

YouVersion Events

YouVersion Events is a completely free feature inside the YouVersion Bible App that helps users easily connect with church events they're attending. Churches are welcome to sign in at events.bible.com with a free YouVersion account to create their own Events to appear in the Bible App. The free administrative tools for Events make it easy for your church to share key message points, Bible references, artwork, external links, important church news, and more. And, once you save your Event in the system, Bible App users looking for events near them will be able to find yours.

Let's get started!

Step 1 – create a YouVersion account for your congregation.

It is very important for churches to set up a separate YouVersion account for the administration of events

- The administrator of a events is linked to a specific YouVersion user account
- There is no way to change the administrator
- There can be only one YouVersion account as an administrator of events

Suggestions for setting up a YouVersion account to be the administrator of Event builder

- 1 Do not use a specific persons or pastor or staffs private account
 - Staff may leave and then you have no access to the account
 - You need to respect privacy issues as that person may have other account details such as plans and bookmarks
- 2 Set up a generic church related YouVersion account.
 - Use a spare email account or get a free online one
 - Do NOT use this email for anything else than to set up the YouVersion account
 - Sign up for a new account using this email
 - See How to sign-up for an account on bible.com
 - You now have a generic account for use only with events.
- 3 How to use and protect these accounts
 - Do not use this YouVersion account for anything else than Events administration
 - You will need to protect and control the following information and pass it on to people assigned to administer the account
 - Email address and password
 - YouVersion username and password
 - You can have more than one person use the YouVersion account to add event details, as long as they are not online at the same time
 - If the person leaves you should change passwords to protect your security

We suggest that you use your generic church email account (example: paarl@shofaronline.org) as the account email and add your account

To create an account go to <https://www.bible.com/en-GB>, click on the "sign up" at the top right of the screen. See Figure 1.

