

FISHER

by Community Bible Study

FISHER Guide

for

Area Directors and Zone Directors

Revised 02/17/21

FISHER Guide for Area Directors and Zone Directors

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Dear Area Directors and Zone Directors,

This FISHER Guide is a collection of helps taken from the CBS Answers support site that were specifically selected to help you as you shepherd your classes and leaders. We appreciate the work that you do, and we want your experience with FISHER to be as successful as possible.

You will note below that we have placed additional helps, including video tutorials, on the CBS Answers website. We hope you will have a chance to take advantage of them. You may also wish to point the leaders you shepherd to the site if they are struggling with a particular task in FISHER. Your support, and your feedback are critically important. FISHER is an ongoing project, and it can only get better if we hear from you.

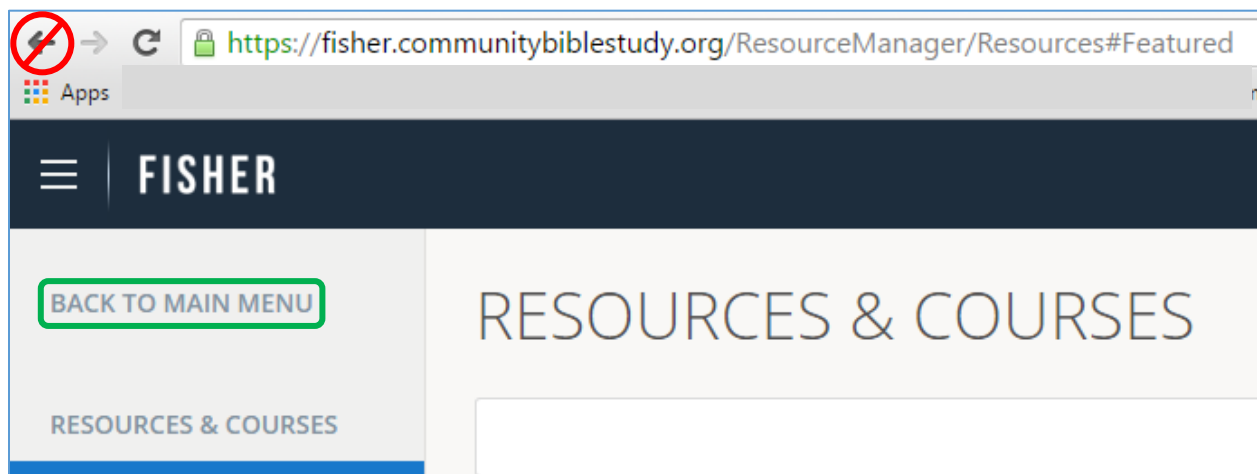
Thank you, again, for your leadership. We're all in this together, and all of us want to see "Transformed Lives through the Word of God!"

The CBS FISHER Team

Support for FISHER is close by:

- **On the web** – take a look at <http://answers.communitybiblestudy.org> where you will find frequently asked questions and training videos.
- **Email** – just send your inquiry to answers@communitybiblestudy.org
- **Phone** – Give us a call at 1-800-826-4181 from 8:00 AM to 4:00 PM MountainTime.
- **For Class Members** – There is a class member video tutorial and FAQ at <http://www.communitybiblestudy.org/fisher-member>. A downloadable flyer is available there as well.

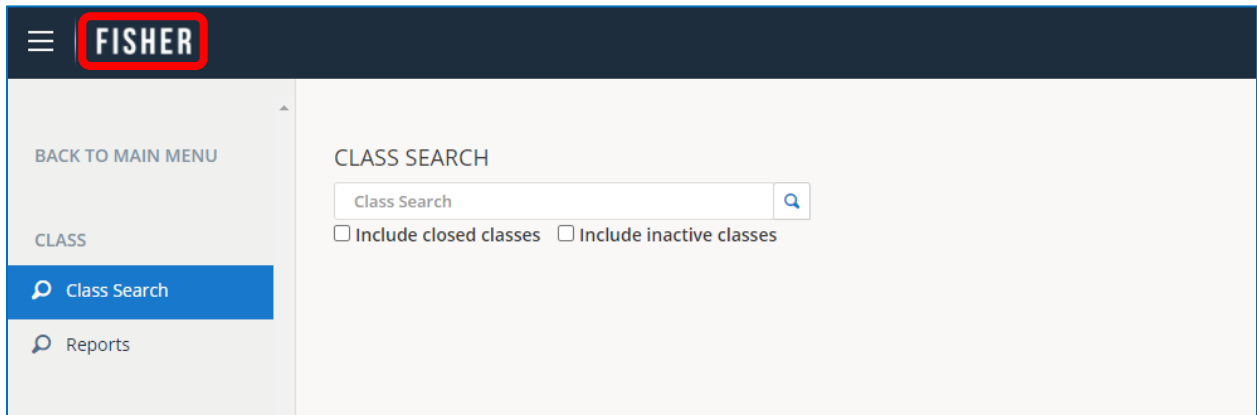
Note: When navigating within Fisher DO NOT use the **back button** in your web browser. Be sure to use **navigation buttons** available within Fisher.



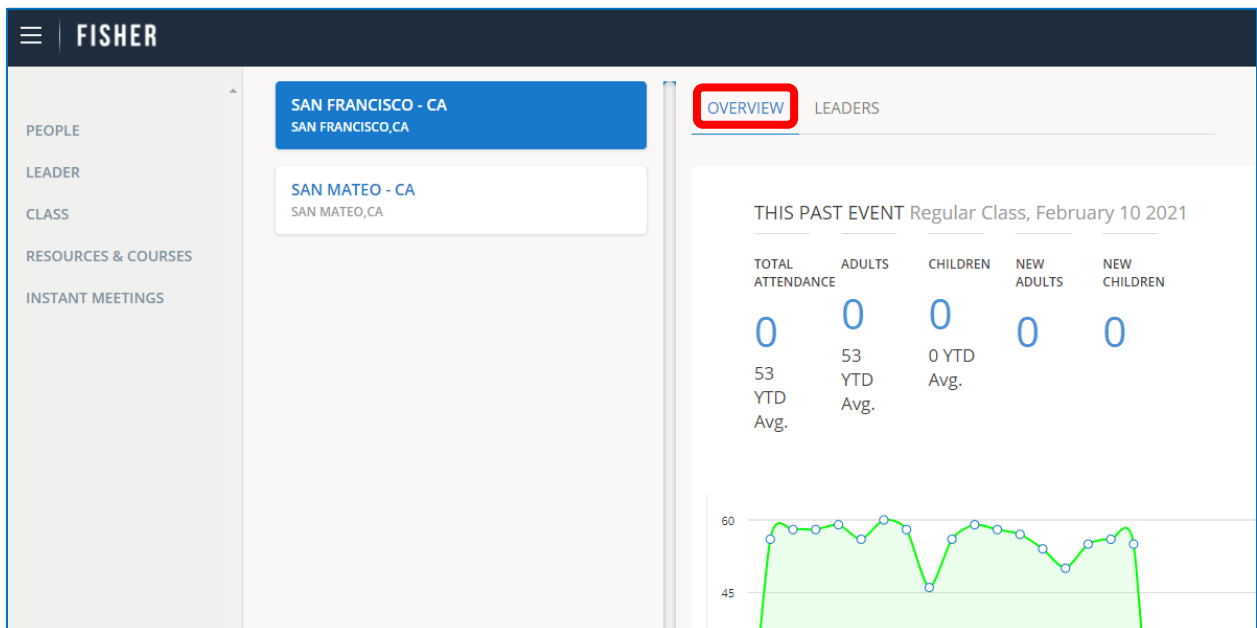
Attendance

Instructions for viewing the Attendance Overview and Reports for your classes.

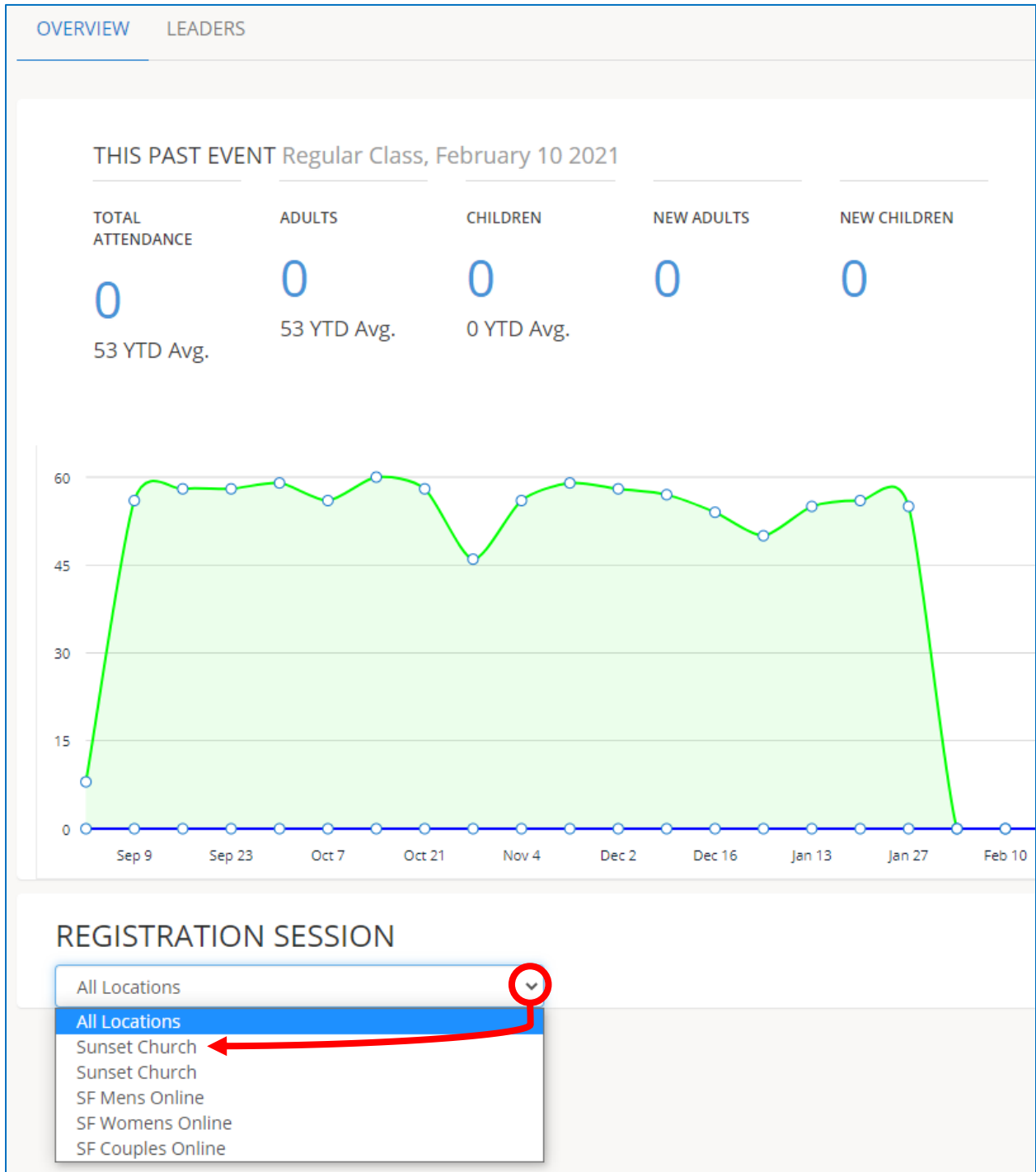
- 1.) When you first log in to Fisher and select your role, you will see the Attendance page for your classes. To get back to this page, click **FISHER**.



- 2.) You should see an overview of a class' attendance. If not, click **Overview**.



3.) To view attendance for a *single location* in the class, click the Registration Session drop-down and select a location.



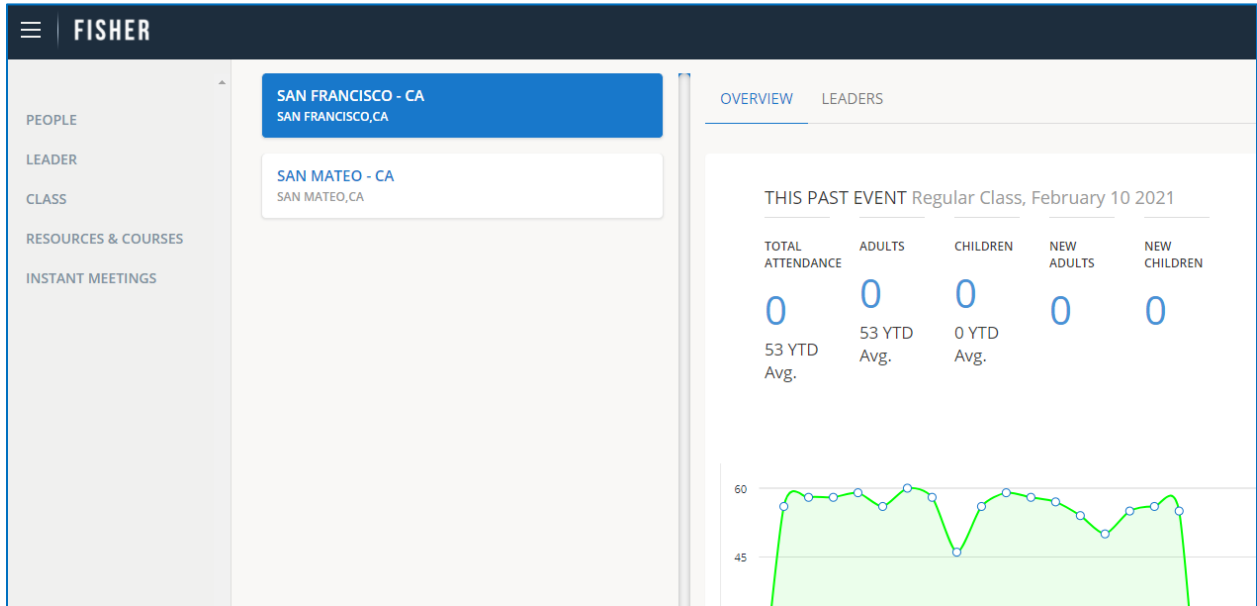
4.) You will see an overview of the chosen class' attendance. Hover over a *data point* to see details for that week. Adult and children's totals are listed separately.



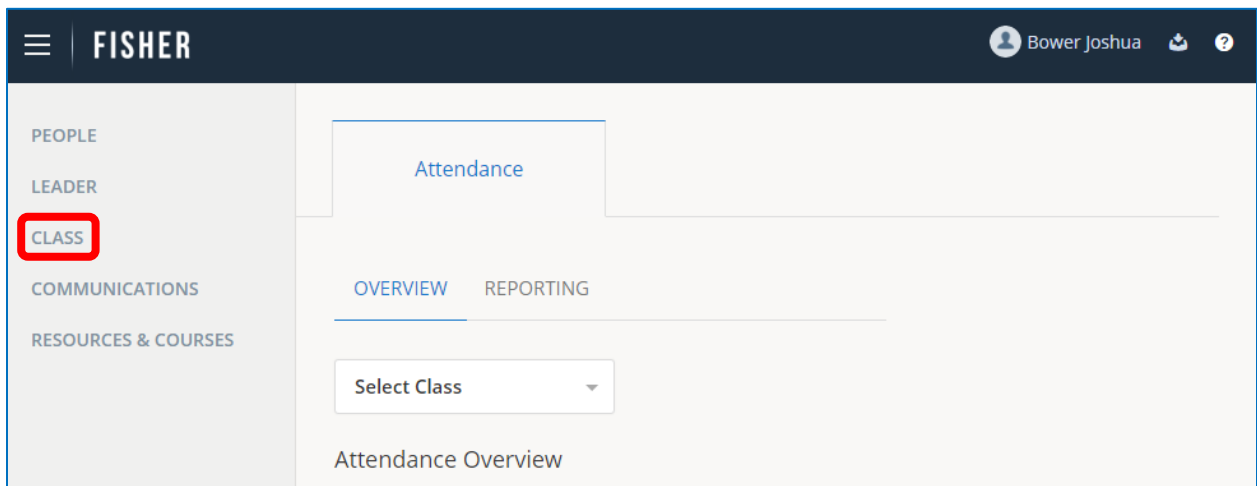
Attendance Totals

Instructions for viewing attendance totals for your classes.

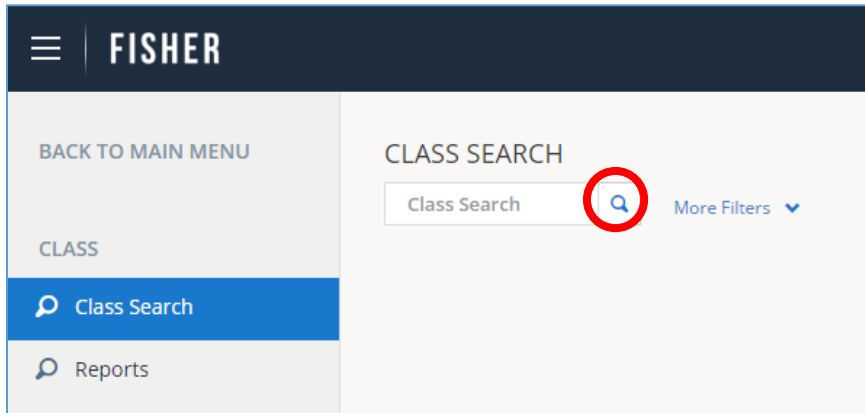
1.) When you first log in to Fisher and select your role, you will see the Attendance page for your classes.



