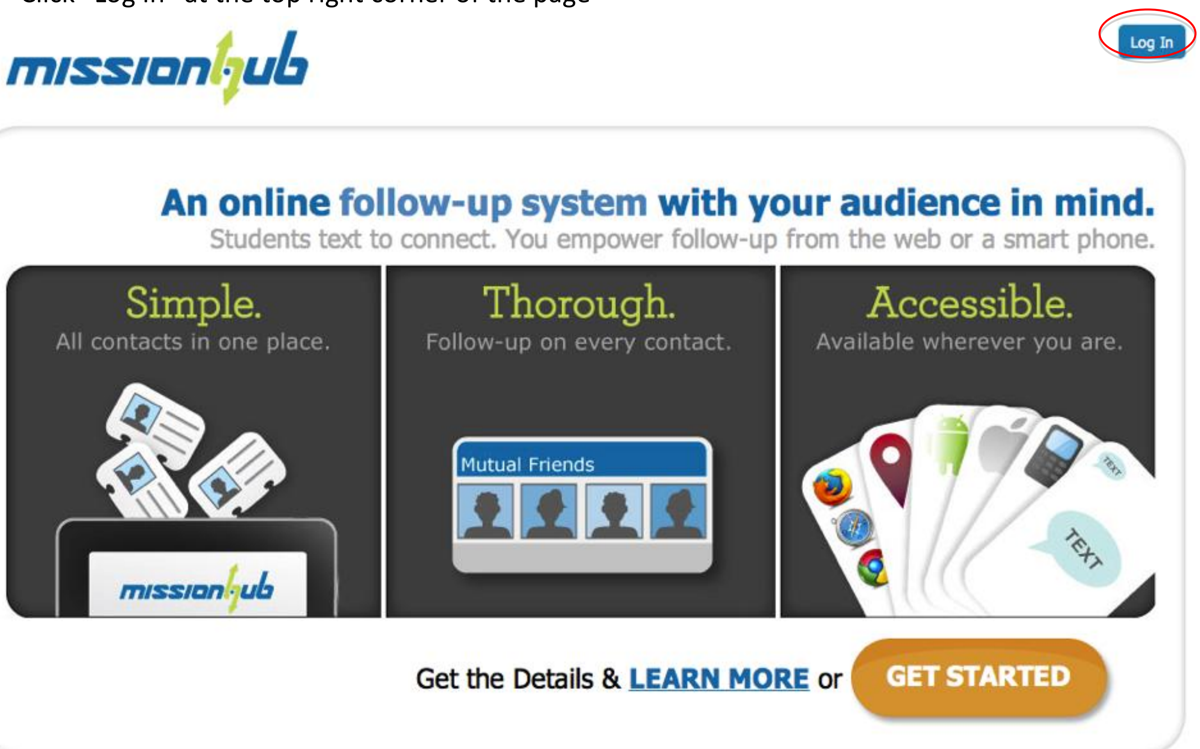
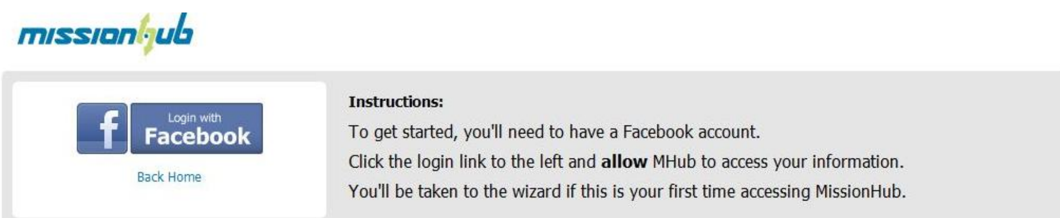
Logging in to MissionHub

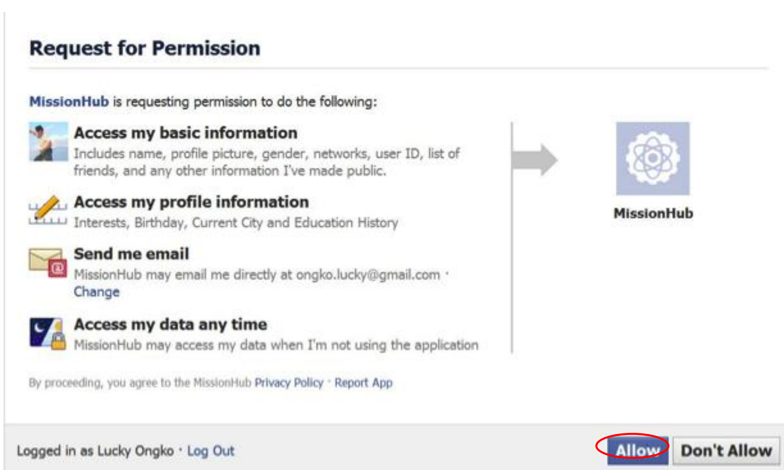
1. Go to Missionhub.com
2. Click “Log In” at the top right corner of the page