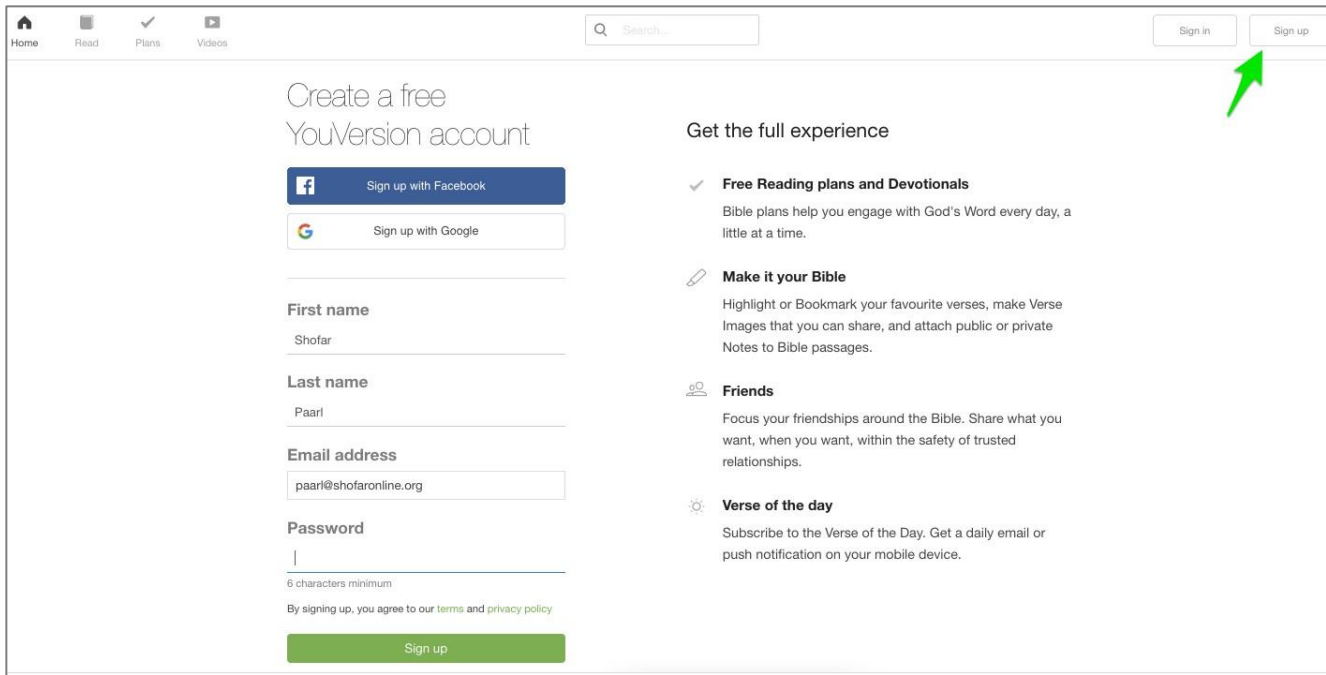


Figure 1

Step 2 – Log into your YouVersion account

Go to the YouVersion Event page and login to your account. <https://events.bible.com/en-US/login>.

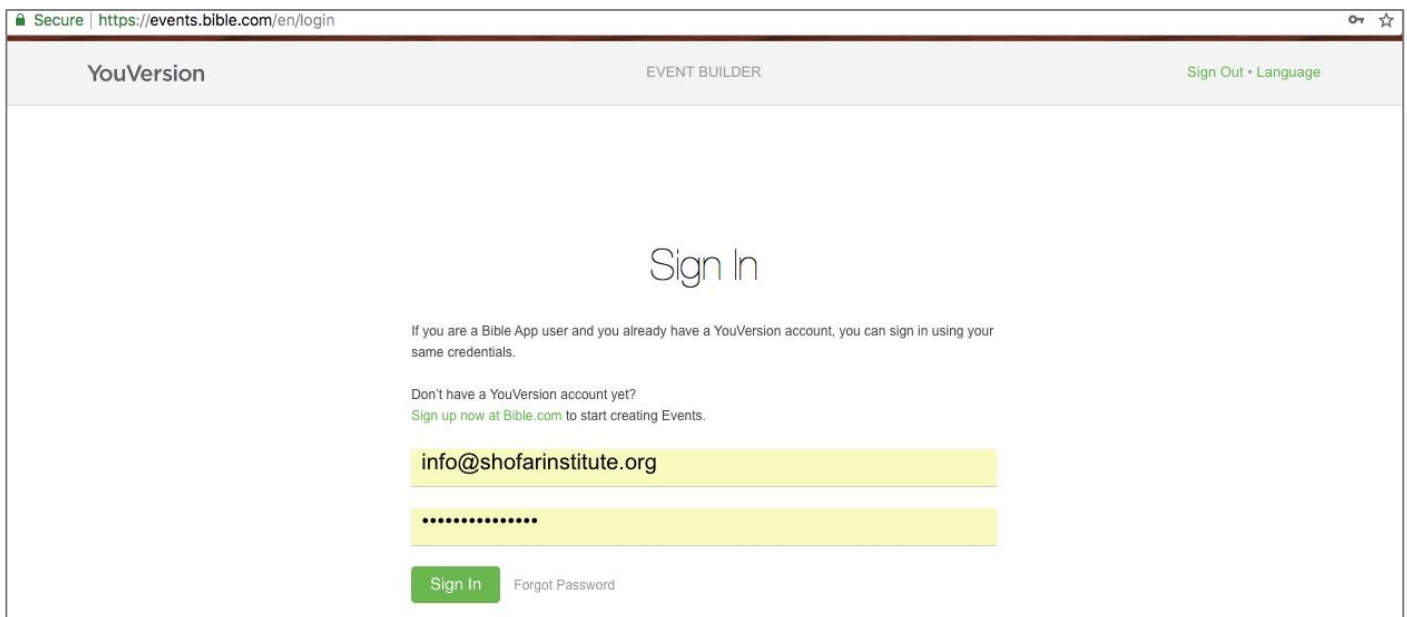


Figure 2

Once you are logged in you can get started.