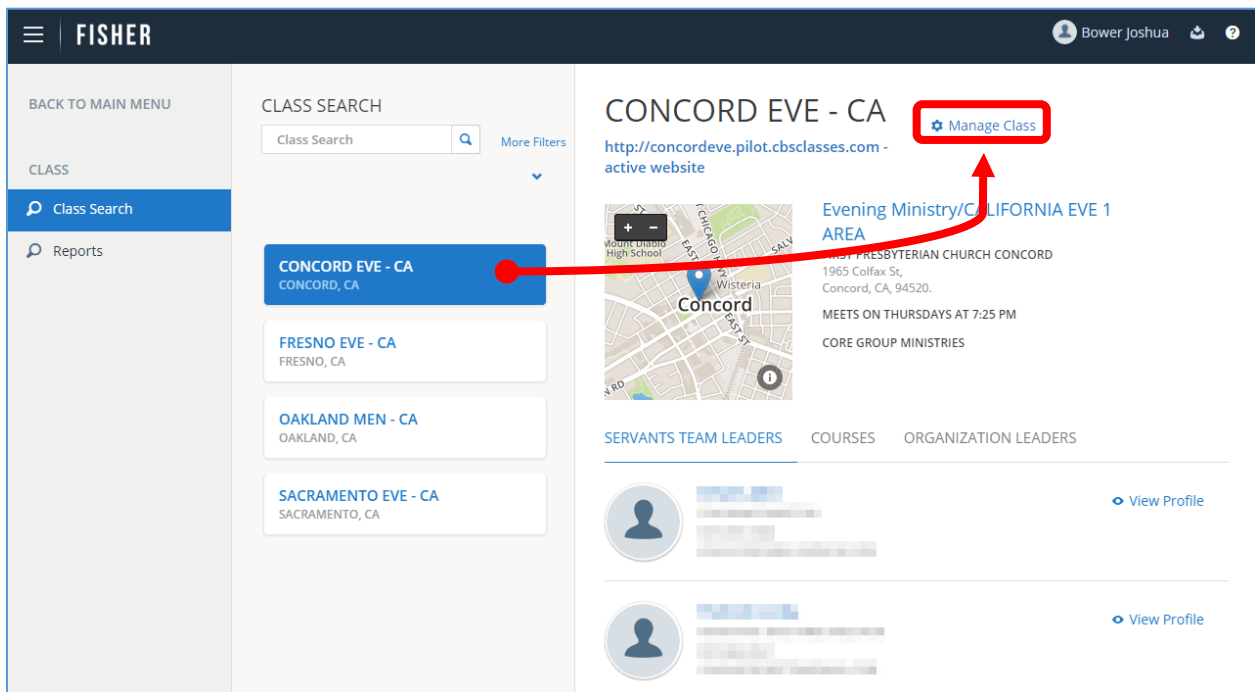
2.) To view or download a detailed report of a class' attendance and to calculate totals, click **Class**.



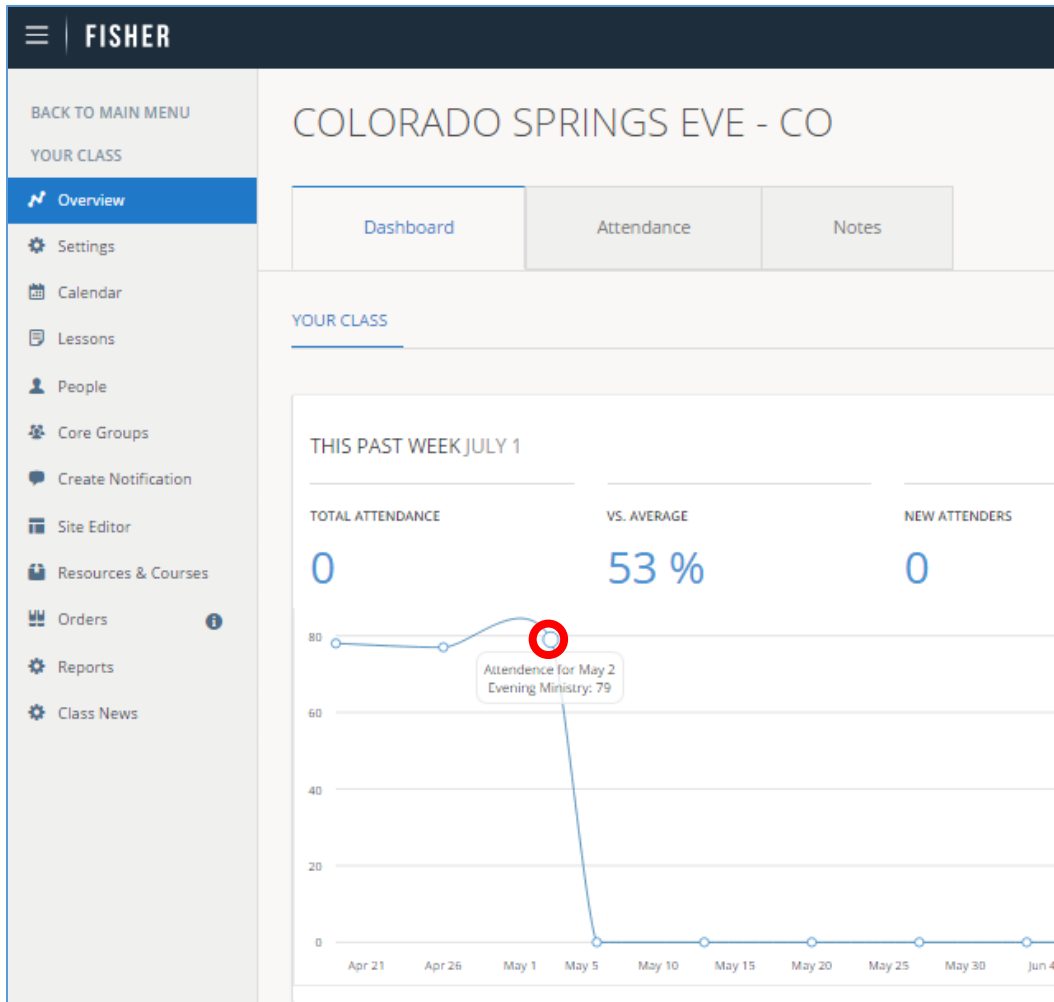
3.) Click on the *Magnifying Glass icon* to list all of your classes.



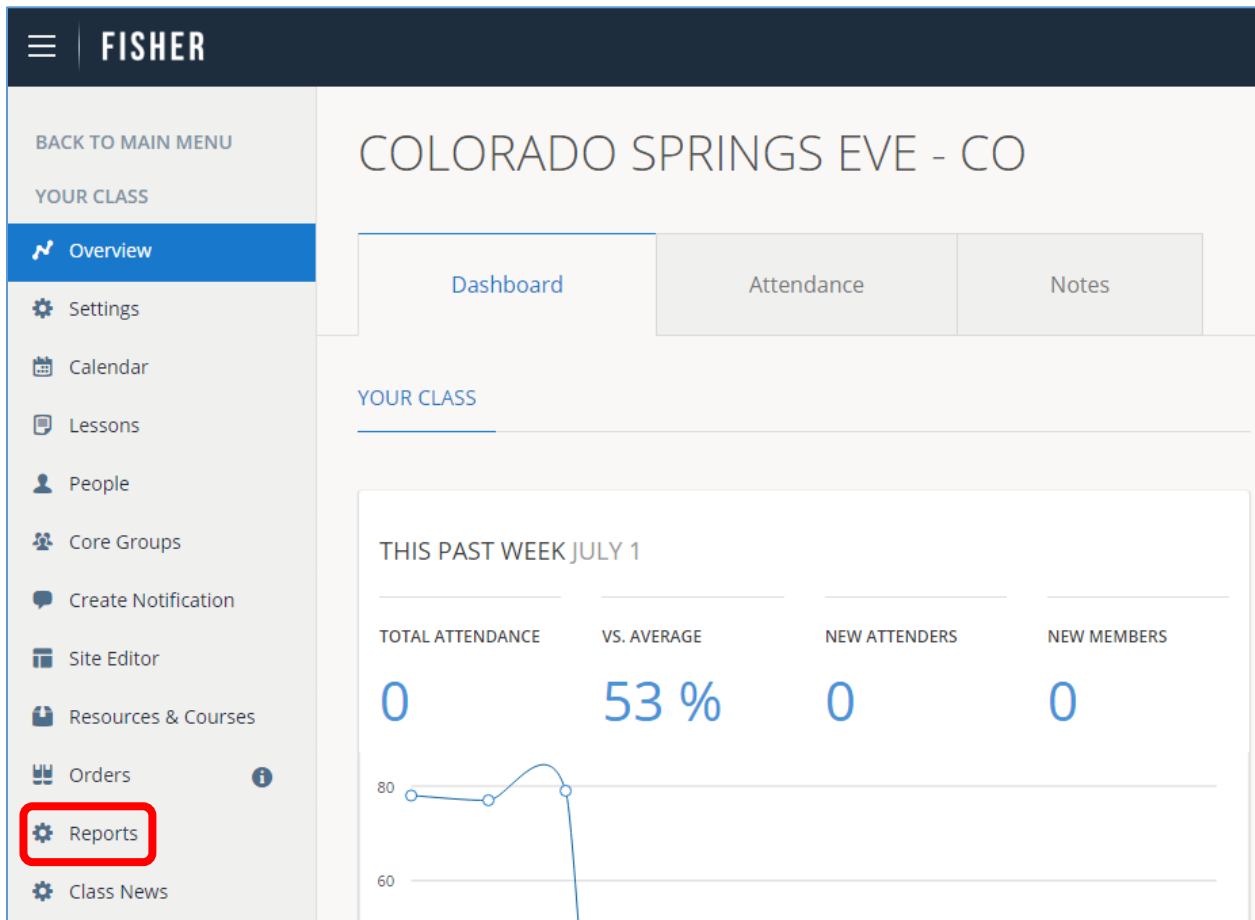
4.) Click a class to select, then click on **Manage Class**.



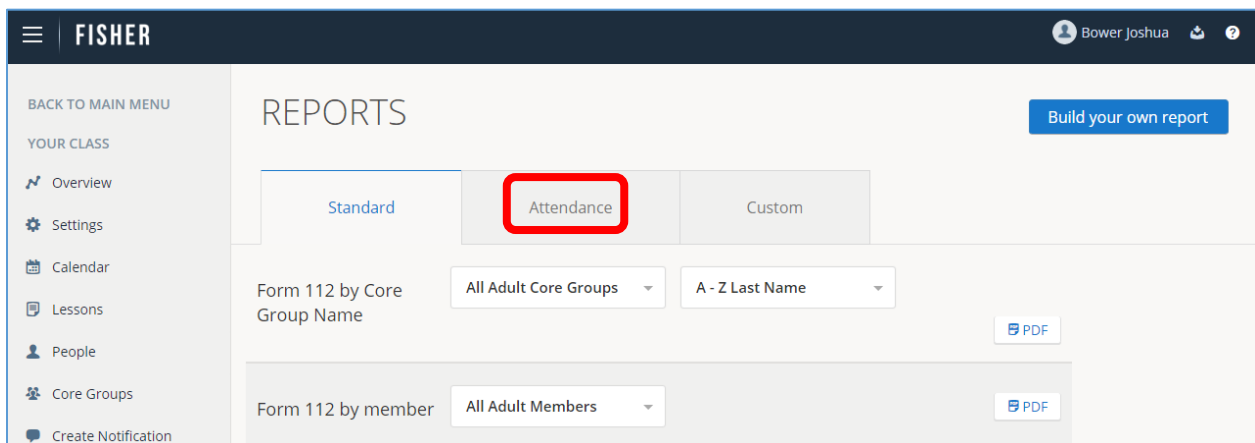
5.) Here you will see an Overview of the class' current recent attendance. Hover over a *data point* to see details for that week. Adult and children's totals are listed separately.



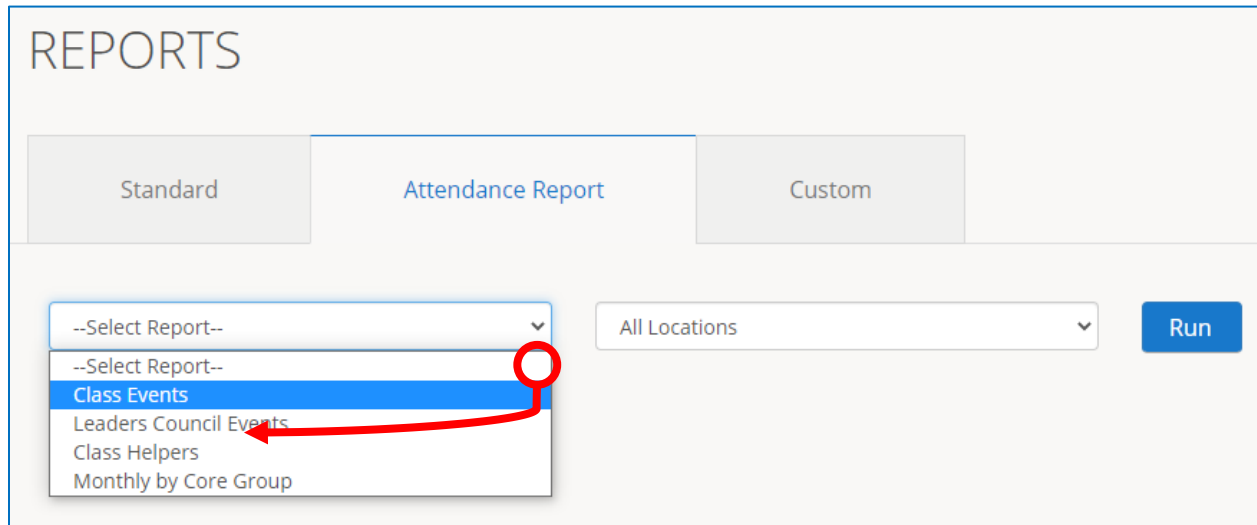
6.) Click on **Reports**.



7.) Click on **Attendance**.



8.) Attendance is recorded by Core Group. Select the Report you want to view, e.g. Class Events shows attendance for Class Events. Leaders Council Events shows attendance for LC Events/Meetings. The reports show all attendance for the year-to-date.



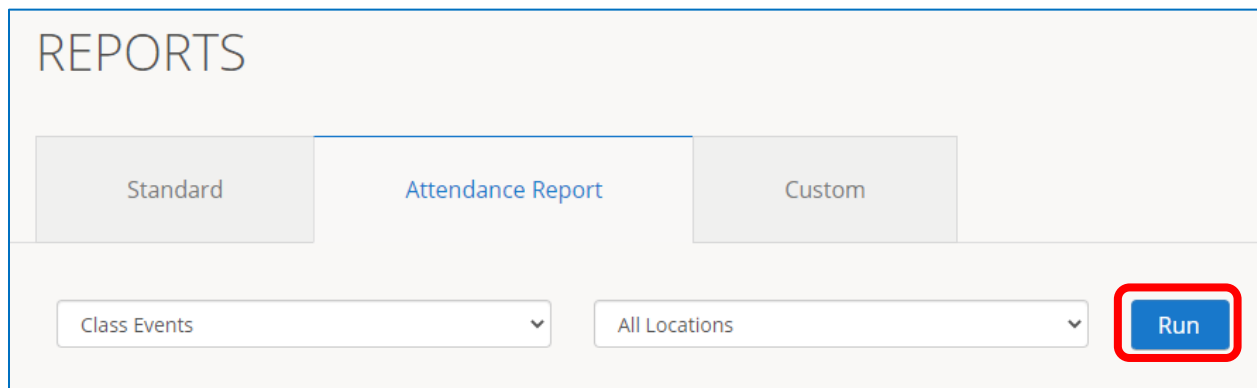
REPORTS

Standard Attendance Report Custom

--Select Report-- All Locations Run

Class Events
Leaders Council Events
Class Helpers
Monthly by Core Group

9.) Click Run to run the report and view in FISHER. There will be an option to Export to PDF if you want to download and print the selected attendance report.



REPORTS

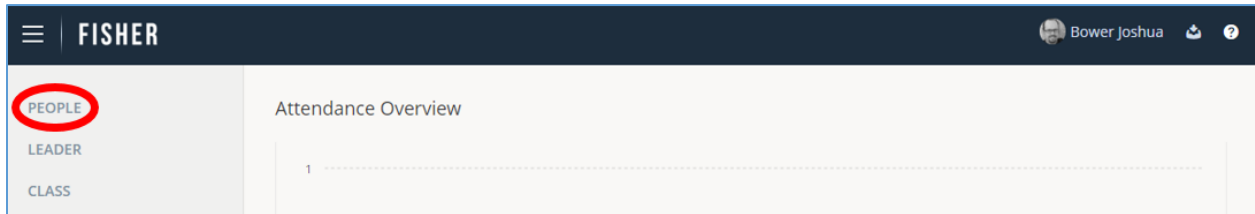
Standard Attendance Report Custom

Class Events All Locations Run

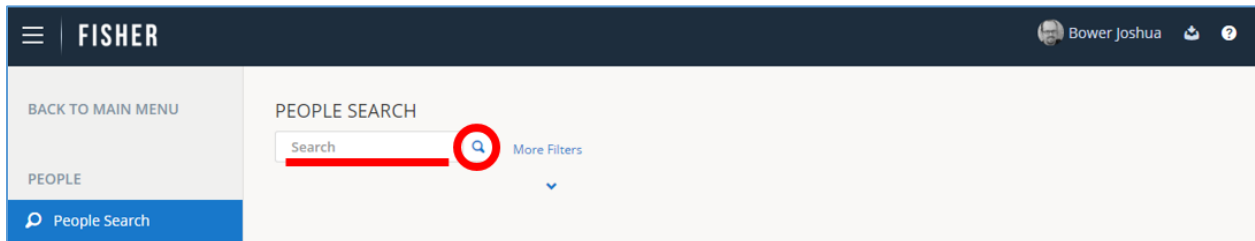
People

Instructions for searching for leaders and members in your area.

