

## TASK

# 01



## Called to Serve

Called to Serve is the ultimate missionary tracker. Use it to follow as many missionaries as you like. Save and share important mission details, pictures, letters, and experiences.





### Download and Install the App

- 1 Go to the app store for your device and search the apps for "Called to Serve".
- 2 Tap "Install" to download and install the app.



### Create an Account

- 1 Tap the "Called to Serve" icon to open the app.
- 2 Choose (1) Login with Facebook or (2) Login with Email to create an account.
  -  Login with Facebook: Creates an account for you.
  -  Login with Email: Tap the "Create an Account" link to create an account.
- 3 Select our Language, then you will arrive at the Main Menu.



**NOTE:** Use your same login credentials to log into any of our missionary websites and mobile apps.

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## TASK

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## Main Menu

The Main Menu lists all the missionaries you follow. Scroll up and down to see all the missionaries. Tap any missionary to view the missionary's pages.



### Add a New Missionary:


- 1 Tap the colored Add button (bottom-right) on the Main Menu 
- 2 Tap "Add a new missionary" in the popup
- 3 Fill in the Add Missionary form and tap Submit



**NOTE:** You can add the missionary's picture and additional information in subsequent pages.



### Add an Existing Missionary:

- 1 Tap the colored Add button (bottom-right) on the Main Menu 
- 2 Tap "Search for an existing missionary" in the popup
- 3 Type any part of the missionary's name, then tap Search
- 4 Review the missionaries found. Tap the missionary that you'd like to add.



**NOTE:** If you're not sure if a missionary already exists in our system, it's always best to search here for that missionary first, so that you don't create duplicate missionaries.

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## TASK

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## Missionary Profile

Profile displays the current missionary's profile and service details. Edit this page to add a Profile picture for your missionary.



### Add the Profile Photo

- 1 Tap the missionary in the Main Menu
- 2 Make sure Profile is selected in the Missionary Menu
- 3 Tap the colored Edit button (bottom-right) 
- 4 Tap the colored Select button to upload a missionary picture from your device and crop it to the correct size. Then update any other information in this form and tap Submit at the bottom.



**NOTE:** Missionary Profiles must include a picture before they are visible in our Missionary Display app and on your stake's Missionary Display.

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## TASK

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## Groups

Groups displays a list of the hometown stake, ward, and seminary of the current missionary. the missionary's pages.



### Join Your Stake Group

- 1 Tap the colored Add button (bottom-right) 
- 2 Select the Type of group that you'd like to join, type any part of the group Name, then tap Search
- 3 Review the Groups found. Tap the Group that you'd like to join.



**NOTE:** If you don't see the Group, try another search using fewer words in the Group's name. If you are certain that the Group you need doesn't exist, you can create it. Tap the colored +Group button (bottom-right of the search results) and fill in the Add Group form.

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## TASK

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## Letters

Letters displays a list of all the email and letters published by the current missionary's family. Letters are posted in reverse chronological order. Scroll up and down to see the full list. Tap any letter you wish to read.



### To Add Letters:

- 1 Tap the colored Add button (bottom-right) to add additional letters. 
- 2 On the Add Letter page:
  1. **Published** - Turn the letter ON or OFF (so others can see it).
  2. **Source** - Select who the letter is from.
  3. **Share With** - Define who can see this letter when Published is ON.
  4. **Date, Title & Letter** - Fill in the date, title, and body of the letter.
  5. **Pictures** - Select pictures to link to this letter, if any.
  6. **Submit** - Tap Submit to save your changes.

TASK


05



## Letters



### To Edit Letters:

- 1 Tap to open the letter you wish edit.
- 2 Tap the colored Edit button (bottom-right). 
- 3 Make your changes then tap Submit for save the letter.



**NOTE:** Missionary emails can be added very quickly using any of the following methods:

1. **Copy & Paste** - Copy and paste the text of each letter, one-by-one into this form, then link in any associated pictures (example above).
2. **AutoPost Email** - Use the missionary's private AutoPost Email address to automatically upload emails and pictures (automatic, see the Admin page).
3. **Import Emails** - On the My Mission website ([www.MyMission.com](http://www.MyMission.com)), use the Missionary Admin >> Automation >> Import Emails to instantly import a large group of emails (catch-up quick).
4. **Voice-to-Text** - Use this form and your mobile device's voice-to-text feature to read in and save the full text of each letter (for older letters that need typed).

## TASK

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## Pictures

Pictures displays all the pictures published by the current missionary's family. Pictures are displayed in reverse chronological order. Scroll up and down to see all the pictures. Tap any picture to pop it up and see additional details.