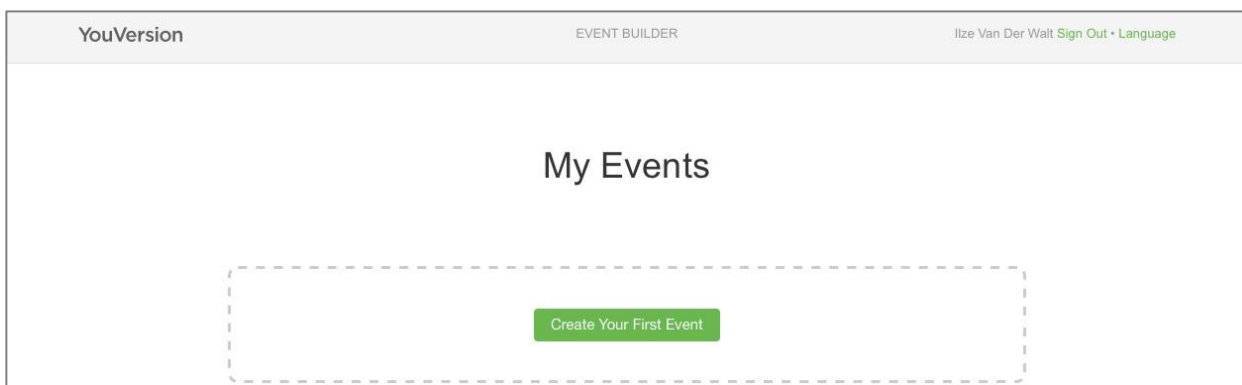


Figure 3

Step 3 – Create your Event

Once you're logged in, you can start creating your events. Click on "Create Your First Event"

The site will now guide you through the event creating process. First stop is adding your event details. Figure 4