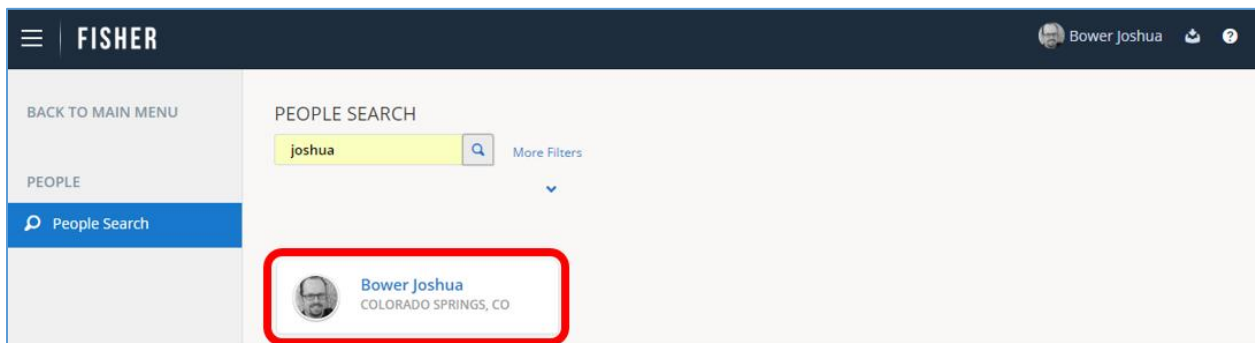
1.) Click on **People**.



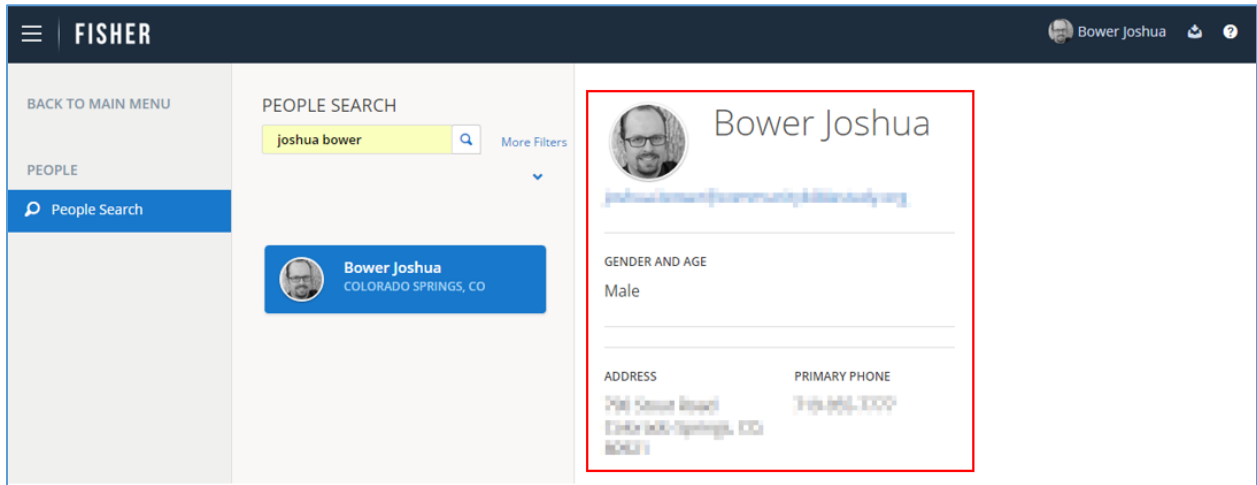
2.) Type in the Name of the Leader or Member you want to search, then click on the magnifying glass icon to search. You can search by First Name, Last Name, or Both. *The less information you type will increase your search result, e.g. a search for 'rich' may return the result of 'Rich, Richard, Richards, Richardson'.*



3.) Click on the name of the person you want to view.



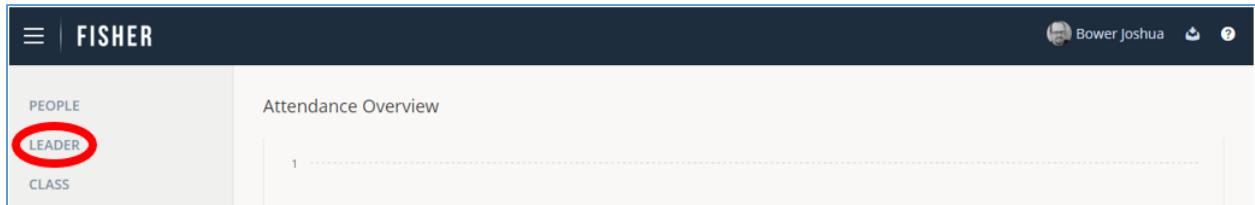
4.) The selected leader or member's contact information will be displayed on the right.



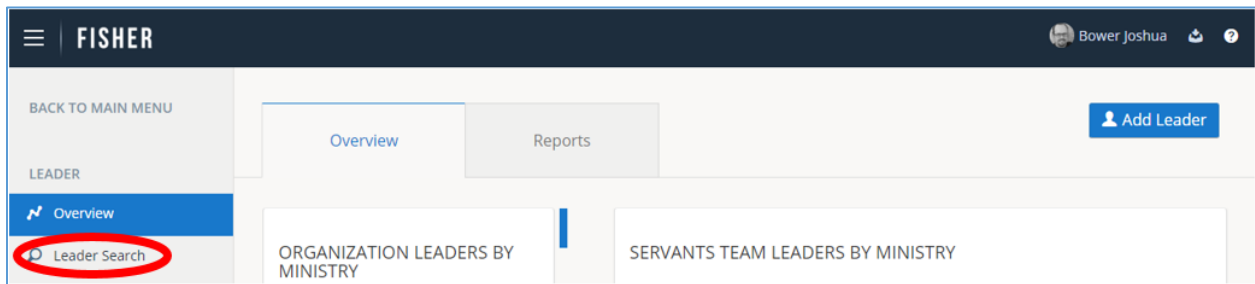
Leader Search

Instructions for searching for leaders in your area.

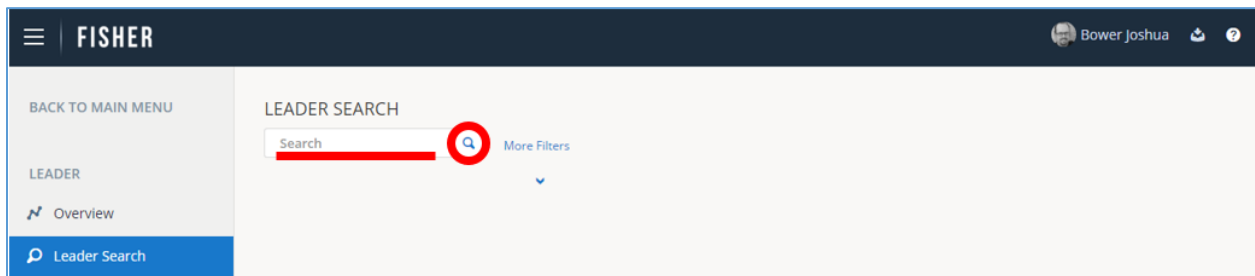
1.) Click on **Leader**.



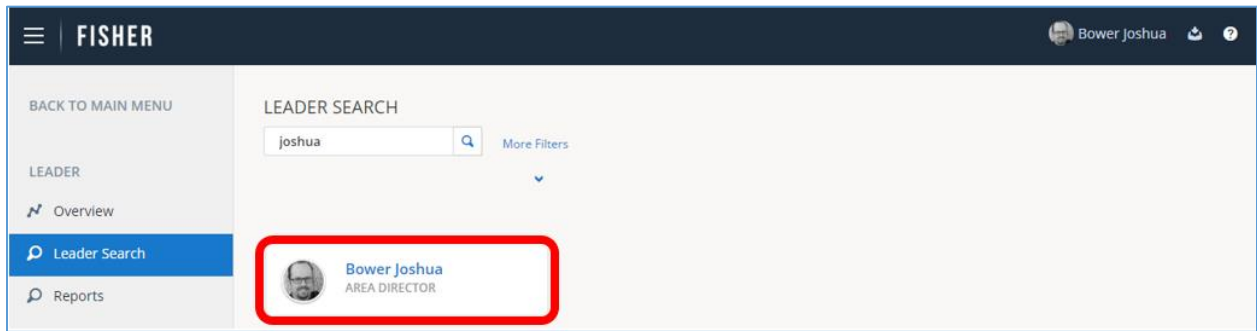
2.) Click on **Leader Search**.



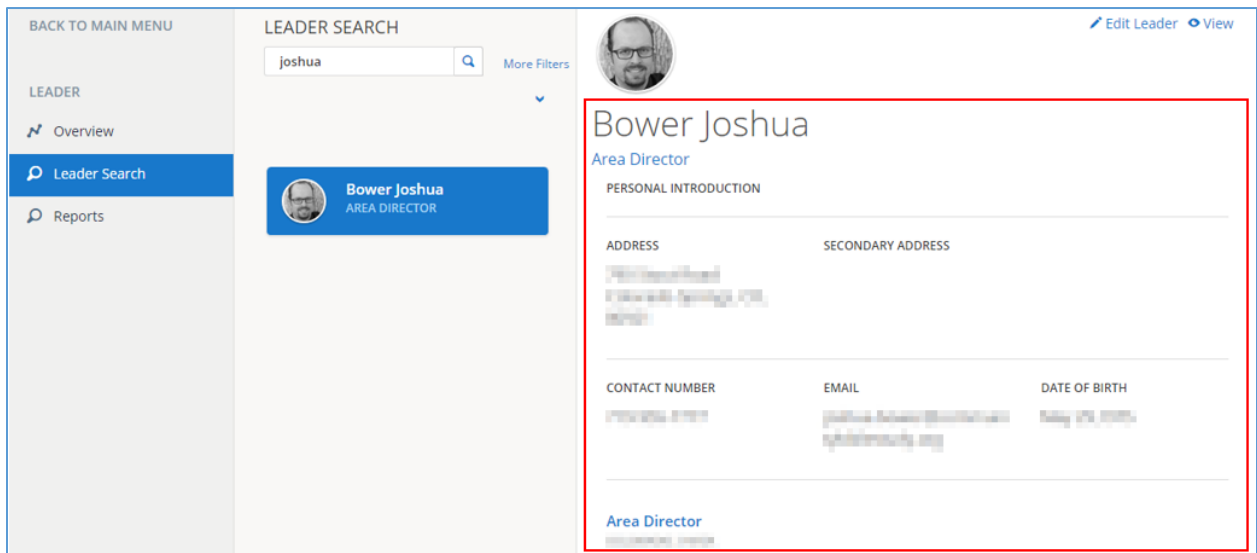
3.) Type in the Name of the Leader you want to search, then click on the magnifying glass icon to search. You can search by First Name, Last Name, or Both. *The less information you type will increase your search result, e.g. a search for 'rich' may return the result of 'Rich, Richard, Richards, Richardson'.*



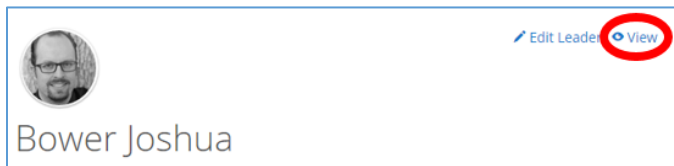
4.) Click on the name of the Leader you want to view.



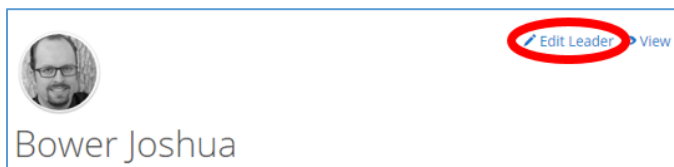
5.) The selected Leader’s contact information will be displayed on the right. You can Edit their information and roles, as well as View detailed information about the leader.



6.) Select **View** to see more details about the leader, including Roles, Classes, and any Additional Information.



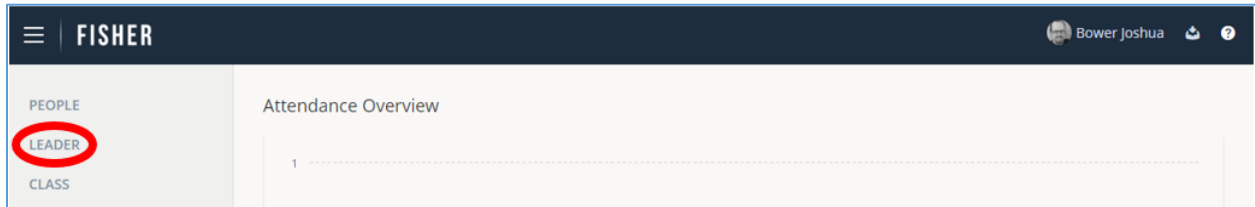
7.) Select **Edit Leader** to make changes to the Leader’s Information, add/modify documents, and notes.



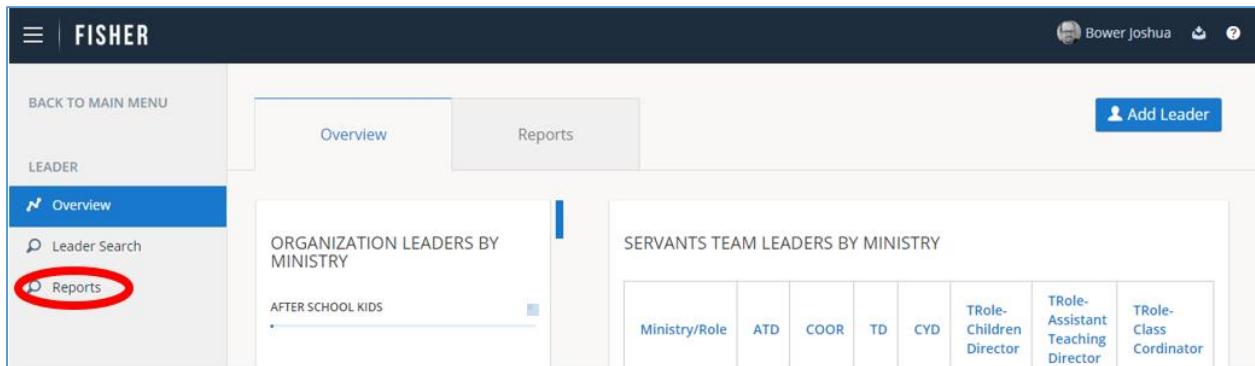
Leader Reports

Instructions for building reports or viewing pre-made leader reports for your classes. For reports about your classes (rather than leaders), see “Class Reports.”

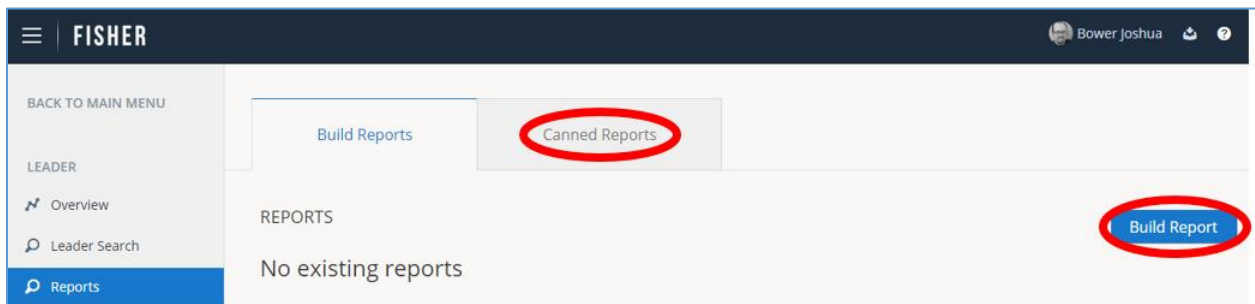
1.) Click on **Leader**.



2.) Click on **Reports**.



3.) Click on **Canned Reports** to view pre-made reports or **Build Report** to create a custom report.



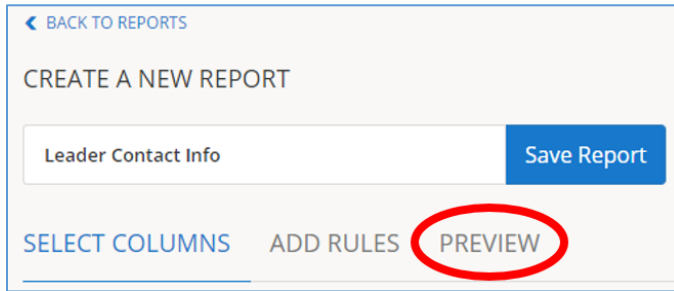
4.) Give your Report a name, then click the **check-box** next to each item you want in your custom Report. You may drag your selections into the order you want them to show in your Report.

The screenshot shows the 'CREATE A NEW REPORT' interface. At the top, there is a navigation link '< BACK TO REPORTS'. Below it, the title 'CREATE A NEW REPORT' is displayed. A text input field contains 'Leader Contact Info' and a blue 'Save Report' button is to its right. Below the input field are three tabs: 'SELECT COLUMNS', 'ADD RULES', and 'PREVIEW'. A light blue box contains the instruction: 'Choose the fields you would like to show in your report. Click on the column names and drag to change the order'. Three columns of field selection options are shown, each with a red box around it. The first column has a red bracket on the left. The second column has a red arrow pointing to the 'Contact Number' checkbox. The third column has a red box around it. The fields in each column are: Name (checked), Gender, Birthdate, Age, Address, State, City, Zip Code, Email Address (checked), Contact Number (checked), Grade, and School.

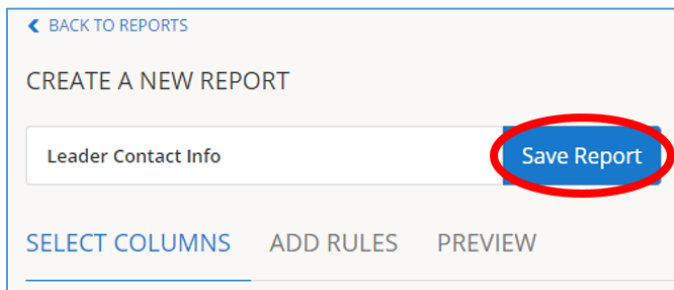
5.) Click on **Add Rules**, then select the Rules you want in your Report.

The screenshot shows the 'CREATE A NEW REPORT' interface. At the top, there is a navigation link '< BACK TO REPORTS'. Below it, the title 'CREATE A NEW REPORT' is displayed. A text input field contains 'Leader Contact Info' and a blue 'Save Report' button is to its right. Below the input field are three tabs: 'SELECT COLUMNS', 'ADD RULES', and 'PREVIEW'. The 'ADD RULES' tab is circled in red.

