

# ENERGIZE SESSION BUILDER

These notes relate to the desktop version.

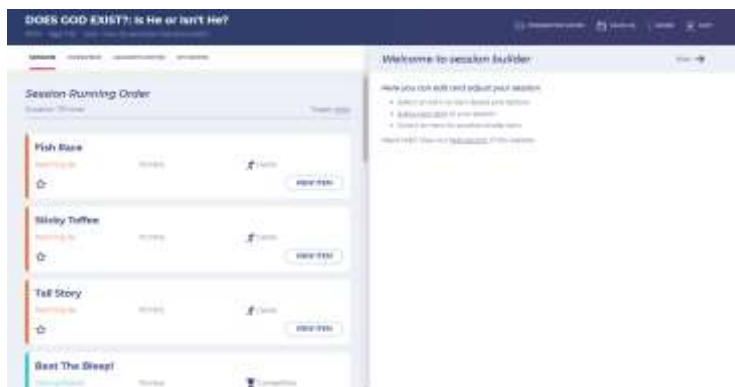
Session Builder is the new name for the functionality that allows users to create their Sessions (what we previously called Meeting Plans).

Click **SESSIONS** in the top toolbar, this will take you to the **SESSIONS** menu page.

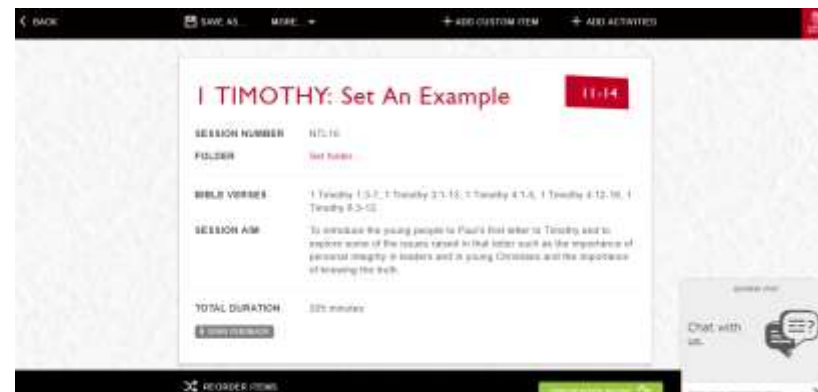
You can find a session by clicking on the **SERIES** or **SYLLABUS** options or via the **SEARCH**.

Opening a session will take you to the **Welcome to Session Builder** page

## New Site (Welcome)



## Old Site



To close the Welcome message click Hide

## POINTS OF DIFFERENCE

On the OS (Old Site) when you had a Meeting Plan open you could see (by scrolling down) everything that the plan contained.

On the NS (New Site) the Overview, Leaders Notes and My Notes appear on separate pages accessed by the tabs under the header

## HEADER

### New Site



### Old Site



## POINTS OF DIFFERENCE

Main difference, other than design and layout, is the + ADD CUSTOM ITEM and + ADD ACTIVITIES have moved and that PRESENTER MODE which was in the bottom menu bar has moved to the top.

# PAGE TABS

**SESSION**   **OVERVIEW**   **LEADER'S NOTES**   **MY NOTES**

The page you are on is indicated by the underline. To move between pages, click on tabs.

## OVERVIEW

### New Site

The screenshot shows a web interface for a new site. At the top, there's a title bar with '1 TIMOTHY: Set An Example' and navigation icons for 'PRESENTATION MODE', 'SAVE AS', 'MORE', and 'EXIT'. Below the title bar, there are tabs for 'SESSION', 'OVERVIEW' (which is underlined), 'LEADER'S NOTES', and 'MY NOTES'. A red '+ ADD ITEM' button is visible. The main content area is divided into sections: 'Preferences' with 'Set folder...' and 'Main leader...' options; 'Duration' with 'Actual time/05 mins'; and 'Bible verses' with a list of verses: '1 Timothy 1:3-7, 1 Timothy 3:1-13, 1 Timothy 4:1-5, 1 Timothy 4:12-16, 1 Timothy 6:3-12'. A 'Session' section contains a paragraph of text: 'To introduce the young people to Paul's first letter to Timothy and to explore some of the issues raised in that letter such as the importance of personal integrity in leaders and in young Christians and the importance of knowing the truth.'