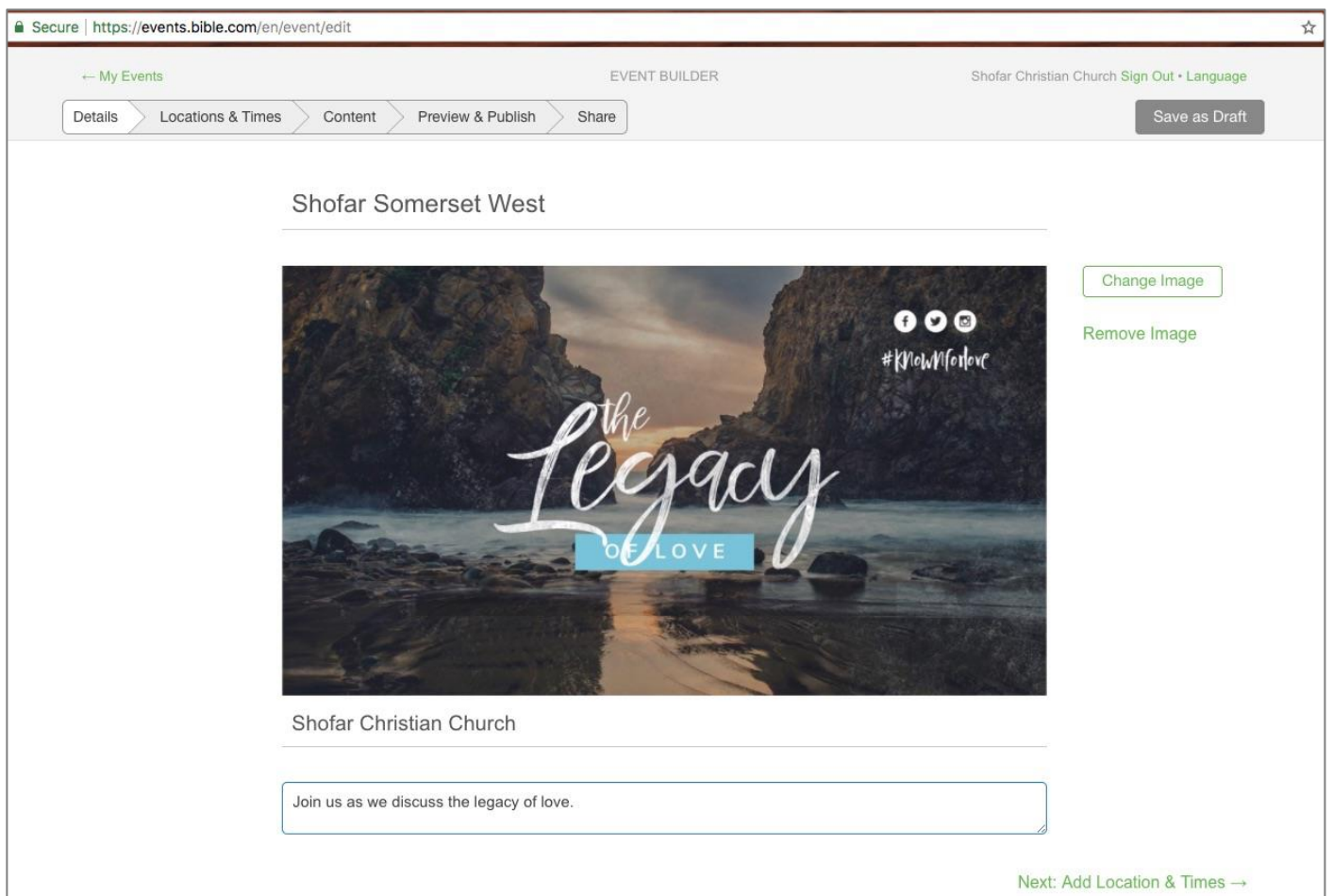


Figure 4

Remember that you can get nice #Knownforlove theme based images from our [Resource Center](#) for your church service slides.

Click on the Next: Add Location & Time at the bottom right of the page (Figure 4).