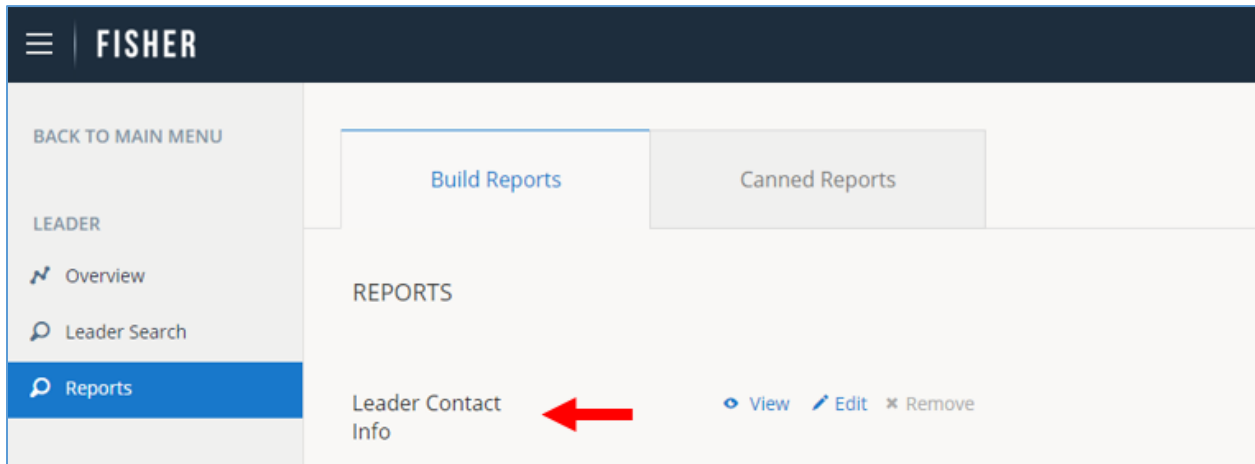
6.) Click on **Preview** to preview the custom Report.



7.) Click **Save Report** to save the Report.



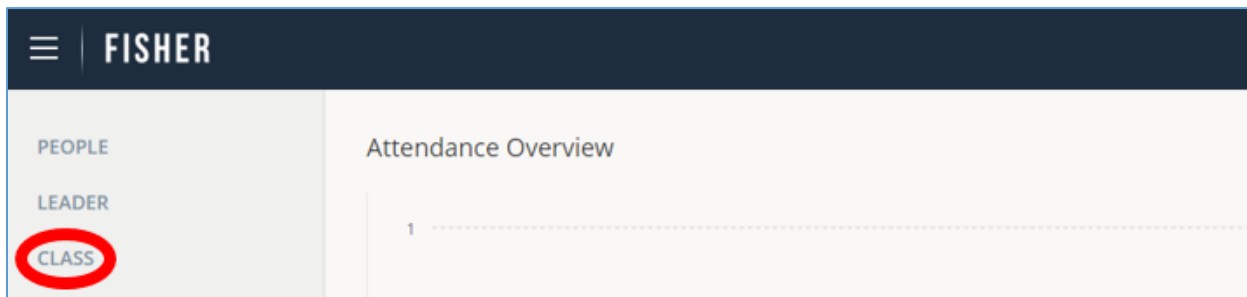
8.) Saved reports will show on the **Build Reports** screen.



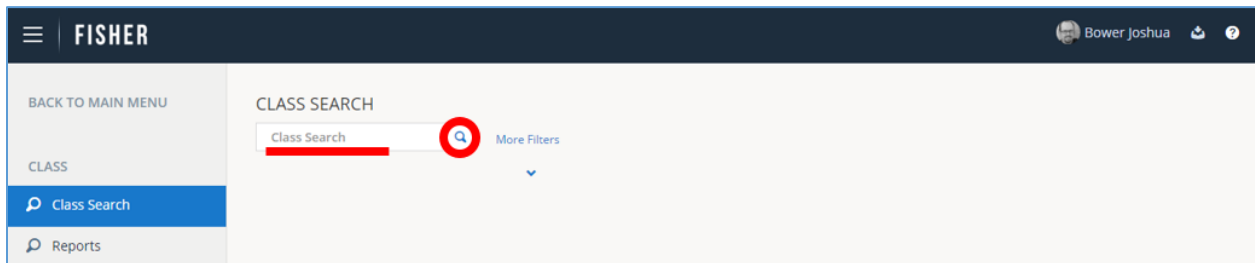
Class Search

Instructions for search for and managing classes in your area.

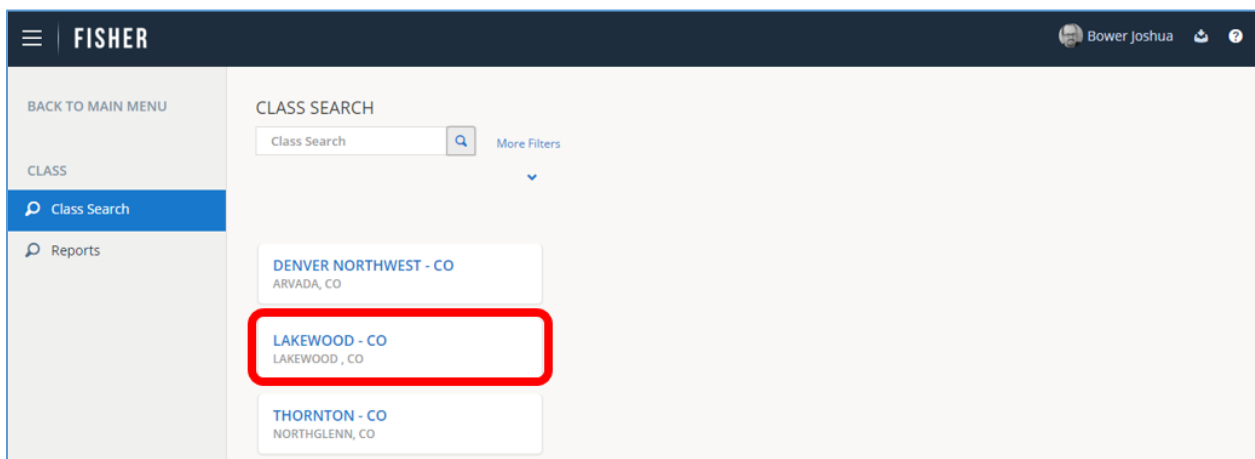
1.) Click on **Class**.



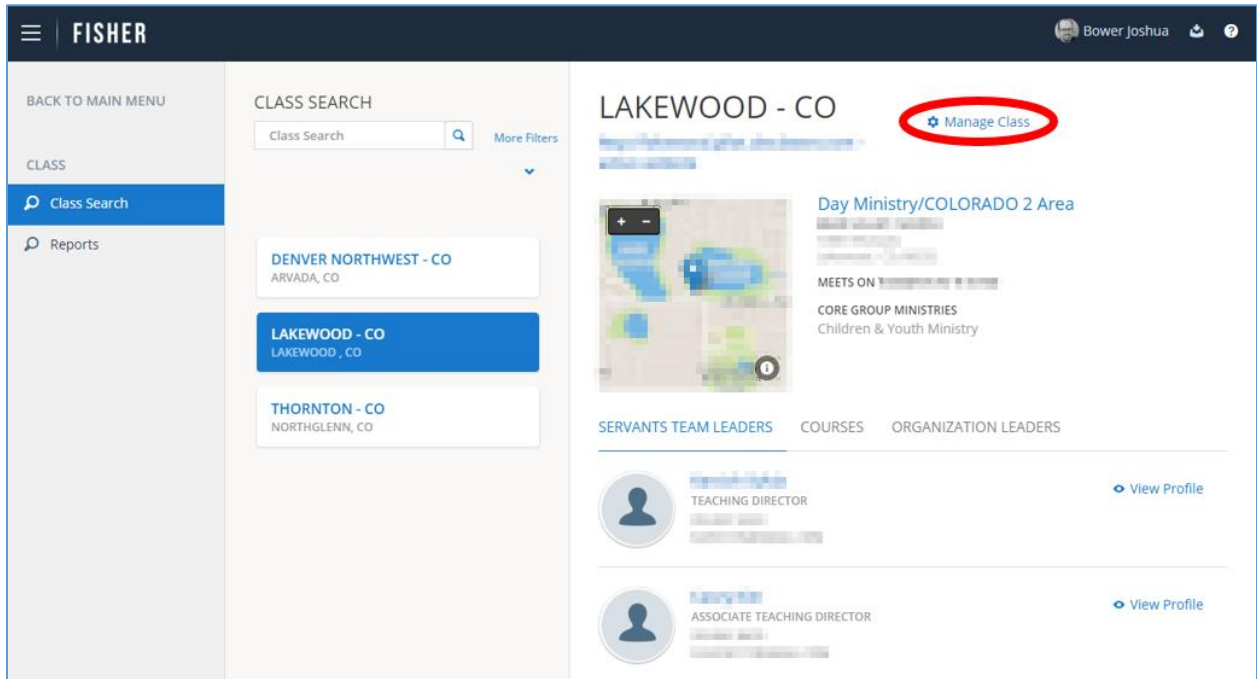
2.) Click the magnifying glass icon to display **ALL** of your classes. To search for a specific class, type in the class name, then click the magnifying glass icon to search.



3.) Click on the class you would like to View or Edit.



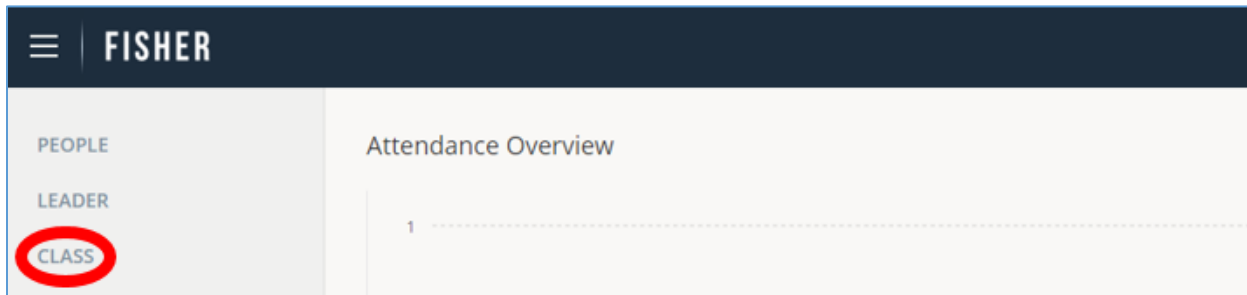
4.) The class' details will be listed on the right pane. Click on **Manage Class** to Edit class information.



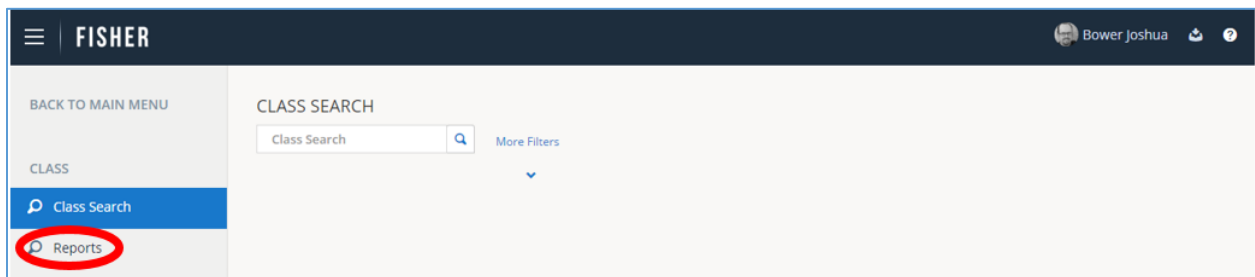
Class Reports

Instructions for building reports or viewing pre-made “class reports” for your classes.

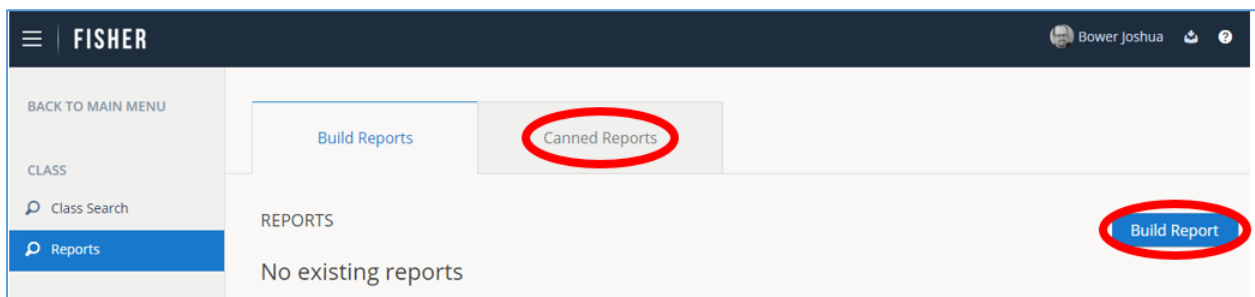
1.) Click on **Class**.



2.) Click on **Reports**.



3.) Click on **Canned Reports** to view pre-made reports or **Build Report** to create a custom report.



4.) Give your Report a name, then click the **check-box** next to each item you want in your custom Report. You may drag your selections into the order you want them to show in your Report.

BACK TO REPORTS
CREATE A NEW REPORT
 Class Program List Save Report
 SELECT COLUMNS ADD RULES PREVIEW

Choose the fields you would like to show in your report. Click on the column names and drag to change the order

- Class Name
- Ministry
- Class Origin Date
- Class Meeting Place
- Leader Council Venue
- Core Group Ministries
- Program Name
- Account Code
- Courses studying
- Meeting day
- Class Session Start Date
- Servant Team Members

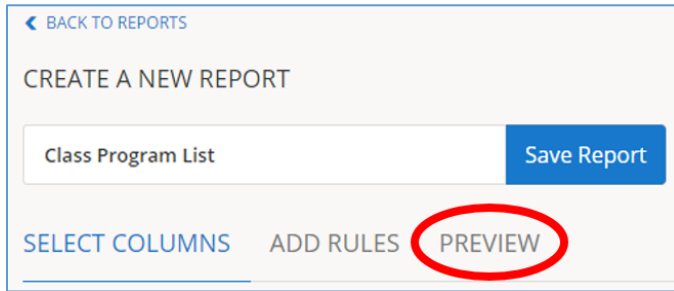
- Class Name
- Ministry
- Class Origin Date
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- Meeting day
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- Class Meeting Place
- Leader Council Venue
- Core Group Ministries
- Servant Team Members
- Program Name
- Account Code
- Courses studying
- Meeting day
- Class Session Start Date

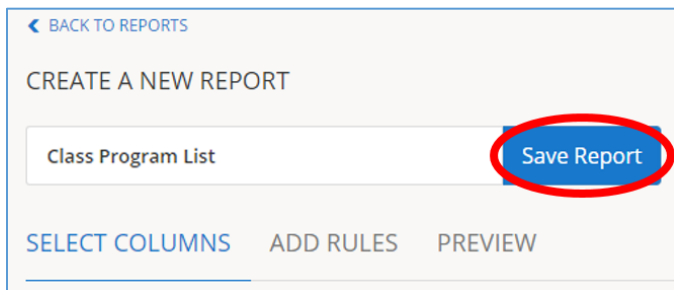
5.) Click on **Add Rules**, then select the Rules you want in your Report.

BACK TO REPORTS
CREATE A NEW REPORT
 Class Program List Save Report
 SELECT COLUMNS **ADD RULES** PREVIEW

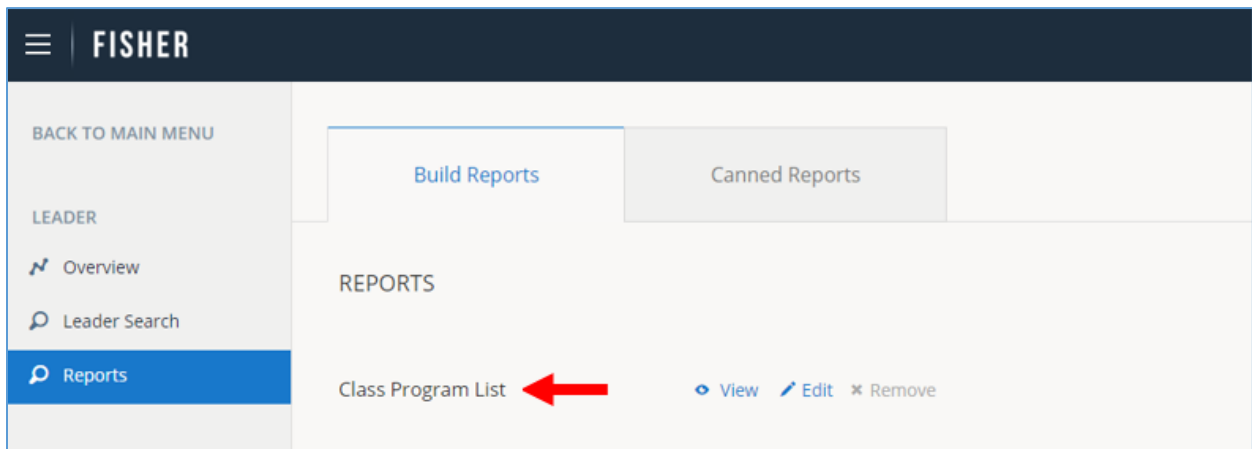
6.) Click on **Preview** to preview the custom Report.



7.) Click **Save Report** to save the Report.



8.) Saved reports will show on the **Build Reports** screen.



