., To..., TC..., Em..., Con..., Lot..., Micr..., Ste..., and a system tray with the time 2:07 PM.

Step 6

Once you are registered you can begin the survey. An important note, you do not have to complete the survey in one sitting. You can take it in parts. That is the reason why we issue usernames and passwords in the case a person did not complete the survey and needs to come back to it at a later date to complete it.

Step 7

Once the “leader” is registered and exits the site, then he or she can come back to the site and they will immediately be brought back to this page. The only person that has access to this page at this point is the “Leader”. You can designate other people as a “leader”, however the process for doing that step is addressed in the FAQ downloadable document on the leader helps web page.

This is what the “Leader” will see every time he or she enters her username and password in the left hand sphere at the Transformational Church Assessment web-site.

The screenshot shows a web browser window titled "Transformational Church Assessment Tool - Windows Internet Explorer". The address bar displays "http://tc.lifeway.com/survey/choose". The page content includes the "Transformational Church" logo, the title "TRANSFORMATIONAL CHURCH ASSESSMENT TOOL", and a "Tools | Logout" link. A "Make a Selection:" section contains eight circular buttons: "Take Survey", "Request Consult", "Summary Report", "User List", "Detailed Report", "Pastor's Report", "Demographic Report", and "Export Results". A tooltip is visible over the "Request Consult" button. The footer text reads "Copyright - 2010 Lifeway Christian Resources". The browser's taskbar at the bottom shows the Windows Start button and several open applications, including "LifeW...", "Micro...", "Trans...", "To do...", "TC O...", "Emplo...", "Cons...", "Micro...", and "Steps...". The system clock shows "2:34 PM".

For more information regarding the Assessment tool and how it works please see below:

There are downloadable documents at this website:

www.lifeway.com/tcleaderhelps

-FAQ's

-How to get maximum participation from the church regarding the survey.

-How do I pull reports?

-I need a consultant to read our church's results.

-We are having some technical problems.