Add your event address as well as the dates and times. Figure 5

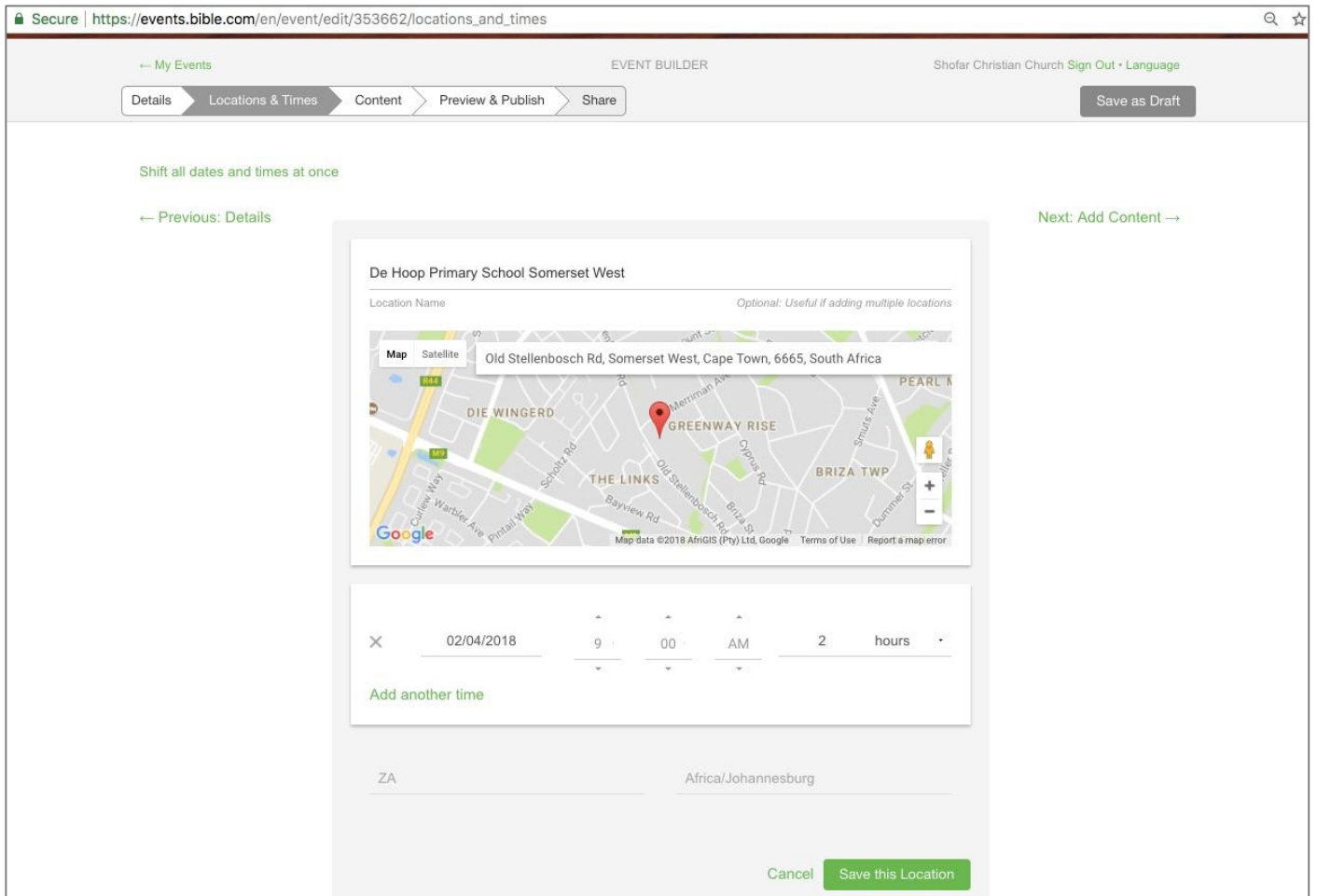


Figure 5

Once your location and times have been added you can also add a virtual location (for those who are streaming their services). Figure 6

Click on “Next: Add Content” to continue. Figure 6

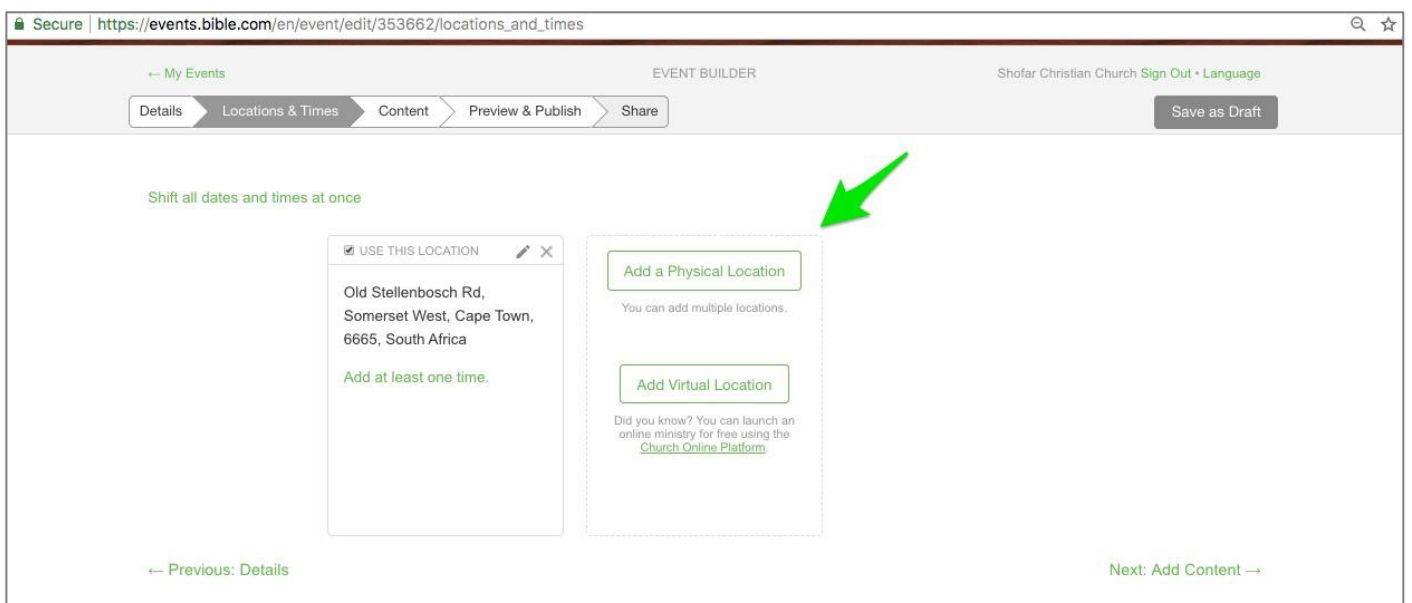


Figure 6

In this section, you can add your sermon content to the event. Figure 7

Text – allows you to add text like quotes, summaries of the section, notes on the scripture reference and so on.

Bible Reference – add the scriptures you refer to.

Plan – you can add any of the existing YouVersion reading plans as a reference.

Images – upload images.

External links – use this to link to previous sermons, video clips or even event registration pages like Encounter 1 registrations.

Giving link – link you online giving page if you have one.

Announcements – add some of you important church announcements that link with your sermon.