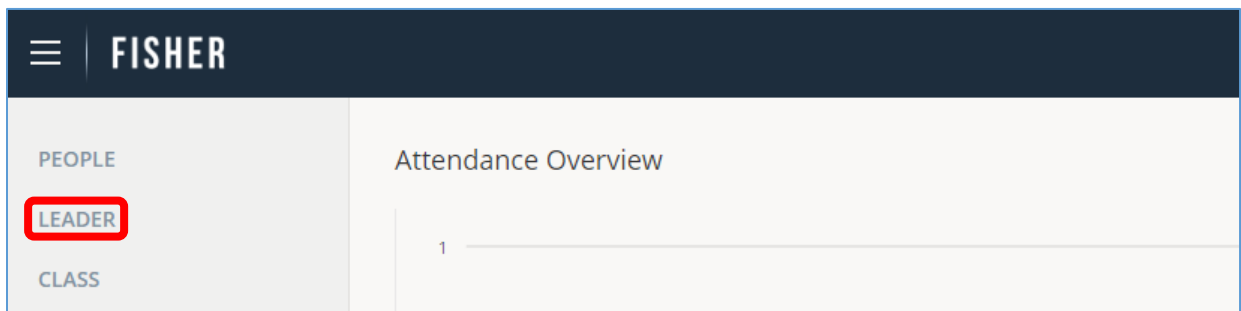
Replacing a Servants Team Leader

Instructions for submitting a Servants Team Leader replacement.

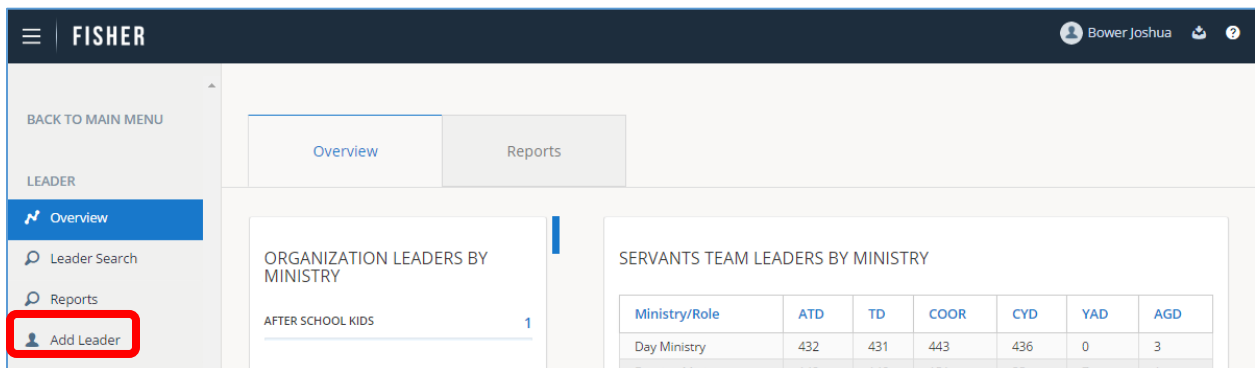
Important: If you are adding a leader to a Servants Team role that is vacant, please send a message to answers@communitybiblestudy.org as this change will need to be processed at the Ministry Service Center. This only applies to filling vacant ST roles.

To change the role of an existing ST Leader, skip to “Changing an Existing Servants Team Leader Role”

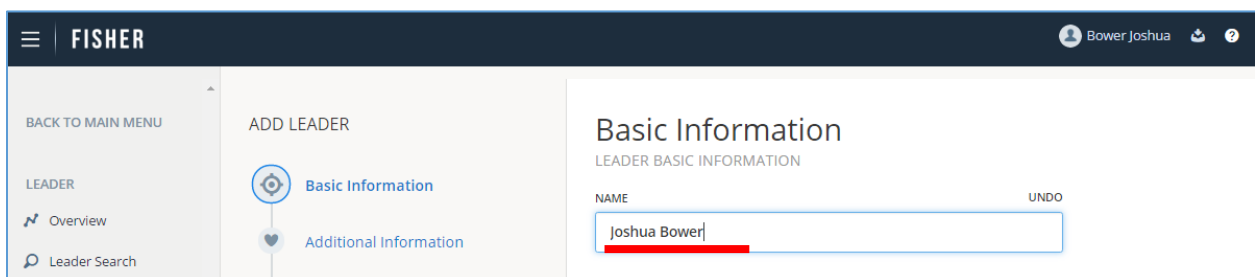
1.) Click on **Leader**.



2.) To add a new leader, click on **Add Leader**.



3.) Search for the incoming Servants Team Member.



4.) Select their name and update any new or changed information. *Note: The incoming ST member must have a complete birthday and valid email address.*

ADD LEADER

- Basic Information
- Additional Information
- Roles
- Documents
- Notes

Basic Information
LEADER BASIC INFORMATION

NAME UNDO

Joshua Bower

Joshua Bower
COLORADO SPRINGS, CO

Joshua

LAST NAME

Bower

GENDER

Male Female

DATE OF BIRTH

5 29 Year

5.) Select **Go to Next Step**.

Notes

Save for later

Colorado Springs CO 80936

SECONDARY ADDRESS

UPLOAD PHOTO

Remove Picture

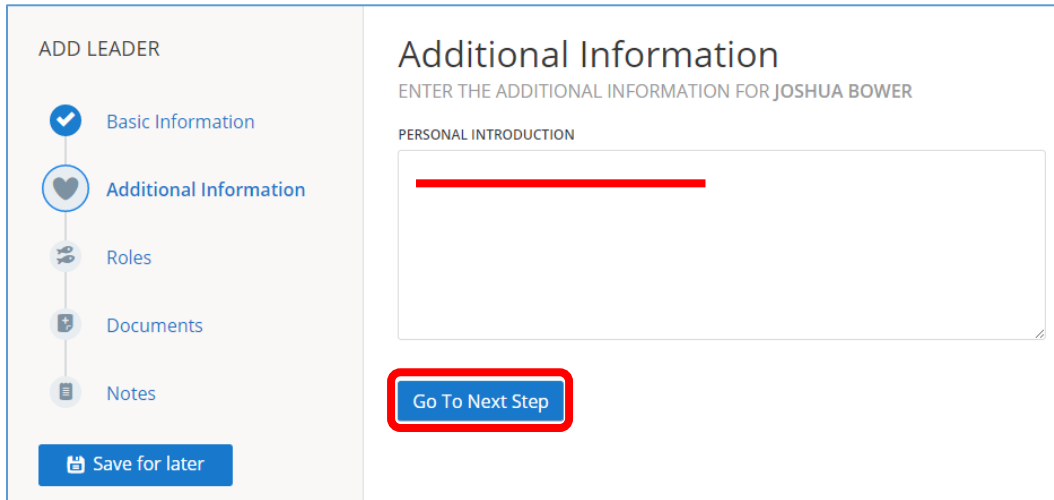
Drag and drop your picture file here

or

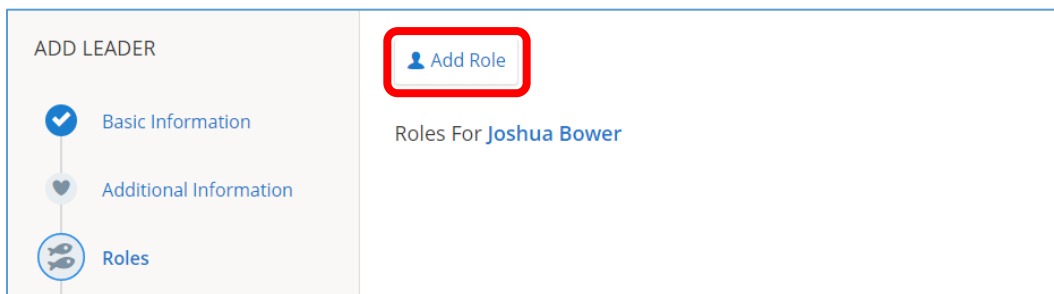
[Select file from your Computer](#)

Go To Next Step

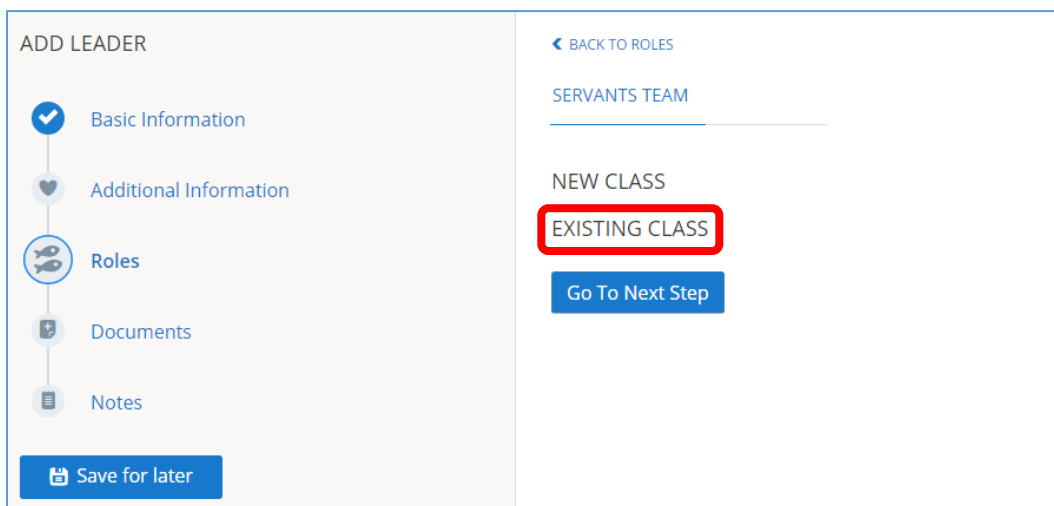
6.) If the incoming leader has a personal bio, you can enter it here. If not, click on **Go to Next Step**.



7.) Click on **Add Role**.



8.) Click on **Existing Class**.



9.) Select the **Class Name** or *search* and *select* from the drop-down list.

NEW CLASS

EXISTING CLASS

CLASS NAME

4 COUNTY TEEN - MD

4 COUNTY TEEN - MD

ALBUQUERQUE EVE - NM

ADD LEADER

- Basic Information
- Additional Information
- Roles
- Documents
- Notes

Save for later

← BACK TO ROLES

ORGANIZATION MINISTRY SERVANTS TEAM

NEW CLASS

EXISTING CLASS

CLASS NAME

4 COUNTY TEEN - MD

Oakland

OAKLAND - CA

OAKLAND EVE - CA

10.) Click **Replace** next to the outgoing Leader/Role.

The screenshot shows the 'ADD LEADER' interface. On the left is a sidebar with navigation options: Basic Information (checked), Additional Information, Roles (selected), Documents, and Notes. A 'Save for later' button is at the bottom of the sidebar. The main content area has a breadcrumb trail: ORGANIZATION MINISTRY > SERVANTS TEAM. Below this, there are sections for 'NEW CLASS' and 'EXISTING CLASS'. Under 'EXISTING CLASS', there is a 'CLASS NAME' dropdown menu set to 'OAKLAND EVE - CA'. Below that is the 'PERSON NAME' section, which shows a profile icon for 'Carl Johnson - Teaching Director' and 'OAKLAND EVE - CA'. A blue 'Replace' button is located to the right of the person name, and it is highlighted with a red rectangular box.

11.) If the new leader is taking over the role right away, check the box next to **Replace Immediately**. If the new leader is taking over the role at a future date, click on **Replacement Date** and select the date the new leader will take over the role.

The screenshot shows the 'ADD LEADER' interface, specifically the 'Roles' section. The sidebar on the left is the same as in the previous screenshot. The main content area shows the 'PERSON NAME' field with 'Carl Johnson' entered. Below this, there is a checkbox labeled 'Replace access to this role for Joshua Bower immediately' which is circled in red. Below the checkbox is the text '(OR) Activate access to this role for Joshua Bower on the following date:'. There are two date selection fields: 'Replacement Date' (highlighted with a red underline) and 'STEP DOWN DATE FOR THIS ROLE FOR CARL JOHNSON' (with 'Step Down Date' entered). At the bottom, there is a checkbox labeled 'MAKE THIS THE PRIMARY ROLE FOR Joshua Bower'. 'Save' and 'Cancel' buttons are visible at the very bottom.

12.) Select a **Step Down Date** for the Current/Outgoing Leader.

ADD LEADER

- Basic Information
- Additional Information
- Roles**
- Documents
- Notes

Save for later

CLASS NAME
OAKLAND EVE - CA

PERSON NAME
 Replace access to this role for **Joshua Bower** immediately
 (OR)
 Activate access to this role for **Joshua Bower** on the following date:

Replacement Date

STEP DOWN DATE FOR THIS ROLE FOR CARL JOHNSON

Step Down Date

Mar 2017

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Joshua Bower

13.) If the Leader that is being replaced is moving to another Leader role, click **Yes** and type their new Role. *For example, for an ATD moving to TD role, type "Teaching Director".* Otherwise, select **No**.

STEP DOWN DATE FOR THIS ROLE FOR [REDACTED]

Step Down Date

Is the leader moving into a new role?


Yes No

What Role?

MAKE THIS THE PRIMARY ROLE FOR **Joshua Bower**

14.) Check the box by **Make this the Primary Role**.

STEP DOWN DATE FOR THIS ROLE FOR [CARL JOHNSON](#)

June 13, 2016 

MAKE THIS THE PRIMARY ROLE FOR [Joshua Bower](#)

Save [Cancel](#)

15.) Click **Save**.

STEP DOWN DATE FOR THIS ROLE FOR [CARL JOHNSON](#)

March 13, 2017 


MAKE THIS THE PRIMARY ROLE FOR [Joshua Bower](#)

Save [Cancel](#)

Go To Next Step

16.) Click on **Go to Next Step**.

STEP DOWN DATE FOR THIS ROLE FOR [CARL JOHNSON](#)

March 13, 2017 

MAKE THIS THE PRIMARY ROLE FOR [Joshua Bower](#)

[Save](#) [Cancel](#)

[Go To Next Step](#)

17.) If you have any documents to attach to the new Leader, you can upload them here.

ADD LEADER

- Basic Information
- Additional Information
- Roles
- Documents**
- Notes

[Save for later](#)

[SEE ALL DOCUMENTS](#)

Documents

ATTACH FILES OR DOCUMENTS FOR THE TRAINING

Drag and drop your documents here
or
[Select file from your Computer](#)

[Go To Next Step](#)

18.) Click on **Go to Next Step**.

[Go To Next Step](#)

19.) If you have any **Notes** for the new leader, you may enter it here, then click **Save**.

The screenshot shows the 'ADD LEADER' interface. On the left, there is a sidebar with navigation options: Basic Information, Additional Information, Roles (selected), Documents, and Notes. Below the sidebar is a 'Save for later' button. The main content area is titled 'Notes' and includes a sub-header 'ADD NOTES THAT CAN BE SEEN BY EITHER STAFF OR YOURSELF FOR THIS CLASS'. There is a text input field with a red underline, a toolbar with 'B', 'I', and a list icon, and a 'Public/Private' toggle. The 'Save' button is highlighted with a red box, and a 'Finish' button is located at the bottom.

20.) Click on **Finish** to complete the replacement process.



Your changes have been saved. If you did not have information for each section, you may see the following notice. If you'd like, you can add or update the Leader's information at a later time.

Click **Add Leader** to add another new leader or **Go back to the Leader module** to make any other changes and head back to the Main Menu.

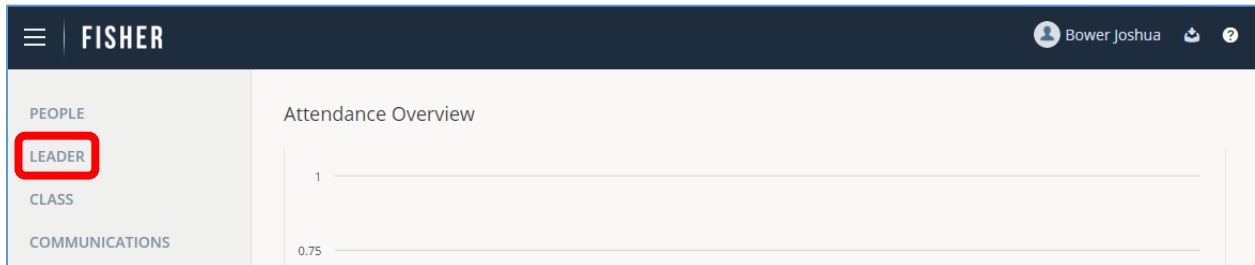
The screenshot shows a confirmation dialog box with the title 'AWESOME!'. The text inside reads: 'You have completed some of the steps. Would you like to save these for now and continue with the remaining steps later?'. At the bottom, there are three buttons: 'Add Leader' (highlighted with a blue background), 'Go back to the Leader module' (highlighted with a light blue background), and 'Cancel' (highlighted with a light blue background).

Moving a Servants Team Leader to a new Servants Team Role

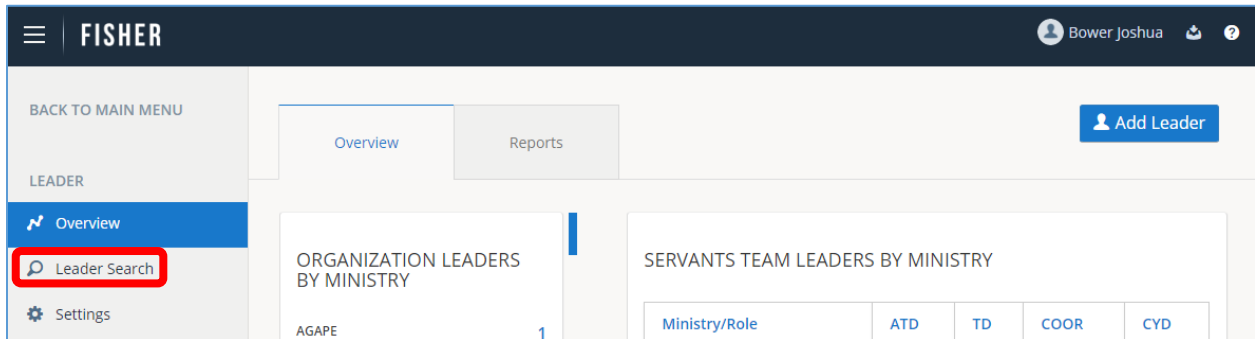
Instructions for changing the role of an existing ST leader (for example from ATD to TD).