### To Add Pictures:

- 1 Tap the colored Add button (bottom-right) to add additional pictures. 
- 2 Select the pictures from your device. Wait for the pictures to be loaded.



### To Edit Pictures:

- 1 Tap the picture to open a popup.
- 2 Tap the Edit button in the popup, to edit the picture. 
- 3 On the Edit Picture page:
  1. **Rotate Pictures** - Use the small Rotate Left and Rotate Right buttons (by the picture) to rotate the picture if it is not oriented correctly.
  2. **Published** - Turn the picture ON or OFF (so others can see it).
  3. **Source** - Select who the picture is from.
  4. **Share With** - Define who can see this picture when Published is ON.
  5. **Date** - Fill in the picture date.
  6. **Location** - Select the missionary location where the picture was taken. You can create missionary locations (pins) in the Map page.
  7. **Description** - Add a short description to each picture (optional).
  8. **Slideshows** - Tap Slideshows to include this picture in Slideshows.
  9. **Favorite** - Tap Favorite to include this picture in the Favorites page.
  10. **Submit** - Tap Submit to save your changes.

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## TASK

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## Send

Send is the fastest and easiest way to send messages to any missionary.

Send allows users to quickly send an (1) audio recording, (2) photo, or (3) letter to the current missionary. Tap any of these three buttons to send the message of your choice.

Verify that the missionary's church email address is correct. If not, use the colored Edit button (bottom-right) to load the church email address for the current missionary.



### Send an Audio Recording:

- 1 Tap the Audio button.
- 2 Tap the microphone image or Record button to start recording.
- 3 Tap either of these again to stop. The app will display a confirmation page.
- 4 Add an optional Message and tap Send.

## TASK

# 07



## Send



### Send a Photo

- 1 Tap the Photo button.
- 2 Tap the camera image or Take button to launch your camera, OR use the Select button to find a picture on your device.
- 3 Take a picture to stop. The app will display a confirmation page.
- 4 Add an optional Message and tap Send.



### Send a Letter

- 1 Tap the Letter button.
- 2 Type OR use Voice-to-Text enter the Subject and Message text.
- 3 Select a photo from your device (optional).
- 4 Tap Continue to go to the confirmation page.
- 5 Review your message and tap Send.



**NOTE:** All messages are sent immediately. One goes to the current missionary. A copy is also sent to the current user (for their records) and to the Missionary Admin(s).

## TASK

# 08





## Maps

Map displays a map with pins showing each location where the current missionary has served.





### Add Map Locations:

- 1 Tap the colored Edit button (bottom-right) to view the Locations list. This page lists each location where the current missionary has served. 
- 2 Tap the colored Add button (bottom-right) to add a location. 
- 3 Fill in the Add Location form and tap Submit.



### Edit Map Locations:

- 1 Tap the colored Edit button (bottom-right) to view the Locations list. This page lists each location where the current missionary has served. 
- 2 Tap any location to view the location details.
- 3 Tap the colored Edit button (bottom-right) to edit this location. 
- 4 Fill in the Edit Location form and tap Submit.

## TASK

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## Maps



**NOTE:** We use Google Maps to find these locations. If a map location (pin) is not positioned correctly (displayed in the ocean or something), that means Google was unable to find the location. Edit the Location and update the Address field to fix this problem.

1. **Show in Map** - Set if the location is to be shown in the Map.
2. **Name** - Enter your name for this location.
3. **After** - Select the order this location should appear in the list.
4. **Address** - Enter the location address. This address is used by Google Maps to pinpoint the location in the Map.
5. **Dates** - Set the dates the current missionary served in this location (if he is currently serving in this location, leave the To Date empty).
6. **Pictures** - Link a few pictures representative of this location. Mark one picture as the primary picture for this location.
7. **Submit** - Tap Submit to save your changes.



## TASK

# 09




## Counter

Count Down (Days Until Return) - Displays a counter showing the days, hours, minutes, and seconds until the current missionary (1) leaves (for new missionaries) or (2) returns home (for missionaries who are serving now).

Count Up (Days in Mission Field) - Displays the total number of days, hours, minutes and seconds that the current missionary has served (for missionaries who are serving now).



### Edit the Counter:

- 1 Tap the colored Edit button (bottom-right) to adjust the counter. 
- 2 Departure Dates - Enter Departure Date and Departure Time.
- 3 Return Dates - Enter Return Date and Return Time. Adjust these settings anytime to achieve more precise information.
- 4 Enter the Country, State, and City of the missionary's home.
- 5 Select the default counter you'd like to display.
- 6 Tap Submit to save your changes. Submit



**NOTE:** When viewing the Counter, switch between Count Up and Count Down by tapping the corresponding buttons.