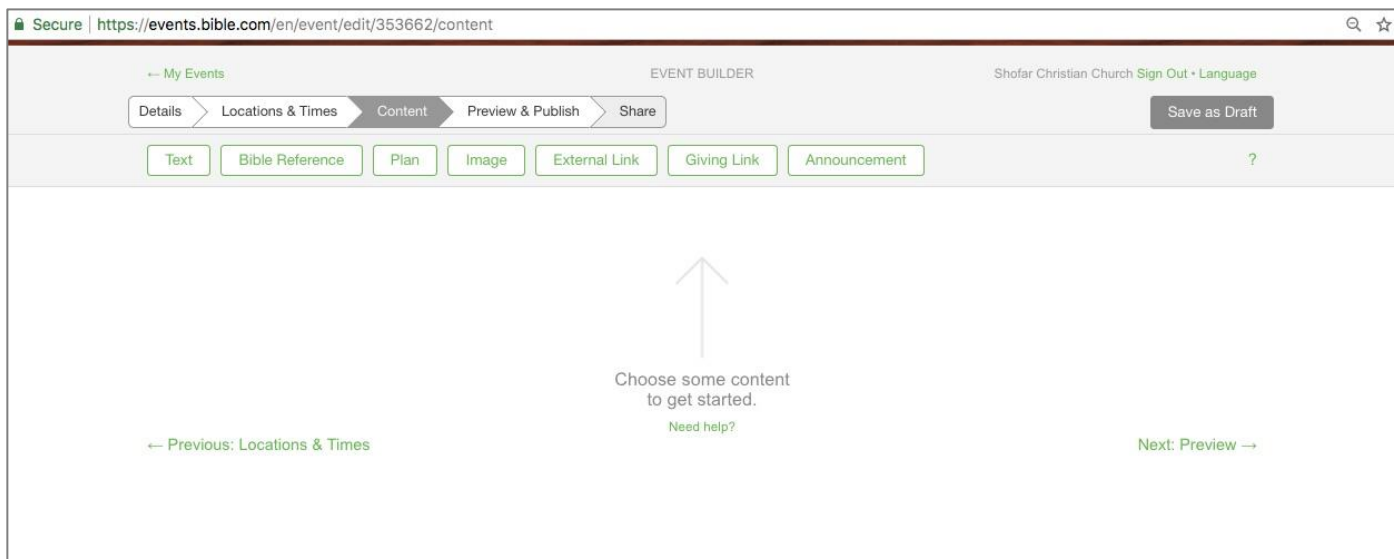


Figure 7

Click on the relevant option to add your content. You can reorder the content after adding it by using the “Reorder Content” button on the left of the content blocks. Figure 8

