ASSESSme.ORG

Quick Start Guide

THE ROADMAP

INVITE *people*

MOBILIZE *people*

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ORDER *books*

SETUP *nextsteps*

① REGISTER *account*
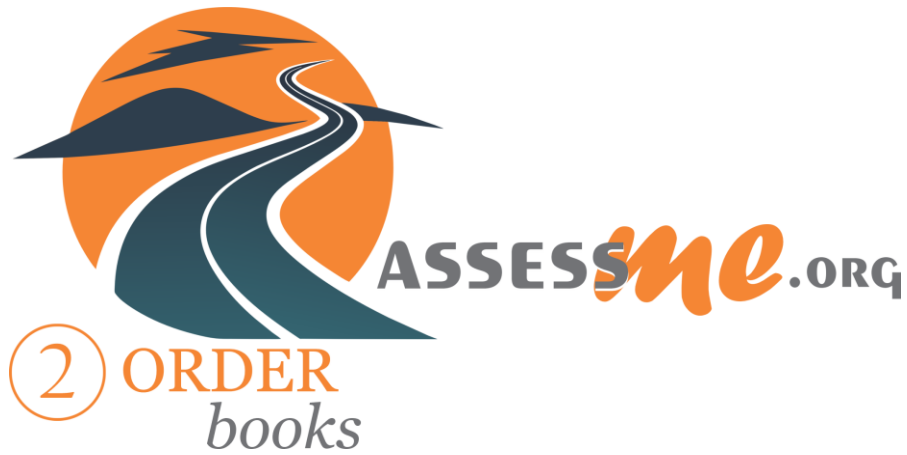
① REGISTER *account*

Registering a ministry account with AssessME.org will take less than three minutes. You will need to complete the following steps:

- ☑ Check off as completed.
- ☐ Register @ https://app.assessme.org/register/ministry.
- ☐ Complete registration using a church appropriate ID & password.
- ☐ Enter a church debit/credit card; a fee of $25/month will begin.
- ☐ Locate your ministry's dedicated URL.
- ☐ Select your URL to register yourself to complete your assessments.

Dedicated URL

To locate your ministry's dedicated URL, go to the Ministry Dashboard menu and select Settings. Your Assessment Center URL is displayed to the right. All your members will access their accounts and take their assessments via this dedicated URL. Please keep your URL safe!

ASSESSME.ORG   My Assessments

⚙ Settings

❮ Back to Dashboard

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🍃 NextSteps

⇄ Integrations

🕓 Account

Settings

🔗 Options

🔗 NextSteps

🔗 Integrations

🔗 Ministry Account

Your Assessment Center

Your assessment center is located at

⤢ https://www.assessme.org/1(

Record this link. Every person wishing to take the assessments must register a free user account with your ministry.

ASSESSme.org

② **ORDER** *books*

AssessME.org offers two essential training books for church staff, equipping church leaders to better implement our assessments:

☑ Check off as completed

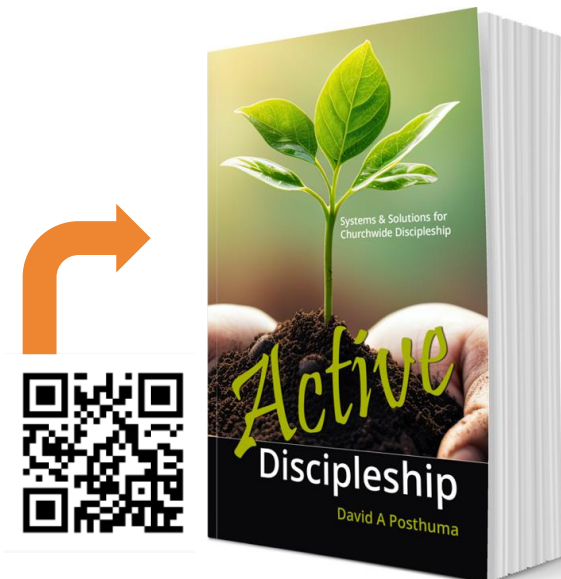☐ Order & read *Active Discipleship*

Active Discipleship, authored by David A Posthuma, was written for church leaders. It explains how to implement a full-featured and intentional disciple-making program. It also helps church leaders learn how to utilize the NextSteps Discipleship tracking and equipping software.

TO ORDER: Go to https://a.co/d/1xiS1Th

☐ Order & read *Made for a Mission*

Made for a Mission, authored by David A Posthuma, was written to help church leaders learn to use our Mobilization Assessments including: ePersonality, Leadership Style, and GraceGifts. Made for a Mission will deepen your understanding of how to interpret and effectively utilize these assessments.

TO ORDER: Go to https://www.clcpublications.com/shop/made-for-a-mission/

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3 SETUP
nextsteps

NextSteps is our incredible discipleship tracking and equipping software. It includes two assessments; one for spiritual maturity and one for felt needs. This is our ONLY program that requires configuration.

