

Awanabasics

Using MyAwana to Access Awana Basics Online

You will need to log in to **MyAwana** and add your leaders so they can access **Awana Basics Online (ABO)**.

- First, the easiest way to get to the training is by bookmarking this link: awanabasics.awana.org.
- Second, ABO is only accessible to those who:
 - 1) have a "**MyAwana**" account and
 - 2) are affiliated with your church.

Here is a brief overview of **MyAwana** and how it provides your leaders access to Awana Basics Online.

Overview

The **MyAwana** tool is designed for Awana church leaders to manage their church information, including programs and leaders associated with their Awana Club, or other Awana resources, such as Brite.

The Leader Management Dashboard (aka "Manage Users") provides insight and features for organization owners to manage the leaders affiliated with their church. Each leader record is assigned a status based on different affiliation criteria within your organization. As the organization's owner, you can take certain actions depending on that status.

This guide introduces the Leader Management Dashboard and explains its features, how it works, and how you can manage your church's leaders.

Why should I affiliate leaders to my church in MyAwana?

There are numerous benefits to affiliating leaders with your organization.

- It allows you to track who is volunteering in your organization for [midweek Clubs](#), weekends using [Brite](#), or both.
- Leaders affiliated with your organization can be assigned roles and permissions that allow them to act on behalf of your organization.
 - For example, an authorized purchaser can access your organization's membership pricing when ordering on behalf of the organization in our [online store](#).
- Adding a leader to your organization grants them access to all the valuable content on the [Awana Basics Online](#) training site.
- If you are running Brite, the affiliated leader will also have access to all available Brite lessons based on your subscription(s).

Adding New Leaders to Your Organization

- Click **"My Church Tab"** at the top of the page. Select your church.
- Click **"Manage Church"** tab on the left side of the page.
- Click **"Manage Users"** from the populated options.
- Click on the **"Add New User"** button and fill out the required information and any optional details to send an invitation for a leader to join.
 - This will add the leader to your list, send them an invite, and set them to **Yellow** status.

Manage Users

View Incomplete Leaders Only ☐ Search by name or email...

View Leaders

Filter by Awana Role(s) Filter by Church Role(s) Filter by Group(s)...

ADD NEW USER

☐	NAME	AWANA ROLE	CHURCH ROLE	ORG OWNER	GROUP	STATUS	ACTIONS
☐	Scott Barfield	Executive	YES				RESEND INVITE

Add User

☒ Add a Leader ☐ Add a Contact

Email*: johnsmith@gmail.com

First Name*: John

Last Name*: Smith

Awana Role*: Club Leader

Church Role: Select

☐ ORG OWNER ?

☐ Authorized Purchaser ?

Group: Select

INVITE USER **CANCEL**

Leader Statuses and Definitions

Each leader affiliated with your organization will have a status assigned, and depending on that status, you may have an available action.

Your leader dashboard will be organized in such a way as to show you those leaders who need your attention first, as shown below.

☐	NAME	AWANA ROLE	CHURCH ROLE	ORG OWNER	GROUP	STATUS	ACTIONS
☐	Sally Walker	Club Leader		NO			APPROVE REJECT
☐	Scott Barfield		Executive Director	YES			RESEND INVITE
☐	Landon Boyce		Pastor / Associate Pastor	YES			SEND INVITE
☐	Affiliated User			YES			
☐	info1 Test	brite Leader		NO			

Leaders will fall into one of the following statuses:

Requests to join your organization

- These leaders have asked that you allow them to be part of your organization. You must approve or reject that request.
 - Accepting the request will move that leader to Green status.
 - Rejecting the request will remove that leader from your organization.

Yellow Status

- These leaders have been invited to join your organization but have not yet accepted. To resend their invitation, click the “Resend Invite” button.
- Once they have accepted your invitation and either created a new user login or logged in using an existing account, their affiliation with your organization will be complete.

Red Status

- These are leaders who are affiliated with your organization but have not been sent a formal invitation to join. Click the “Send Invite” button to send them an invitation.
 - If the leader in question does not have an email on file, you will be prompted to provide one before an invitation can be sent. The provided email will be saved for that leader.
 - Sending a Red status leader an invitation will move them to a Yellow status.
- The leader will move to the Green status once they respond to your invitation and create a new login.

Green Status

- These are leaders whose affiliation to your organization is complete. No action is necessary.

You can always click the question mark icon next to the “Status” heading to see a definition of these statuses.

☐ NAME ▾

AWANA ROLE

CHURCH ROLE

ORG OWNER ▾

GROUP

STATUS ?

ACTIONS

☐

Scott Barfield

Executive Director

YES

RESEND INVITE

Status Definitions

This leader is ready to go. They are affiliated to your organization and have successfully logged in.

This leader still needs to take action. You have invited them, but they have not accepted your invitation. Click the "Resend Invite" button to give them a nudge

This leader has an affiliation to your church but has not been officially invited to join your team. Click the "Send Invite" button to invite them. If they do not have an email defined, you will be asked to provide one.

Viewing Incomplete Leaders Only

Enabling the “View Incomplete Leaders Only” option at the top of the Leader Dashboard will filter the list of leaders to show only those who are not in Green status.

Manage Users

View Incomplete Leaders Only ☒

Search by name or email...

View Leaders ▾

Filter by Awana Role(s) ▾

Filter by Church Role(s) ▾

Filter by Group(s)... ▾

ADD NEW USER

☐ NAME ▾

AWANA ROLE

CHURCH ROLE

ORG OWNER ▾

GROUP

STATUS ?

ACTIONS

☐

Scott Barfield

Executive Director

YES

RESEND INVITE

▾

☐

Landon Boyce

Pastor / Associate Pastor

YES

SEND INVITE

▾

Editing/Removing Leaders

Editing leader details or removing a leader from your organization is straightforward. Simply click on the arrow on the right-hand side of the row.

- Click “Edit” to make changes to specific leader settings
- Click “Remove” to remove the leader from your organization. This can be done no matter the leaders’ status

☐	NAME	AWANA ROLE	CHURCH ROLE	ORG OWNER	GROUP	STATUS	ACTIONS
☐	Josh - Hathaway	Club Leader		NO			

Awana Role:
Club Leader

Authorized Purchaser:
No

Shipping Address:

Email:
jshathaway@gmail.com

[EDIT](#) [REMOVE](#)

Using MyAwana Credentials for Awana Basics Online

Once a leader has created a login and is affiliated with a church, they can use their MyAwana credentials to log into Awana Basics Online and access training content.

Awanabasics [Training](#) [Login](#)

WELCOME TO AWANA BASICS

Learn to be the best leader you can be.

Awana's mission is to equip leaders to reach kids with the Gospel and engage them in life-long discipleship. Awana Basics is your training resource to become an effective child disciple-maker to the kids God entrusts to you in your Awana Club.

Login to Basics using your Awana account credentials.

☐ Remember Me

[LOGIN](#)

[Lost your password?](#)

[G](#) [f](#) [t](#)

Questions about MyAwana? Call the Awana Partner Care Team at 866-292-6227.