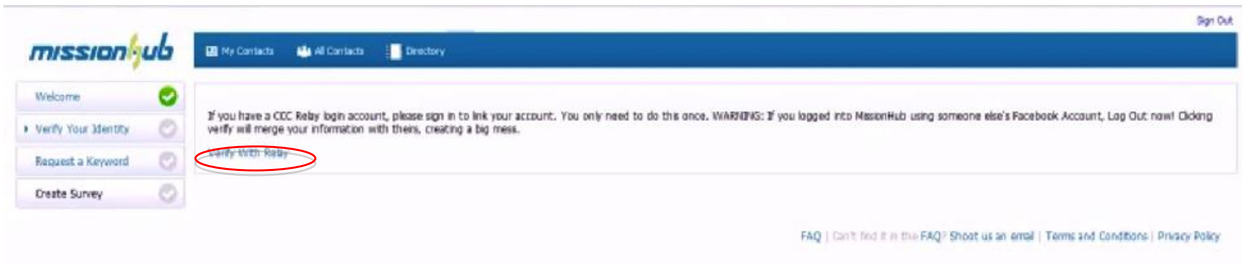
3. You will need to log in using your Facebook account



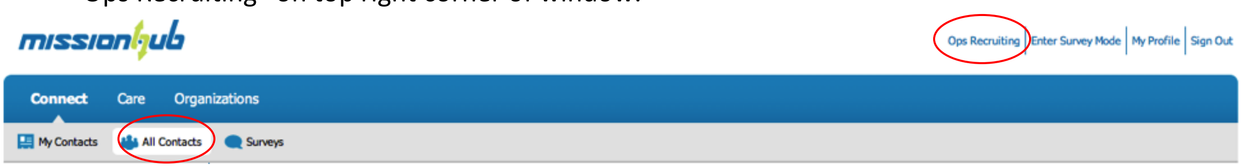
   a. If it is your first time using MissionHub, you will be directed to Facebook “Request for Permission” page and click “Allow” to be able to log in to MissionHub.



b. Then you will need to log in with Relay to verify your information by clicking “Verify with Relay” and filling in your credentials.