### Old Site

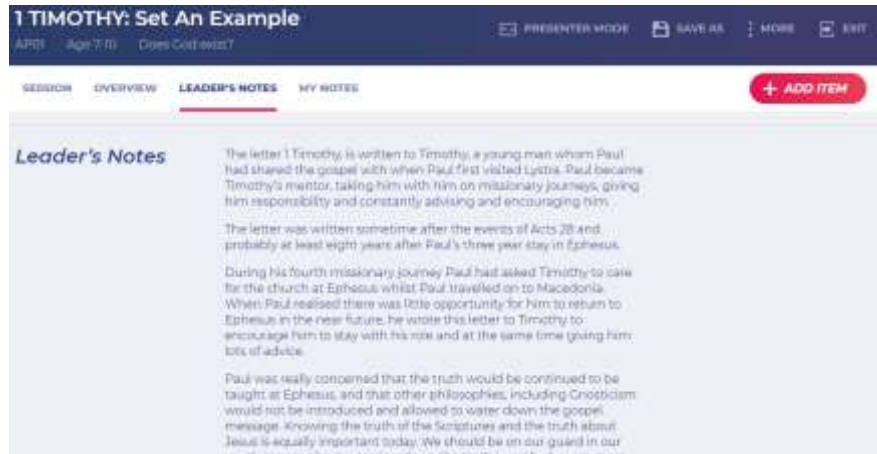
The screenshot shows a web interface for an old site. It features a list of fields: 'SESSION NUMBER' with value 'NTL10', 'FOLDER' with value 'Set folder...', 'BIBLE VERSES' with value '1 Timothy 1:3-7, 1 Timothy 3:1-13, 1 Timothy 4:1-5, 1 Timothy 4:12-16, 1 Timothy 6:3-12', 'SESSION AIM' with value 'To introduce the young people to Paul's first letter to Timothy and to explore some of the issues raised in that letter such as the importance of personal integrity in leaders and in young Christians and the importance of knowing the truth.', and 'TOTAL DURATION' with value '205 minutes'. A 'SEND FEEDBACK' button is located at the bottom.

### POINTS OF DIFFERENCE

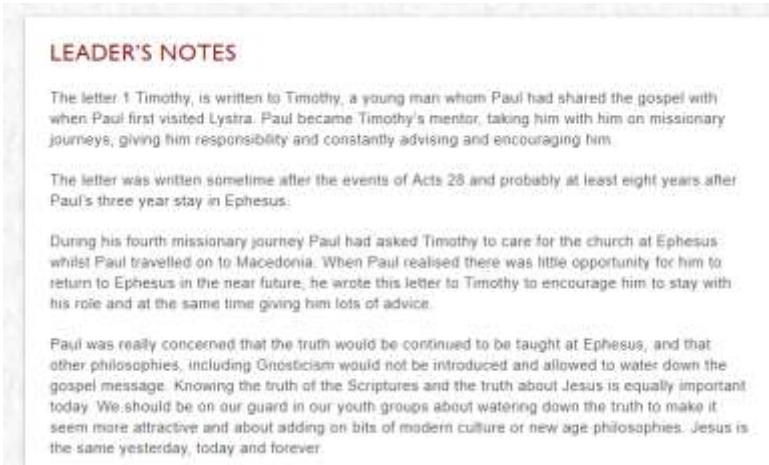
Duration, Session Aim, Bible Verse and Duration are the same but with different design and layout. Preferences has been added as a section and Set Folder which is already on the OS is included in here along with Main Leader which you can currently only add when you save a plan.

# LEADERS NOTES

## New Site



## Old Site



# MY NOTES

## New Site



## Old Site



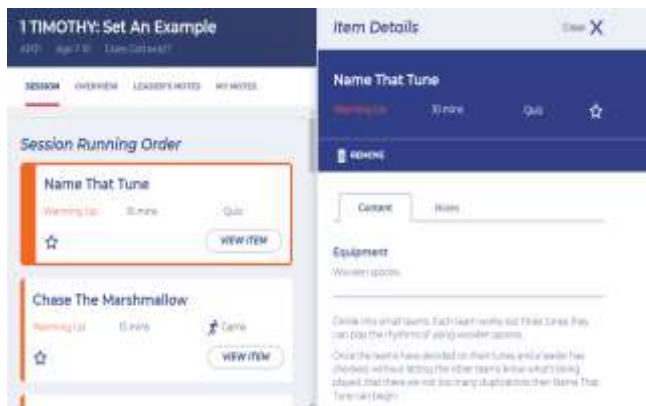
Place where leader adds their own notes relating to the whole plan.

# BUILDING A SESSION

## POINTS OF DIFFERENCE

The most significant point of difference between the NS and the OS is that, when editing a plan, the list of items in the plan appear in a column on the left and the details of the item open on the right-hand side of the screen. To open an item click: [VIEW ITEM](#)