Important: If you are making multiple changes to the Servants Team, we suggest adding new ST Leaders first (see page 23.) This will remove the current ST leader from their role allowing you to re-add them with the same replacement process. ***Servants Team to Servants Team changes, e.g. ATD to TD, cannot be scheduled. These must be made on or after the date of the change.***

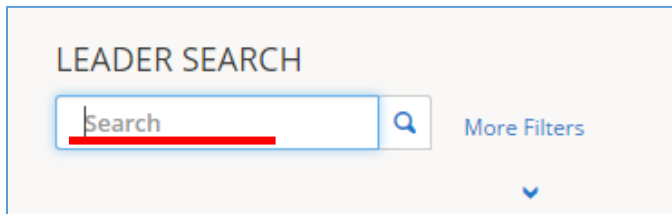
1.) Click on **Leader**.

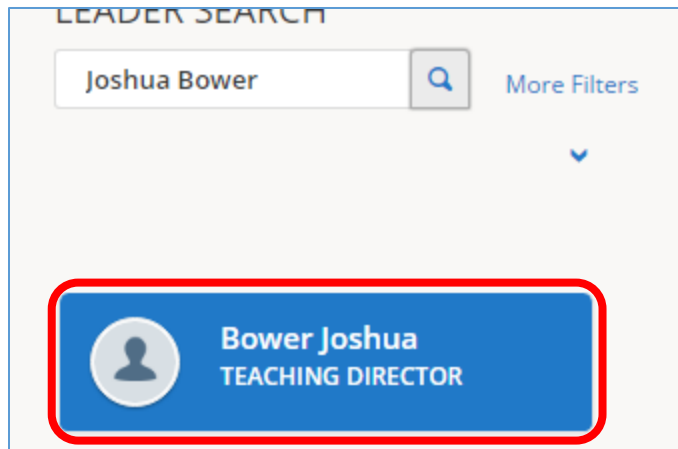


2.) Click **Leader Search**.



3.) Search for the existing leader, then click to select.





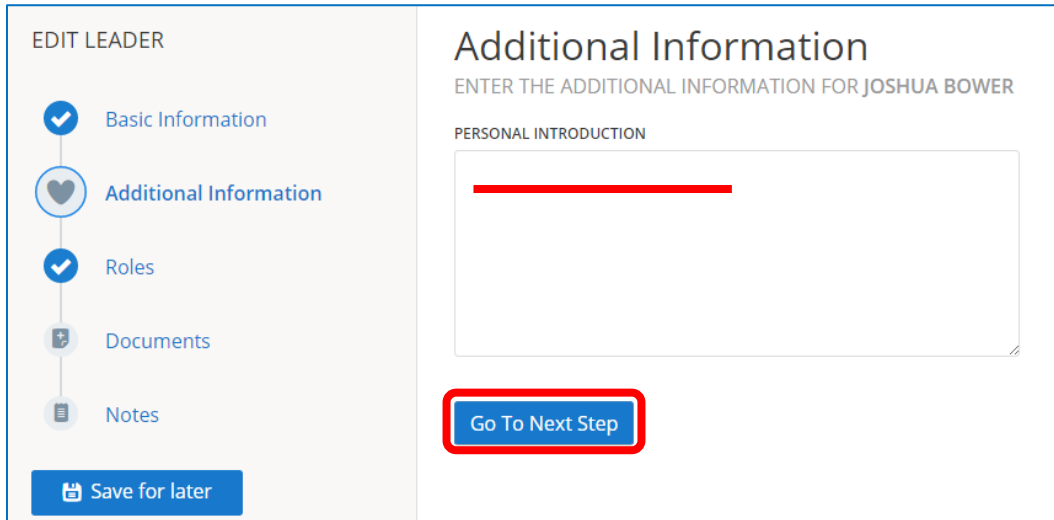
4.) Click on **Edit Leader**.

The screenshot shows a user interface for editing a leader's profile. On the left, there is a search bar with 'Joshua Bower' entered and a 'More Filters' link. Below the search bar is a blue button with a person icon and the text 'Bower Joshua TEACHING DIRECTOR'. On the right, there is a profile card for 'Bower Joshua', Teaching Director. At the top right of the profile card, there is a blue button with a pencil icon and the text 'Edit Leader', which is highlighted with a red box. Next to it is a 'View' button with an eye icon. Below the name and title, there are sections for 'PERSONAL INTRODUCTION', 'ADDRESS', and 'SECONDARY ADDRESS', each with a corresponding input field.

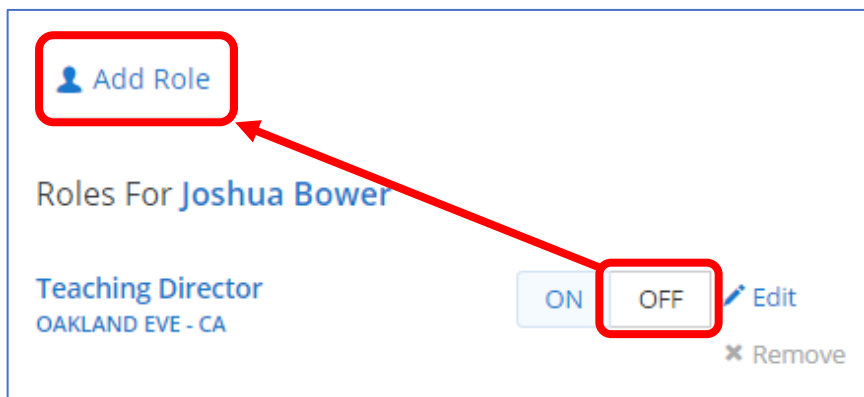
5.) Update any new or changed information, then select **Go to Next Step**.

The screenshot shows the 'EDIT LEADER' form. On the left, there is a sidebar with navigation options: 'Basic Information' (checked), 'Additional Information', 'Roles' (checked), 'Documents', and 'Notes'. Below the sidebar is a blue button with a folder icon and the text 'Save for later'. The main form area contains several input fields: 'CONTACT NUMBER', 'EMAIL', 'STREET ADDRESS', and a dropdown menu. Below these is a checkbox for 'SECONDARY ADDRESS'. There is also an 'UPLOAD PHOTO' section with a dashed box containing a person icon and the text 'Drag and drop your picture file here' and 'or Select file from your Computer'. At the bottom right of the form, there is a blue button with the text 'Go To Next Step', which is highlighted with a red box.

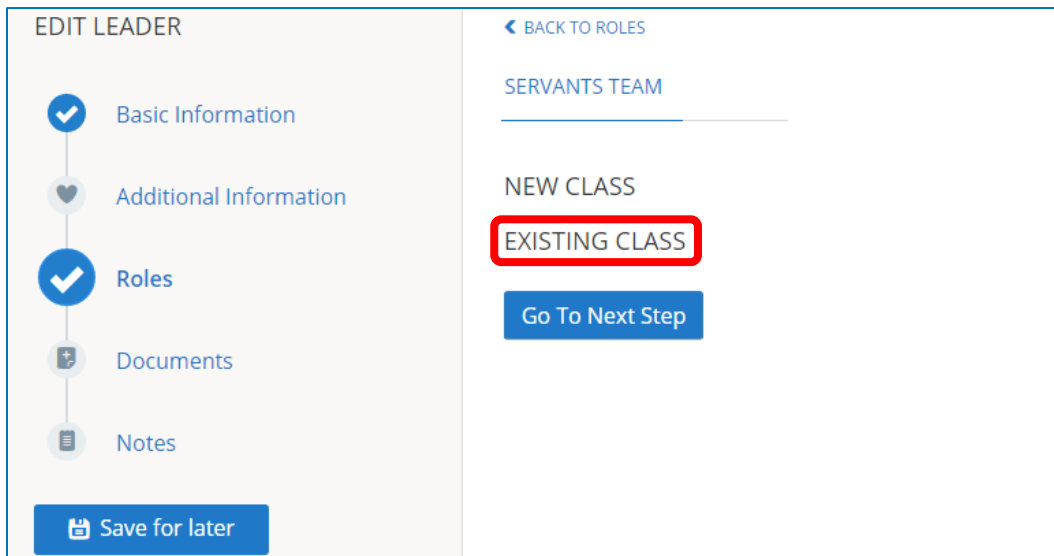
6.) If the leader has a personal bio, you can enter or modify it here. If not, click on **Go to Next Step**.



7.) Click **OFF**. Then, **Add Role**.



8.) Click on **Existing Class**.



9.) Select the **Class Name** or *search* and *select* from the drop-down list.

NEW CLASS

EXISTING CLASS

CLASS NAME

4 COUNTY TEEN - MD

4 COUNTY TEEN - MD
ALBUQUERQUE EVE - NM

ADD LEADER

- Basic Information
- Additional Information
- Roles
- Documents
- Notes

Save for later

← BACK TO ROLES

ORGANIZATION MINISTRY SERVANTS TEAM

NEW CLASS

EXISTING CLASS

CLASS NAME

4 COUNTY TEEN - MD

Oakland

OAKLAND - CA

OAKLAND EVE - CA

10.) Click **Replace** next to the outgoing Leader/Role.

The screenshot shows a web interface for adding a leader. On the left is a sidebar with navigation options: Basic Information (checked), Additional Information, Roles (selected), Documents, and Notes. A 'Save for later' button is at the bottom of the sidebar. The main content area has a 'BACK TO ROLES' link and two tabs: 'ORGANIZATION MINISTRY' and 'SERVANTS TEAM'. Below the tabs are sections for 'NEW CLASS' and 'EXISTING CLASS'. Under 'EXISTING CLASS', there is a 'CLASS NAME' dropdown menu with 'OAKLAND EVE - CA' selected. Below that is a 'PERSON NAME' section showing a profile icon, the name 'Carl Johnson - Teaching Director', and the location 'OAKLAND EVE - CA'. A blue 'Replace' button is located to the right of the person name, and it is highlighted with a red rectangular box.

11.) Check the box next to **Replace Immediately**.

This screenshot shows a close-up of the 'PERSON NAME' section. It features a text input field containing the name 'Carl Johnson'. Below the input field is a checkbox, which is circled in red. To the right of the checkbox is the text 'Replace access to this role for Joshua Bower immediately'.

12.) Select a **Step Down Date** for the Current/Outgoing Leader.

ADD LEADER

- Basic Information
- Additional Information
- Roles**
- Documents
- Notes

Save for later

CLASS NAME
OAKLAND EVE - CA

PERSON NAME
 Replace access to this role for **Joshua Bower** immediately
 (OR)
 Activate access to this role for **Joshua Bower** on the following date:

Replacement Date

STEP DOWN DATE FOR THIS ROLE FOR CARL JOHNSON

Step Down Date

Mar 2017

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Joshua Bower

13.) If the Leader that is being replaced is moving to another Leader role, click **Yes** and type their new Role. *For example, for an ATD moving to TD role, type "Teaching Director".* Otherwise, select **No**.

STEP DOWN DATE FOR THIS ROLE FOR [REDACTED]

Step Down Date

Is the leader moving into a new role?

Yes No

What Role?

MAKE THIS THE PRIMARY ROLE FOR **Joshua Bower**

14.) Check the box by **Make this the Primary Role.**



MAKE THIS THE PRIMARY ROLE FOR **Joshua Bower**

Save [Cancel](#)

Go To Next Step

15.) Click **Save.**

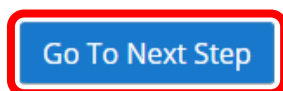


MAKE THIS THE PRIMARY ROLE FOR **Joshua Bower**

Save [Cancel](#)

Go To Next Step

16.) Click on **Go to Next Step.**



Go To Next Step

17.) If you have any documents to attach to the new Leader, you can upload them here. Click on **Go to Next Step**.

EDIT LEADER

- Basic Information
- Additional Information
- Roles
- Documents**
- Notes

Save for later

SEE ALL DOCUMENTS

Documents

ATTACH FILES OR DOCUMENTS FOR THE TRAINING

Drag and drop your documents here
or
[Select file from your Computer](#)

Go To Next Step

18.) If you have any **Notes** for the new leader, you may enter it here, then click **Save**.

EDIT LEADER

- Basic Information
- Additional Information
- Roles
- Documents
- Notes**

Save for later

SEE ALL NOTES

Notes

ADD NOTES THAT CAN BE SEEN BY EITHER STAFF OR YOURSELF FOR THIS CLASS

Untitled

B *I* ☰

Public Private **Save** Cancel

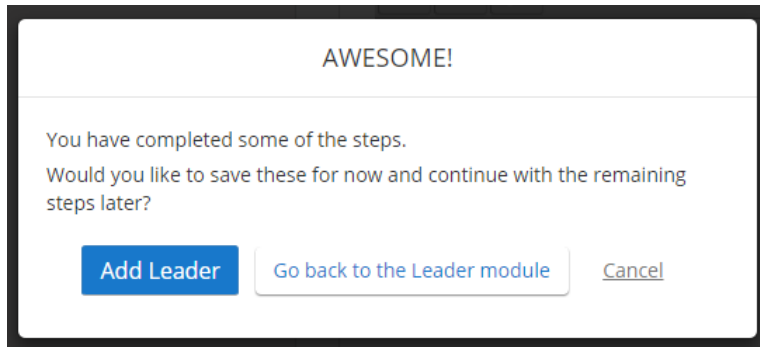
Finish

19.) Click on **Finish** to complete the replacement process.



Your changes have been saved. If you did not have information for each section, you may see the following notice. If you'd like, you can add or update the Leader's information at a later time.

Click **Add Leader** to add another new leader or **Go back to the Leader module** to make any other changes and head back to the Main Menu.

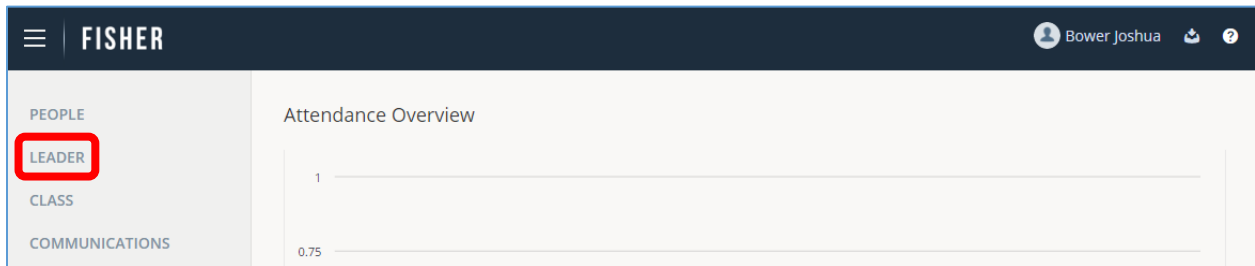


Removing an Existing Servants Team Leader without a Replacement

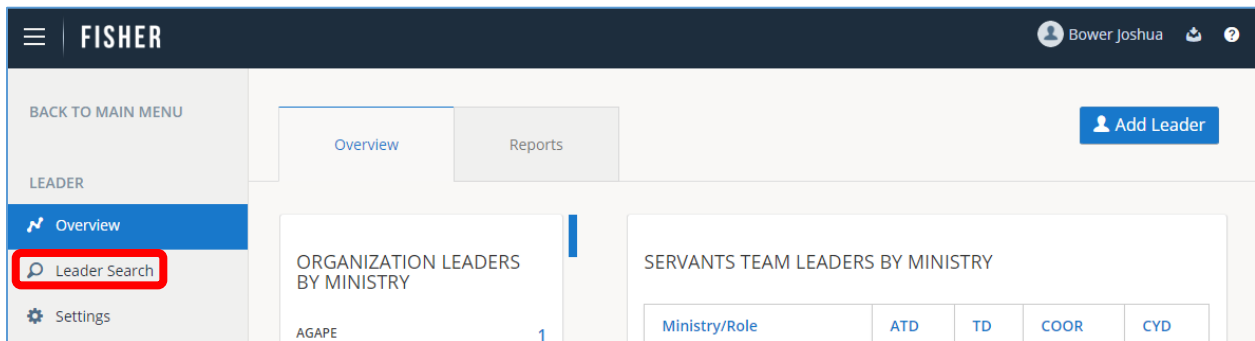
Instructions for removing the role of an existing ST leader without a replacement.

Important: Once the Servants Teams role is vacant, please send a message to answers@communitybiblestudy.org to fill the vacant role. This change will need to be processed at the Ministry Service Center. This only applies to filling vacant ST roles.

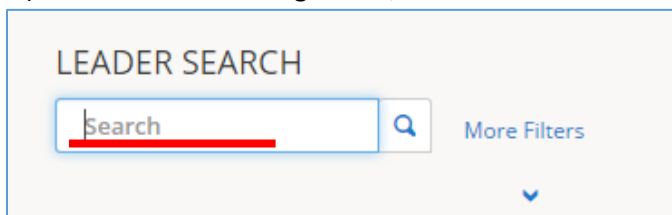
1.) Click on **Leader**.

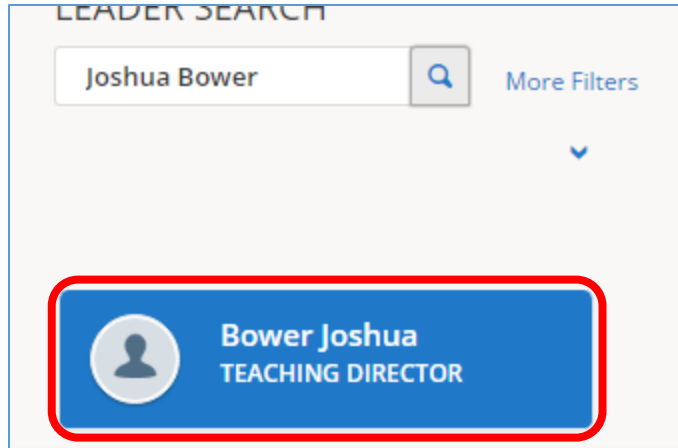


2.) Click **Leader Search**.



3.) Search for the existing leader, then click to select.