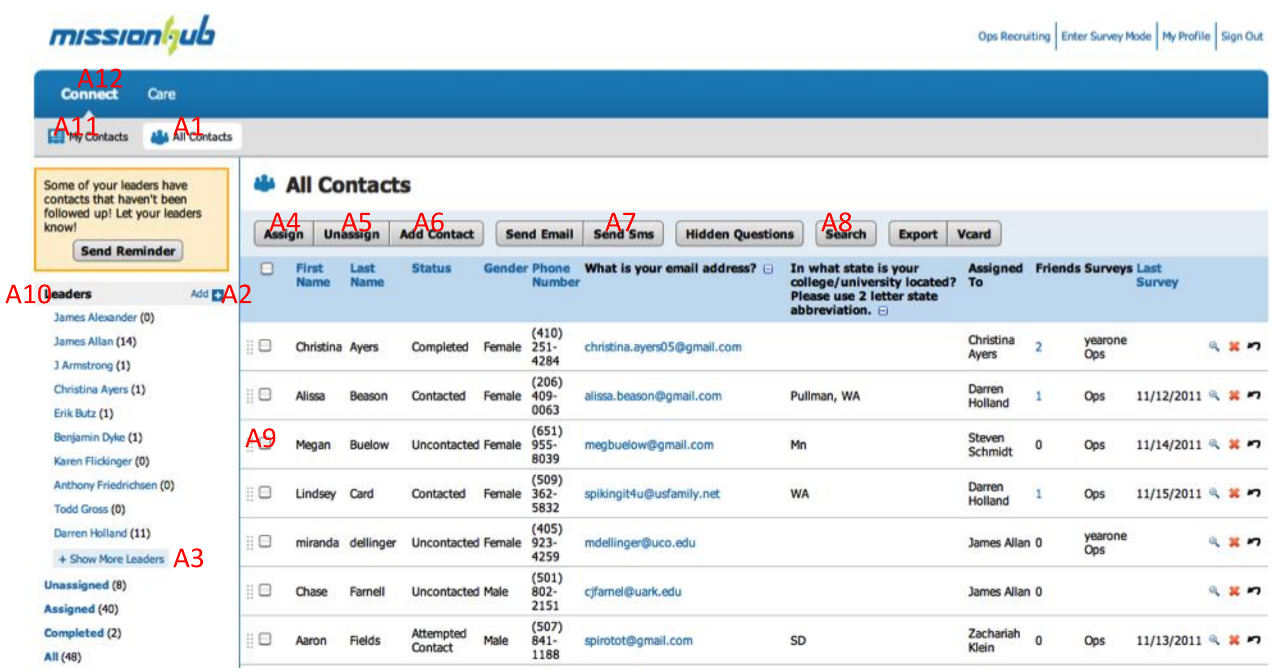


4. Once the system successfully logs you in, you will be under “My Contacts” tab and you will see “Ops Recruiting” on top right corner of window.



If you don’t see “Ops Recruiting”, hover over your current organization (the one on the left of “Enter Survey Mode”). Look for the star to the right of your different organizations and click the star of the organization you’d like to be your default organization. This should change your default screen on both the website and your phone app.

All Contacts Default View



How to search or filter contacts

1. From “All Contacts”, click “Search” (A8).
2. Enter the information you are looking for.

3. Click Search

For recruiting purposes, the easiest way to find contacts that is attending your Conference is searching by the States of your region. However, you can only put one state for each search, so you have to repeat the search function as many times as the number of state in your region (ex. For PSW search for CA, then AZ, then HI).

<u>How to assign Contacts</u>

1. From “All-Contacts” (or after you do a search), click on the checkbox beside the contact name (A9) to select the contact you want to be assigned (you can select multiple contact by clicking on more than one checkboxes).

Click All Contacts *to return to the all contacts default view.*

2. Click and hold on (beside their name-see A9)
3. Drag it to the name of the leader you want to assign to on the left side of the screen under “Leaders”(A10) (Click “Show More Leaders” (A3) to show more names if you couldn’t find the leader you want)

   OR

4. Click “Assign” (A4)
5. A new window pop-up:
   a. If you are assigning to yourself, click the button beside Me then click Assign
   b. If assigning to other leaders, click the button beside Leader and click on the leader name

*You can see the contacts assigned to you by going to **My Contacts** (A11) and you can go back to all contact default view by clicking **Connect** (A12).*

<u>How to Send Text to Contacts Assigned to you</u>

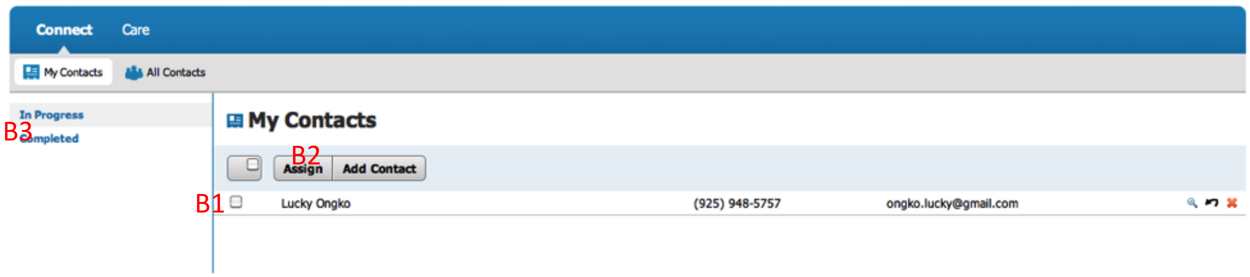
1. From “All Contacts”, click on your name under “Leaders” (A10) on the left side of the screen (Click “Show More Leaders” (A3) to show more names if you couldn’t find your name).
2. Select the contact you want to text by clicking on the checkbox beside their name (A9—you can select multiple contacts by clicking on more than one checkboxes).
3. Click “Send SMS” (A7)
4. A new window pop-up with the names you selected and a blank box.
5. Type your message in the blank box and click “Send” to send your text.