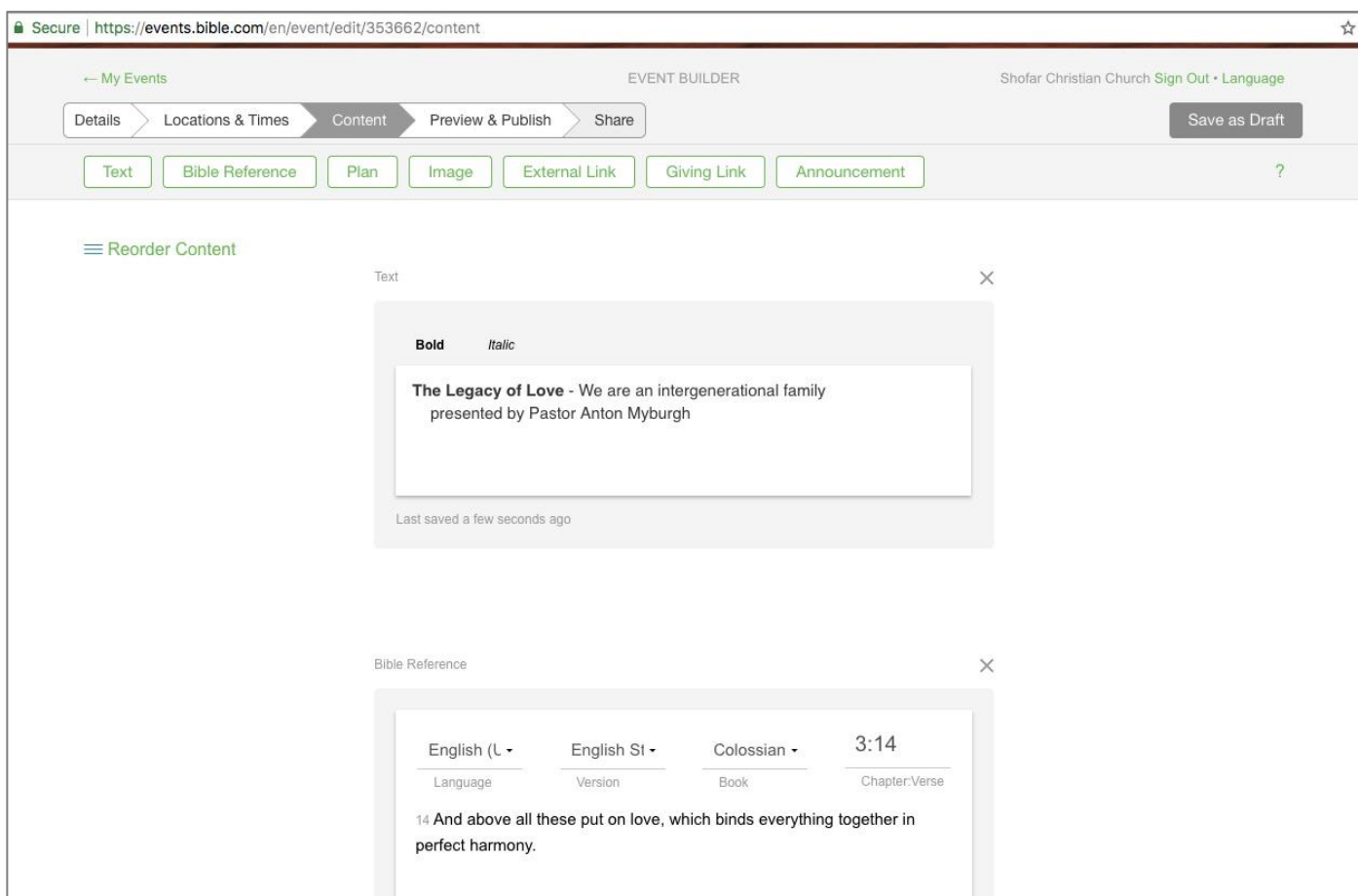


Figure 8

Once you have added all your content (or if you want to see how your content is displaying) click on the Preview and Publish step. Figure 9