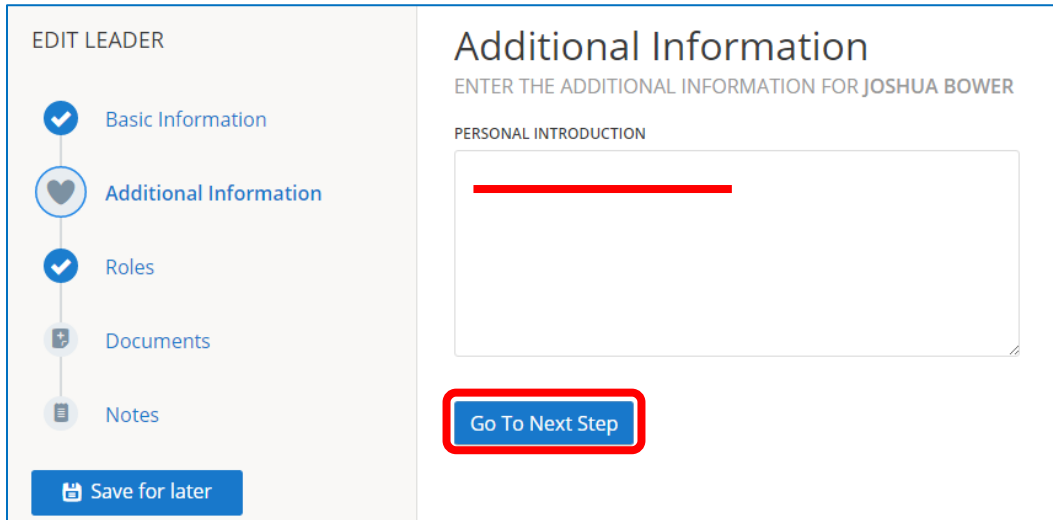
4.) Click on **Edit Leader**.

The screenshot shows a user interface for editing a leader's profile. On the left, there is a 'LEADER SEARCH' section with a search box containing 'Joshua Bower' and a 'More Filters' link. Below this is a blue button with a profile icon and the text 'Bower Joshua TEACHING DIRECTOR'. On the right, there is a profile card for 'Bower Joshua', Teaching Director. At the top right of the profile card, there is a blue button with a pencil icon and the text 'Edit Leader', which is highlighted with a red box. Next to it is a 'View' button with an eye icon. Below the name and title, there are sections for 'PERSONAL INTRODUCTION', 'ADDRESS', and 'SECONDARY ADDRESS', each with a corresponding input field.

5.) Update any new or changed information, then select **Go to Next Step**.

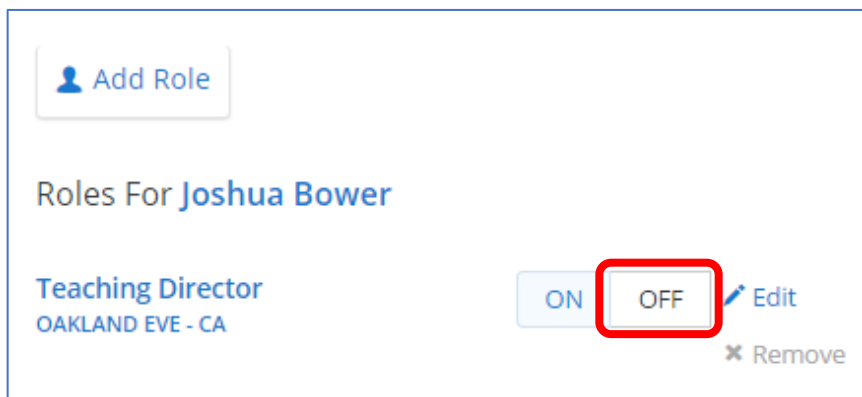
The screenshot shows the 'EDIT LEADER' form. On the left, there is a sidebar with navigation options: 'Basic Information' (checked), 'Additional Information', 'Roles' (checked), 'Documents', and 'Notes'. Below these is a blue button labeled 'Save for later'. The main form area contains several input fields: 'CONTACT NUMBER', 'EMAIL', 'STREET ADDRESS', and a dropdown menu. There is also a checkbox for 'SECONDARY ADDRESS'. Below these is an 'UPLOAD PHOTO' section with a dashed box containing a profile icon and the text 'Drag and drop your picture file here' and 'or Select file from your Computer'. At the bottom right of the form, there is a blue button labeled 'Go To Next Step', which is highlighted with a red box.

6.) If the leader has a personal bio, you can enter or modify it here. If not, click on **Go to Next Step**.



The screenshot shows the 'EDIT LEADER' interface. On the left is a sidebar with navigation options: Basic Information (checked), Additional Information (selected), Roles, Documents, and Notes. At the bottom of the sidebar is a 'Save for later' button. The main content area is titled 'Additional Information' and includes the instruction 'ENTER THE ADDITIONAL INFORMATION FOR JOSHUA BOWER'. Below this is a 'PERSONAL INTRODUCTION' text area with a red horizontal line. At the bottom right of the main area, the 'Go To Next Step' button is highlighted with a red rectangular box.

7.) Click **OFF**.



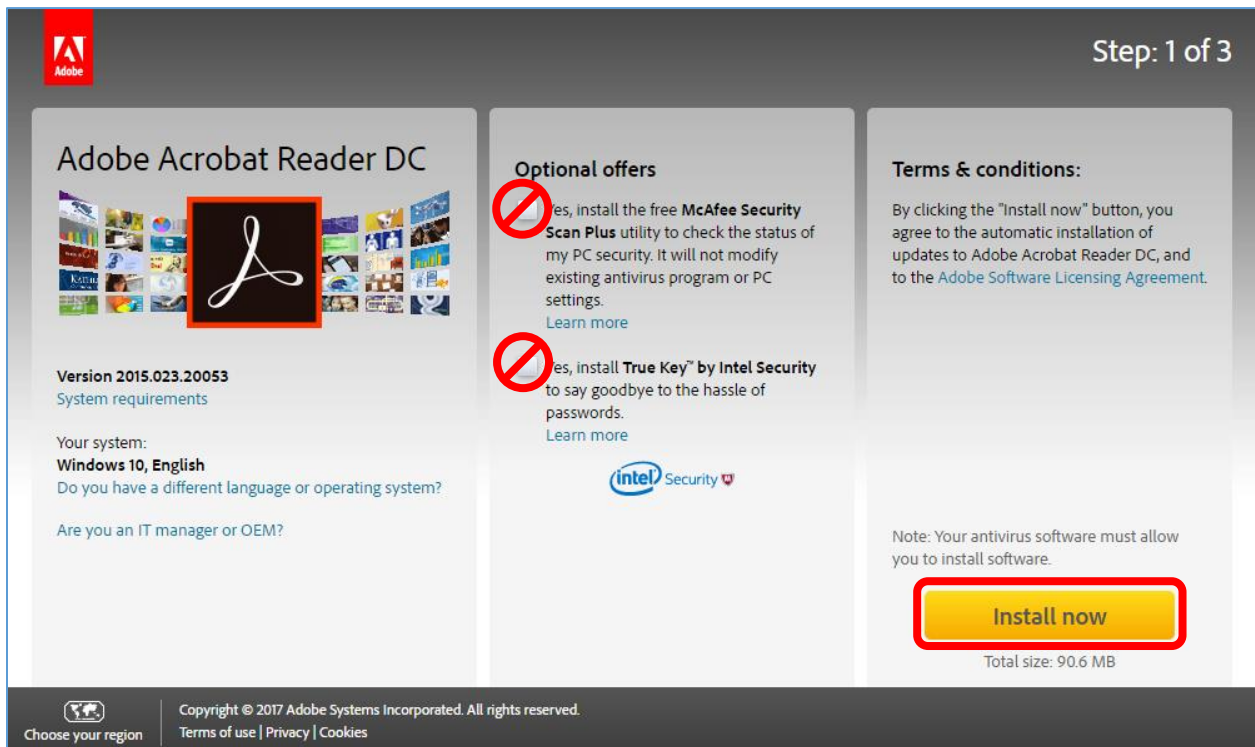
The screenshot shows the 'Roles For Joshua Bower' section. At the top left is an 'Add Role' button. Below it, the role 'Teaching Director' is listed with the location 'OAKLAND EVE - CA'. To the right of the role name is a toggle switch currently set to 'OFF', which is highlighted with a red rectangular box. Next to the toggle are 'Edit' and 'Remove' options.

8.) Once a replacement for this role has been identified, send a message to answers@communitybiblestudy.org to fill the vacant role. Please include the new leader's name, email address, class name and role they will be filling.

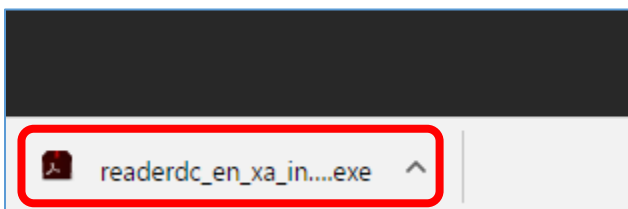
Download and Install Adobe Acrobat Reader

Use the following article to download and install Adobe Acrobat Reader.

- 1.) Open your web browser, then go to **get.adobe.com/reader**
- 2.) We suggest unchecking the check boxes next to Optional Offers, then click **Install Now**.



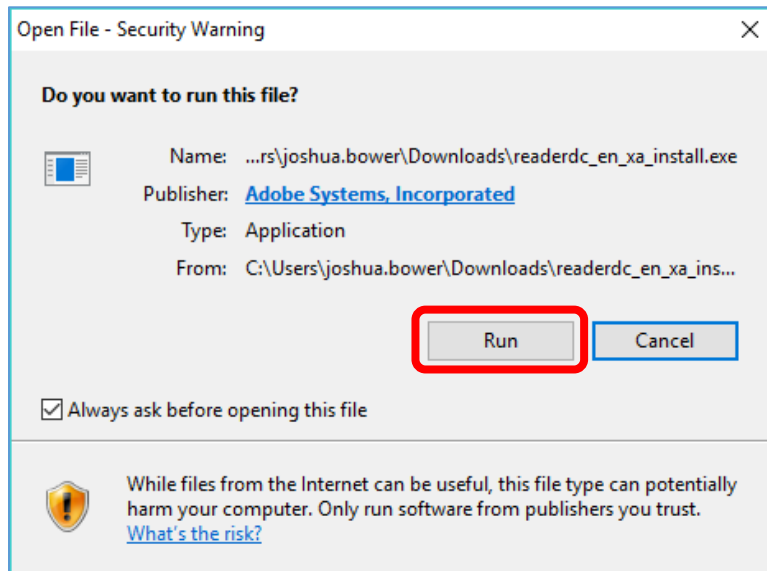
- 3.) If your browser displays the downloaded file, click to install.



Otherwise, follow the instructions on the screen:

1. To proceed, open your download folder and locate the Adobe Reader Installer file, named like "readerdc[xxx]_install.exe".
2. Double-click on the installer to complete the installation. For additional help, [click here](#).

4.) If presented with a security warning, choose **Run** to complete the installation.

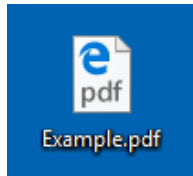


5.) Follow any additional prompts to complete the installation of Adobe Acrobat Reader.

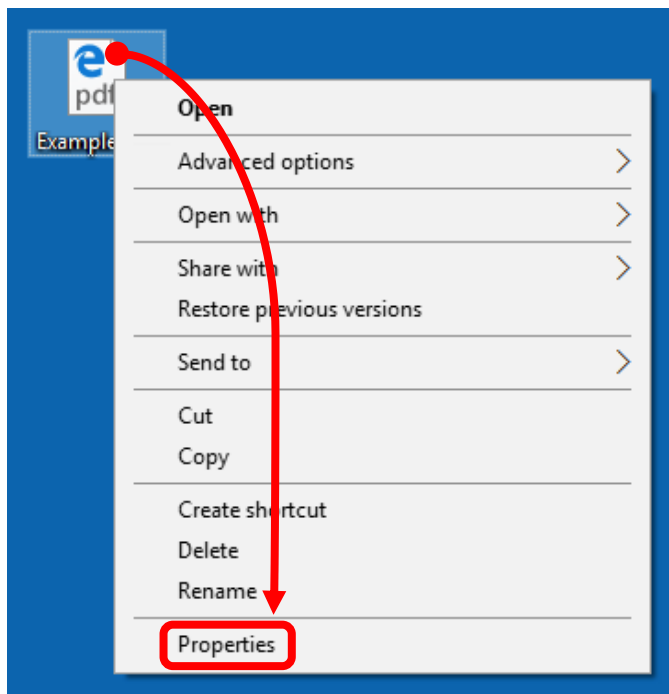
Make Adobe Acrobat Reader Default PDF Reader

Use the following article to make Adobe Acrobat Reader your default PDF reader – Windows 10.

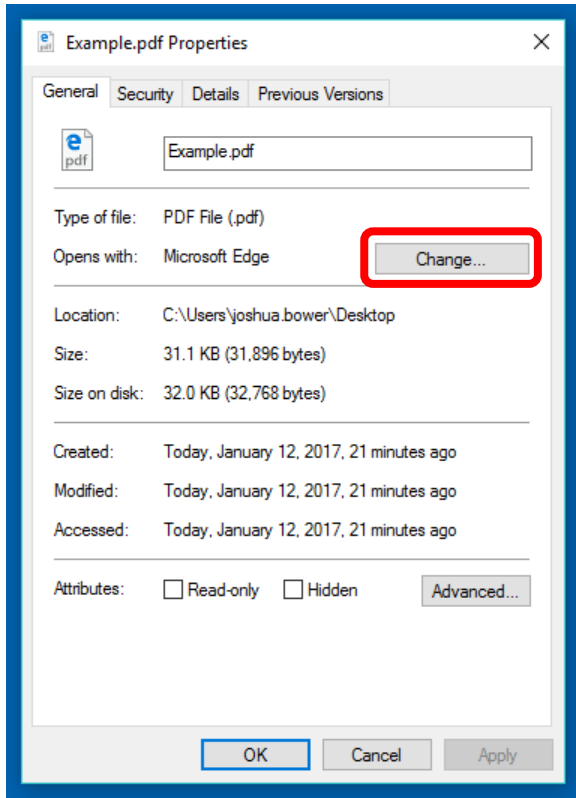
1.) Locate any PDF file on your computer.



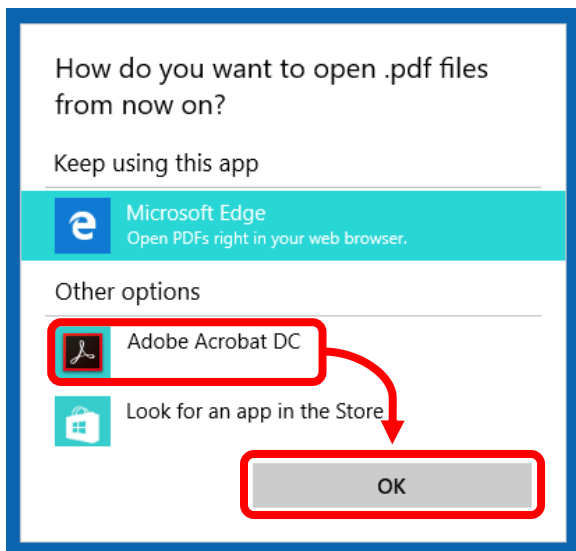
2.) Right-click directly on the file, then click on **Properties**.



3.) Click on **Change**.



4.) Click on **Adobe Acrobat**, then click **OK**.



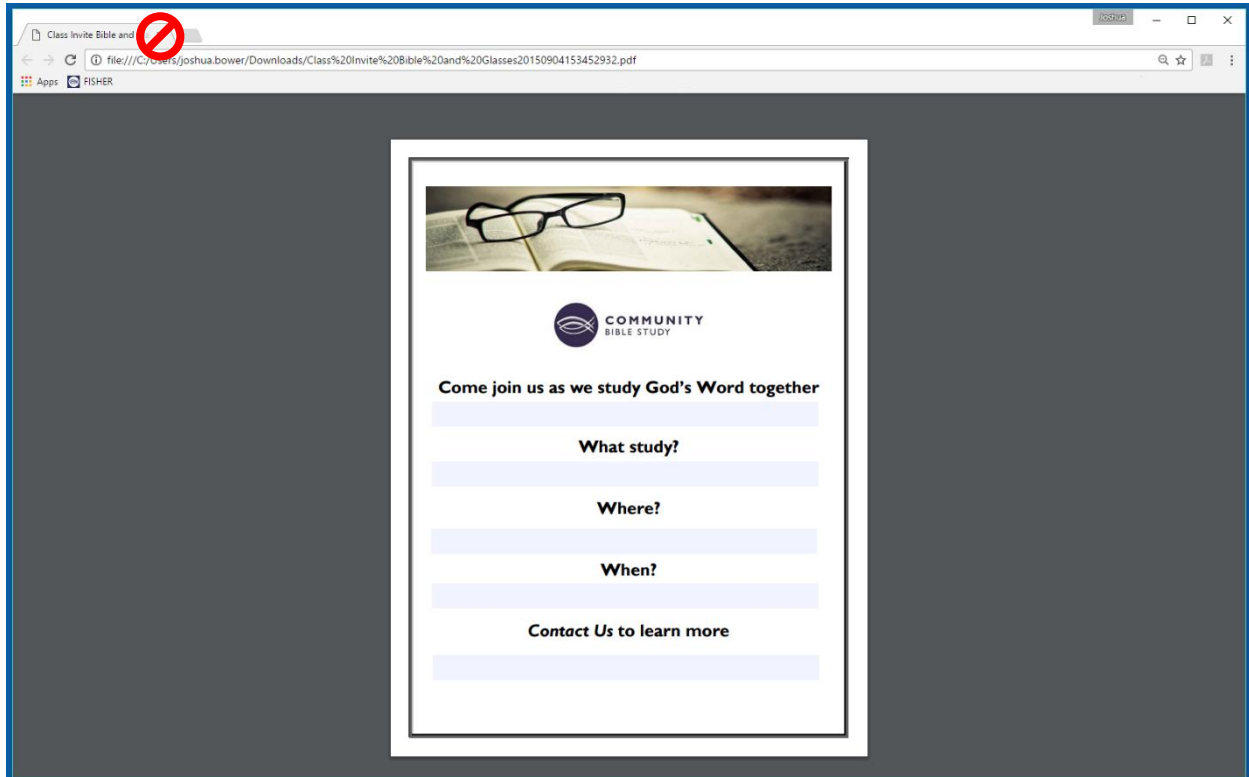
5.) You will notice the default PDF icon change indicating Adobe Acrobat Reader is now the default program for opening PDF files.



