

Hello, welcome to The Life Events Diary

The Life Events Diary is provided for free by the Church of England and is designed to work with any parish structure, from a single church, a multi-parish benefice, even a whole deanery.

It has been built with the combined experience and expertise of the Church of England's Life Events Team and iKnow Church, specialists in church IT and administration systems.

We understand that you're excited about using the Life Events Diary and keen to get started using it, but as with all projects it is knowing where to start first.

We've put together a simple guide to map out this journey for you. We've written this in a way that allows each activity to build on the last, so all you need to do is start at the top of this list, and work your way down.

STEP 1: LOGIN

- Access your own Life Events Diary.

<https://lifeeventsdiary.org/tutorials/tutorial-videos/logging-on/>

STEP 2: CUSTOMISE THE LIFE EVENTS DIARY

- Add any custom prices to your Weddings and Funerals.

<https://lifeeventsdiary.org/tutorials/tutorial-videos/finance>

- Add your own branding to any communication that is sent out.

<https://lifeeventsdiary.org/tutorials/tutorial-videos/settings>

- Set up different roles for your church workers
If you have additional people who might be accessing the LED then you can set up roles to define what they can access.

<https://lifeeventsdiary.org/tutorials/tutorial-videos/settings>

- Add additional people to the LED

Within people you can add administrators, vicars, treasurers or others who need to access LED.

<https://lifeeventsdiary.org/tutorials/tutorial-videos/add-administrators>

STEP 3: ADD ENQUIRY FORMS TO YOUR WEBSITE

- From the homepage click on enquiry forms to get the code to add to your website.

<https://lifeeventsdiary.org/tutorials/tutorial-videos/enquiry-forms>

STEP 4: START ADDING YOUR SERVICES

- Click on Add Baptism to add your first Baptism.

<https://lifeeventsdiary.org/tutorials/tutorial-videos/baptism-services/>

- Click on Add Banns to add your first Banns.

<https://lifeeventsdiary.org/tutorials/tutorial-videos/banns-services/>

- Click on Add Wedding to add your first Wedding.

<https://lifeeventsdiary.org/tutorials/tutorial-videos/wedding-services/>

- Click on Add Funeral to add your first Funeral.

<https://lifeeventsdiary.org/tutorials/tutorial-videos/funeral-services/>

continued overleaf

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STEP 5: ACCESS YOUR TO DO LIST

- With services added you should see tasks in your to do list.
<https://lifeeventsdiary.org/tutorials/tutorial-videos/settings>

STEP 6: VIEW YOUR SERVICES

- See your services in one place by visiting the calendar.
<https://lifeeventsdiary.org/tutorials/tutorial-videos/calendar>

STEP 7: PASTORAL FOLLOW UPS

- You might not be ready to use this feature but see how your information can be printed and exported for easy follow up and communication.
<https://lifeeventsdiary.org/tutorials/tutorial-videos/print-and-export>

STEP 8: DETAILED SEARCH OF YOUR LIFE EVENTS DIARY

- See how your Life Events Diary can be searched by visiting the Finder.
<https://lifeeventsdiary.org/tutorials/tutorial-videos/finder>