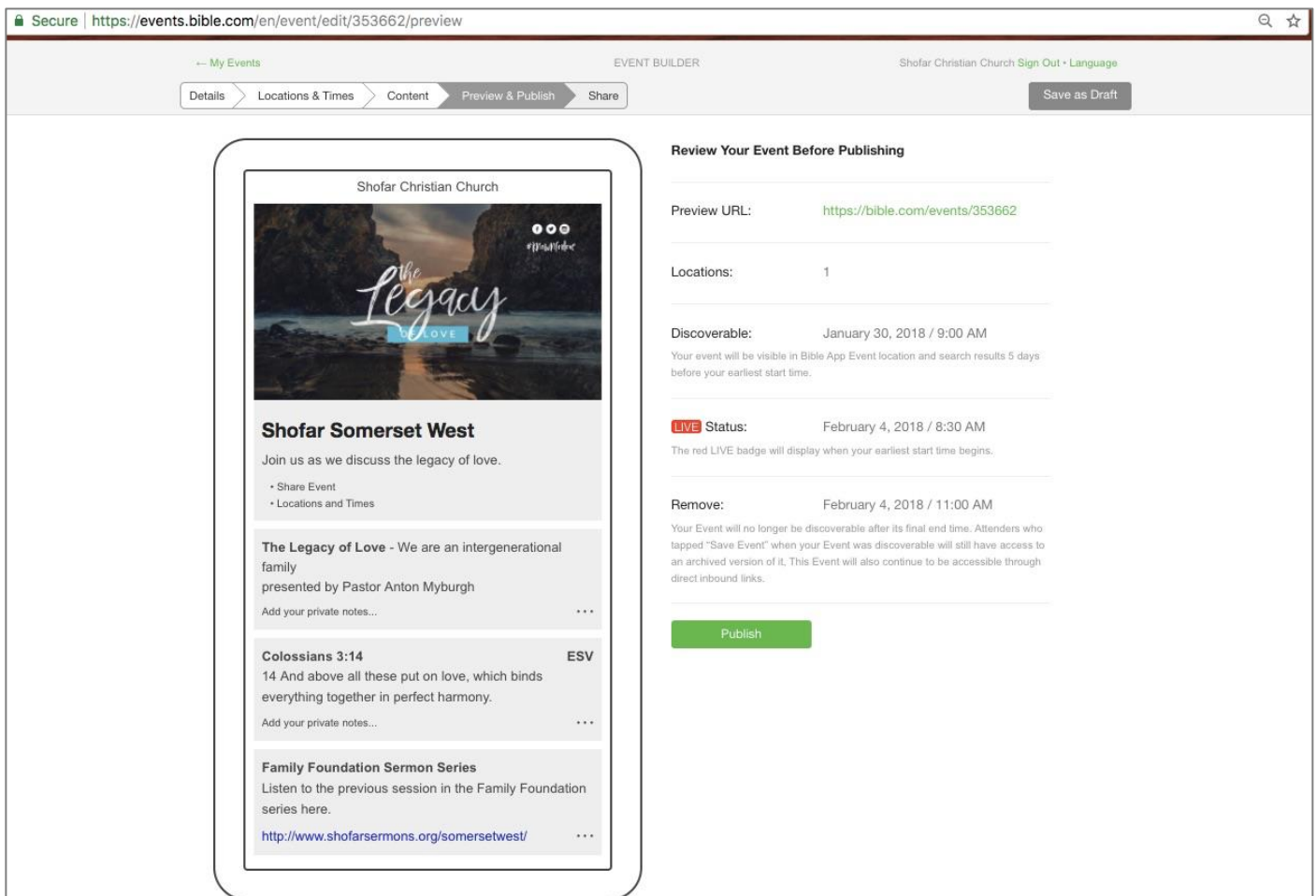


Figure 9

Please note the following dates and times as given on the screen (Figure 9):

Discoverable: Your event will be visible in Bible App Event location and search results 5 days before your earliest start time.

Status: The red LIVE badge will display when your earliest start time begins.

Remove: Your Event will no longer be discoverable after its final end time. Attendees who tapped "Save Event" when your Event was discoverable will still have access to an archived version of it, This Event will also continue to be accessible through direct inbound links.

Once you are happy with your event content you can now publish your event.

After publishing, should you need to change something on the event, you will have to first "Unpublish" the event before you can make any changes.

Step 4 – Share your Event

Use the Preview URL link to invite your congregants to the event (Figure 9).

Once your event is live, people will be able to see your event in the YouVersion App. Click on More and then Events.

The App will now search for events in your area and list them as shown in Figure 10.

Please note that after publishing the event it takes up to 30 min for the event to display on the search.

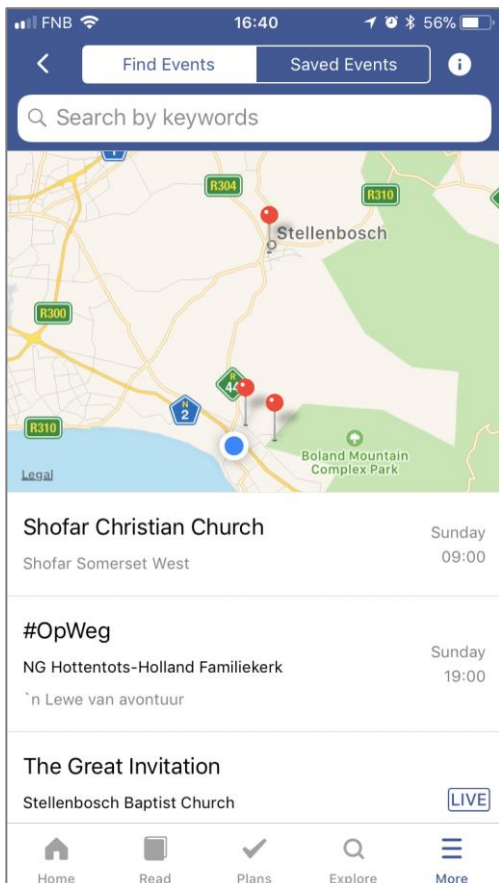


Figure 10