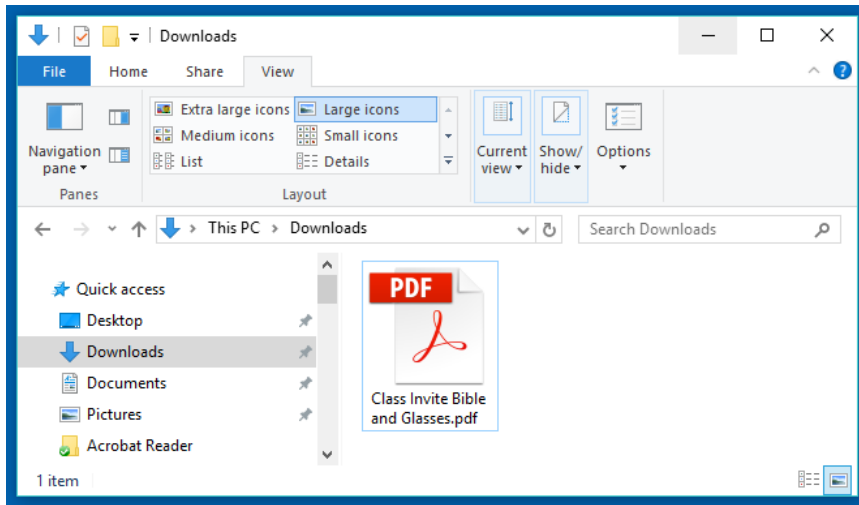
Open, Edit, and Save Fillable PDFs with Adobe Acrobat Reader

Use the following article to open, edit, and save fillable PDFs with Adobe Acrobat Reader.

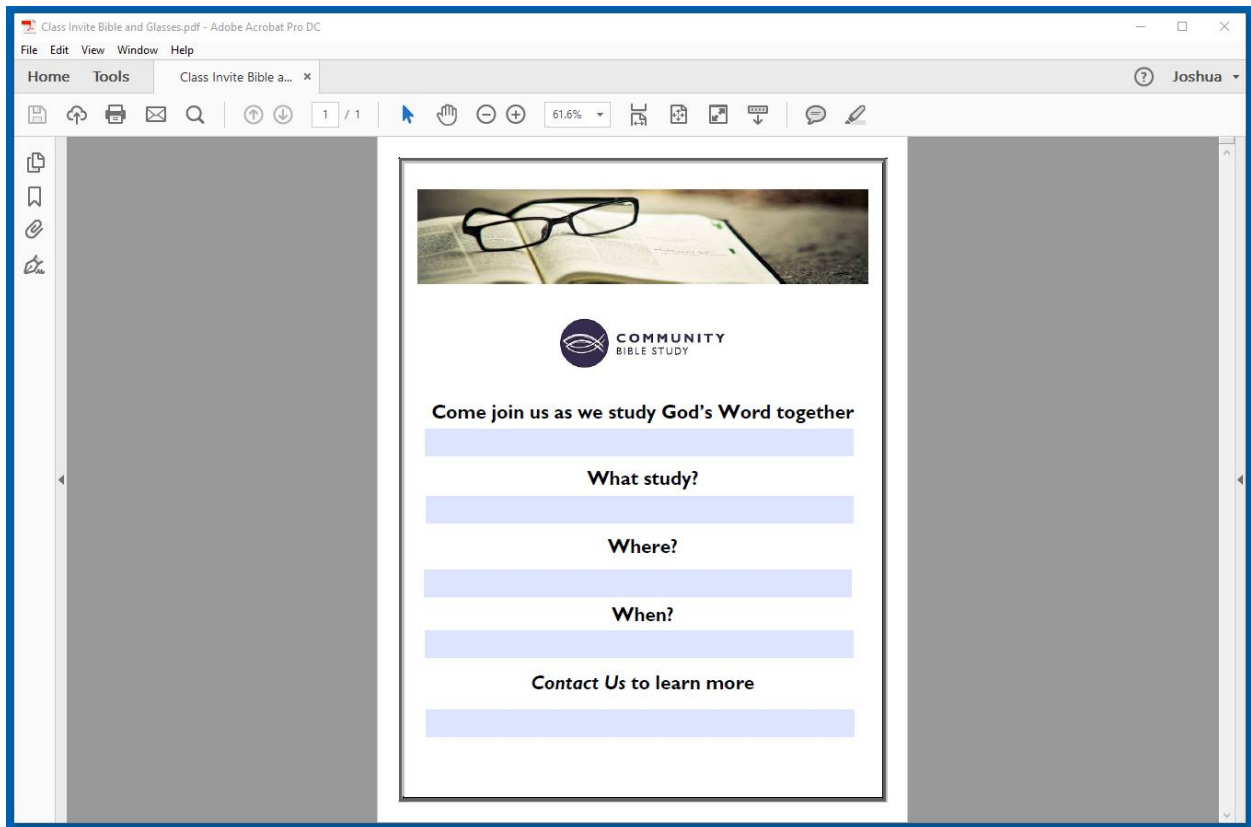
1.) Once you have downloaded a Fillable PDF in Fisher, the document may open directly in your web browser, e.g. Google Chrome. Close that tab that opened.



2.) Locate the file on your computer. Most computer's default download location is the Downloads Folder. Double-click on the file to open with Adobe Acrobat Reader.



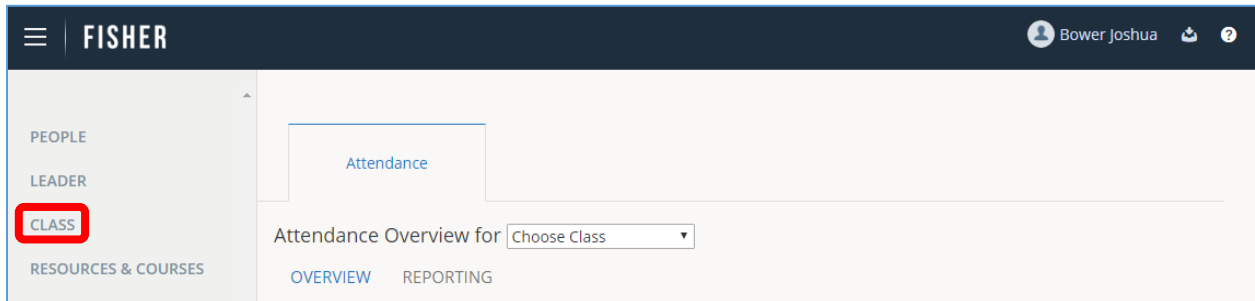
3.) Complete the fields in the fillable form, then Save, Print, or send via Email as an attachment.



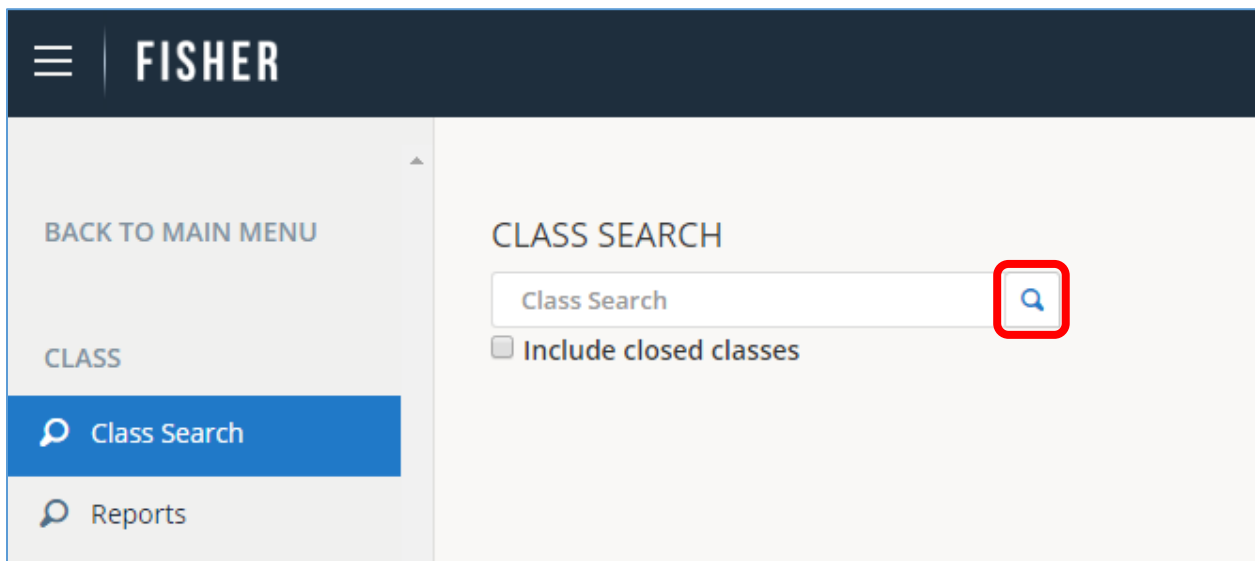
Listen or View your Class Teachings

Use the following article to view or listen to your class teachings.

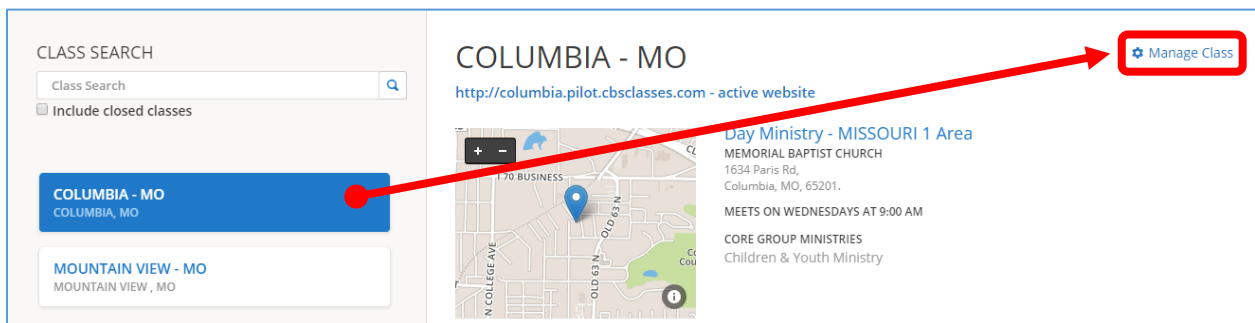
1.) To access Lesson audio as an AD, first click on **Class**.



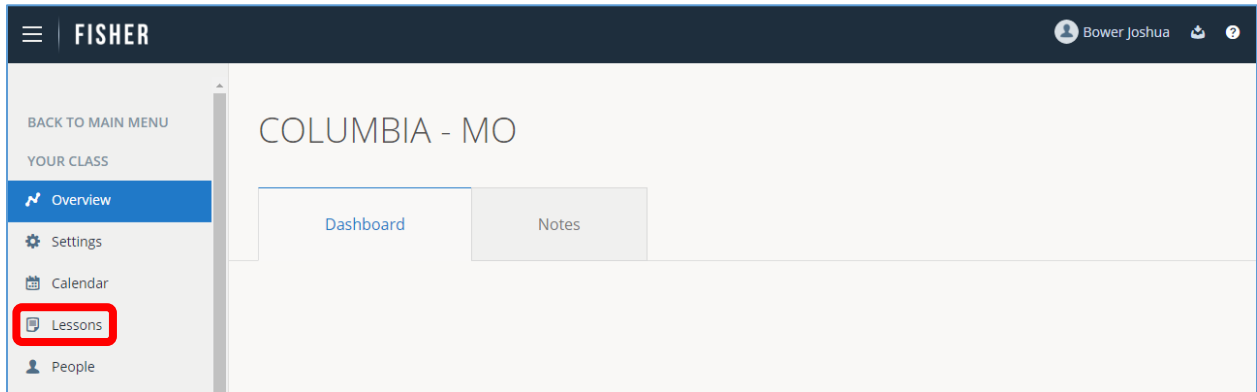
2.) Click on the **magnifying glass icon** to search for your classes.



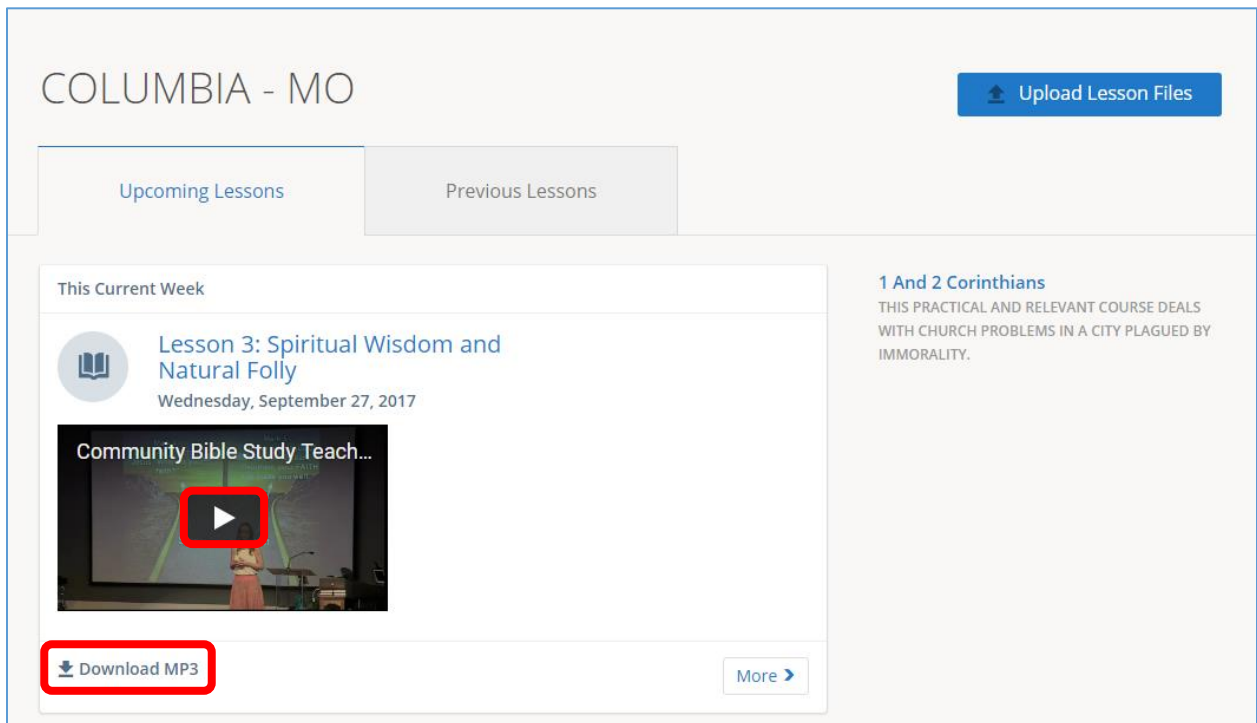
3.) Select a class, then click **Manage Class**.



4.) Click on **Lessons**.



5.) The current week will appear. Click **Download MP3** to download and listen or click on the **Video** to play.



6.) To hear or view previous weeks, click on **Upload Lesson Files**.

The screenshot shows the 'COLUMBIA - MO' interface. At the top right, there is a red-bordered button labeled 'Upload Lesson Files'. Below this, there are two tabs: 'Upcoming Lessons' (active) and 'Previous Lessons'. The main content area is divided into two sections. The left section, titled 'This Current Week', features a lesson card for 'Lesson 3: Spiritual Wisdom and Natural Folly' dated Wednesday, September 27, 2017. Below the card is a 'Download MP3' button and a 'More >' link. The right section, titled '1 And 2 Corinthians', contains a brief description: 'THIS PRACTICAL AND RELEVANT COURSE DEALS WITH CHURCH PROBLEMS IN A CITY PLAGUED BY IMMORALITY.' Below this, there is an 'Add MP3' button and another 'More >' link.

7.) Click on a Lesson in the list, then click on **Download** next to the MP3 file. No player controls are available from leader log in.

The screenshot shows the 'Upload Files' interface. On the left, there is a 'LESSONS' list with five items: 'Lesson 1: Growing Pains' (Sep 13, 2017), 'Lesson 2: The Apostle's Letter' (Sep 20, 2017), 'Lesson 3: Spiritual Wisdom And Natural Folly' (Sep 27, 2017), 'Lesson 4: The Only Foundation.' (Oct 4, 2017), and 'Lesson 5: Stewards And Servants.' (Oct 4, 2017). The 'Lesson 2' card is highlighted in blue. The main area is titled 'Upload Files' and contains a dashed box with the text: 'Drag and drop files or Browse for files. Please select a lesson in left panel before uploading lesson files. Maximum upload file size 65mb.' Below this is an 'Audio' section for 'SEPTEMBER 28' showing a file named 'Lesson2.mp3' with a music note icon. To the right of the file name are three buttons: 'Download' (highlighted with a red box), 'Edit', and 'Remove'.

8.) To view a previous video, copy the **video address**, then paste into a new browser tab or window.

The screenshot shows a user interface for lesson management. On the left, there is a sidebar with a 'BACK TO LESSONS' link and a list of five lessons. The second lesson, 'Lesson 2: The Apostle's Letter', is highlighted in blue. On the right, the 'Audio' section shows a file named 'Lesson2.mp3' with 'Download', 'Edit', and 'Remove' options. Below that, the 'Other' section contains a placeholder icon and the text 'There are no documents'. The 'Video Link' section shows a URL 'https://www.youtube.com/watch?v=SzhS2CI56JU' which is highlighted with a red box, and a 'Remove' button next to it.