☑ Check off as completed.

☐ Required: Temporarily disable NextSteps.
You will want to hide NextSteps from your people until your version is edited and configured to your satisfaction. To hide NextSteps, log into your Ministry Dashboard and follow this path: Settings/Options/NextSteps. It is also recommended to schedule auto-invites for two weeks prior to Fall Kickoff.

☐ Optional: Edit assessment questions & reports.
NextSteps may be edited by visiting Settings > NextSteps in the dashboard. The Question Pool, Felt-Needs, Formation Summaries, and Formation Strategies may all be edited if desired. In most cases, these edits will not be necessary.

☐ Required: Configure Formation Strategies.
Formation Strategies are the equipping resources and programs your church determines are best suited to help people mature from their present phase of spiritual formation to their next phase. We strongly urge your church to place an emphasis on programming (like small groups targeted for specific developmental phases, classes, or mentorships where people minister to people) rather than relying upon self-help resources like books or videos. Discipleship always functions best in the context of authentic relationships.

☐ Turn NextSteps back on when editing is complete.

NextSteps

Enable or disable the NextSteps discipleship tracking tool

Inactive | **Active**

Send notification to retake NextSteps every

6 months | 12 months | 18 months

○ on user's assessment date
● beginning

September 01, 2023

ASSESSme.org   My Assessments   Account ▾

‹ Back to Dashboard

⚙ Options

📁 NextSteps

> Question Pool

> Felt Needs

> Formation Summaries

> Formation Strategies

⇄ Integrations

👤 Account

🍃 **Edit Question Pool**

⚠ **Caution:** Significant editing of the question pool results in decreased accuracy. Only minor verbiage edits are recommended.   ✕

Discover   Develop   Deploy

Consideration   restore

I am spiritual.   restore

I believe that I am a created being.   restore

God has a divine plan for this world that has influenced human history and will impact my present and future.   restore

I believe that God created me for a specific purpose.   restore

God created me so that I may have a relationship with my Creator. restore

④ INVITE
people

AssessME.org Mobilization Assessments require no configuration and may be utilized immediately. Our software requires very little effort to manage by church staff. Simply INVITE people to self-register and complete their assessments.

☑ Check off as completed.

☐ **How to Invite:** Log into the Admin Dashboard & select "People".

To INVITE people to register and complete their assessments, please visit People > Invite People (*White button on far top-right*). Select the "Invite People" button to open our mass email system. Copy/paste email addresses into the email field. Select "Send Invite" to send preformatted invite emails labeled for your church.

Our mass email message will encrypt your church's dedicated URL within a *Registation* button, and when selected, the button will open your dedicated registration/log in page using a one-time-use URL. This is a security feature designed to hide your dedicated URL from non-members. Our INVITE button enables churches of thousands of people to complete their assessments within only a few weeks.

☐ **Website Option:** Link Masking.

Placing your dedicated URL as a link or button on your website is not recommended unless your webmaster uses appropriate link-masking techniques to hide your URL from public view and from hackers. It is your responsibility to protect your church's data!

5 MOBILIZE *people*

AssessME.org makes it easy to find and mobilize the right people into the best service positions. Simply follow these steps:

☑ Check off as completed.

☐ **New Mobilization Reports:** Log in to the Admin Dashboard and select Reports/Mobilization.

Our Mobilization Reports appeared for the first time in January 2024. These are automated reports that cross-reference the different assessments to identify the most validated and trustworthy people for predefined service roles. NOTE: *These reports will only begin functioning if your people are instructed to complete all Mobilization Assessments.* Report categories include: Administrators, Content Teachers, Counselors, Creatives, Entrepreneurs, Hospitality, Relational Teachers, Servants, System Designers, and Team Leaders.

☐ **Candidate Search Engine:**

Log in to the Ministry Dashboard and from the menu, select People > "Candidate Search" button.

The Candidate Search Engine is a manual search process that enables you to create a custom profile for any position, then select "Search", and view all matching candidates.

The more refined the search criteria, the fewer number of candidates will be reported. The interface enables you to view/print each candidate's full assessment profile so you can compare various candidates and prepare to conduct candidate interviews.

Mobilization Report

🖨 print

Administrators

ePersonality	People	Percent
Adjutant	2	0 %
Analyzer	2	0 %
Overseer	1	0 %

👥 5 people meet this criteria >

📇 Candidate Search

×

Select any combination of traits to search for an ideal profile.

ePersonality

☐ Adjutant (10)
☐ Analyzer (12)
☐ Artisan (3)
☐ Creator (8)
☐ Designer (10)
☐ Disseminator (27)
☐ Evangelist (1)
☐ Fraternal Leader (5)
☐ Guide (6)

Leadership Style

graceGIFTS

Skills

NextSteps Phase

Felt Need

Clear   Close   Search