It is recommended to make your text feel more personal even though you are sending the text to multiple recipients. A suggestion would be to put your name at the end of your text.

How to Add Contact

1. From “All Contacts”, click “Add Contact” (A6).
2. In the new window, enter the information and survey answer in the corresponding boxes (there is no required information to be able to save the contact).
3. Click “Save and Close” or “Save and Add Another”.

My Contacts Default View



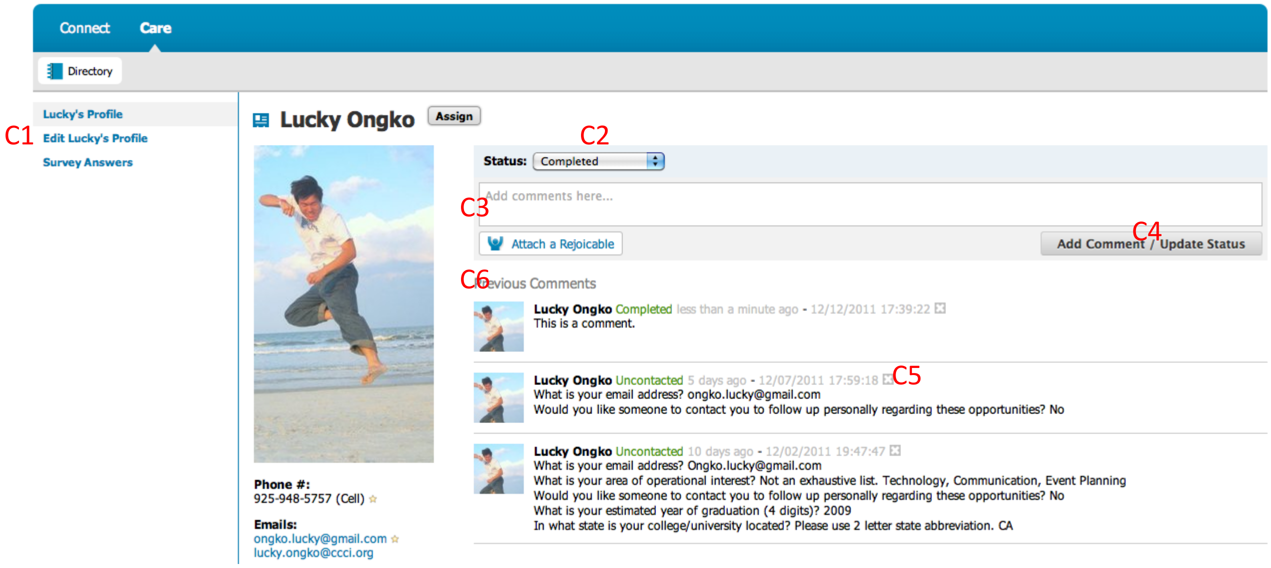
How to Unassign Your Contacts

1. Under “My Contacts”, select the contacts you want to unassign by clicking on the checkbox beside their name (B1—to select multiple contacts, click more than one checkboxes).
2. Click the “Assign” (B2).
3. On the new window, click the button beside Unassigned.
4. Click Assign

OR

1. From “All Contacts”, click on your name under Leaders located on the left side of the screen (A10)(Click “Show More Leaders” (A3) to show more names if you couldn’t find your name).
2. Select the contacts you want to unassign by clicking on the checkbox beside their name (A9—to select multiple contacts, click more than one checkboxes).
3. Click “Unassign” (A5).

Contact Profile Default View



How to Comments on Contact

1. Click on the contact's name either from "All Contacts"(A9) or "My Contacts"(B1)
2. You will be directed to a page with the contact's information/profile.
3. Add your comment in the box provided and change the status as necessary (C3—you can update their status without commenting on it).
4. Click "Add Comment/Update" (C4).
5. Your comment will show under "Previous Comment" and you can delete a comment by clicking (C5) beside the comment.

When you change the status of a contact to "Completed", you can view them by clicking "Completed" (B3) from "My Contacts"

Deleting your comment will not change the status of the contact to status shown in the previous comment, instead use "Add Comment/Updated" button.

How to Edit Contact's Profile/Survey

1. When viewing a contact's profile, click "Edit <Contact's Name> Profile" (C1) to update their profile or "Survey Answers" (C1) to update or view their survey (both are located on the left side of the screen).
2. Update with necessary information.
3. Click "Update".