### New Site



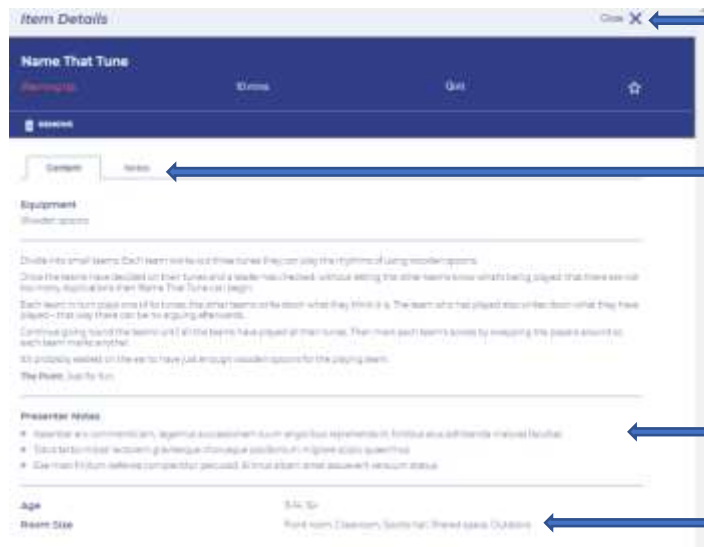
### Old Site



Depending upon the length of the item and the Zoom setting of your browser you may need to use the right-hand scroll bar to read all the contents.

To switch to look at content of another item (eg 'Chase the Marshmallow') click [VIEW ITEM](#) on that item

Returns to List View.



Returns to List View.

Click to open notes page.  
User can add their own  
notes item level notes here

New feature! Bullet point summary (see below for more)

New feature! Sample text (see for below for more)

## BULLET POINT SUMMARY (NEW!)

This is a new feature which summarises the description of the item so that a leader can print off a shorter set of notes rather than the whole text or just view the summary as part of the Presenter Mode (see below). **NB. Not all of the sessions on the staging site currently have live summaries.**

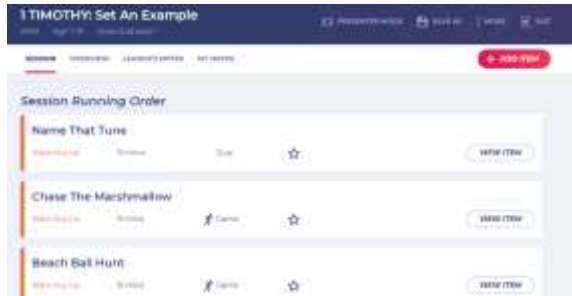
## REMOVING AN ITEM FROM SESSION

To remove an item from a session click 

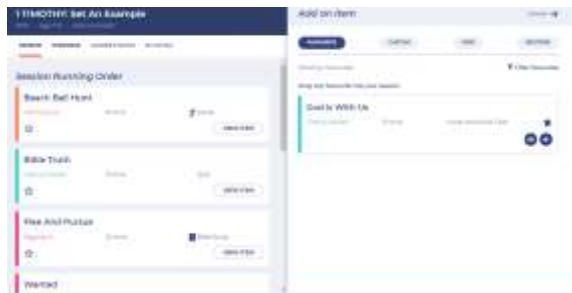
All removed items can be restored via the ADD ITEM function (see below)

## ADDING AN ITEM TO A SESSION

To add an item to a session, click  on the List View page



This will open up the 'Add An Item' panel




There are four options for adding items



## OPTION DESCRIPTIONS

### FAVOURITE

Add an item that you have previously 'favourited' using the  icon

### CUSTOM

Create your own item to add into the session you are building


### FIND


Find other items from Energize sessions to add into the session you are building


### RESTORE



Add back in an item that you have removed from the session you are building

## ADD A FAVOURITE

You can Favourite any item in any plan at any time using the  icon.

There are two ways to add an item from your list of Favourites to your session on the  tab.

- 1) Click the  icon in the item – this will add the item to the end of your session. This will add the item to the end of your session from where it can be dragged and dropped to the position you want it to appear in the session
- 2) Drag and drop it into position. To do this, hover anywhere over the item that you wish to move into the session. Click and hold your mouse and 'drag' the item to roughly the position you want in in the session and then release the mouse.

Items which have been inserted into your plan will still appear on your Favourites list but will be faded out to indicate that they have already been added. If you have added a significant number of items to your Favourites folder (there is a count at the top of Favourites list that tells you how many items are in your folder) then you can use the  [Filter favourites](#) option to help you find items. If you click this you will be taken through to the filter page where you can select the type of item you are looking for (eg. game, drama etc) from the drop down and/or search by keyword. Click  to see your results but, remember, this filter is only searching items that you have already save to your favourites.



The screenshot shows the 'Add an item' dialog box with the 'FIND' tab selected. The dialog has a title bar with 'Add an item' and a 'Cancel' button with a right arrow. Below the title bar are four tabs: 'FAVOURITE', 'CUSTOM', 'FIND', and 'RESTORE'. The 'FIND' tab is active. Below the tabs, there is a text prompt: 'Use the fields below to filter your favourites'. There are two input fields: 'Type' with a dropdown menu and 'Key Words' with a text input field. A red 'FIND' button is located at the bottom right of the dialog.

## ADD A CUSTOM ITEM

To add a custom item (an item of your own creation) to a session click on the **CUSTOM** tab in ADD AN ITEM.

The screenshot shows the 'Add an item' dialog box with the 'CUSTOM' tab selected. The dialog has a title bar with 'Add an item' and a 'Cancel' button with a right arrow. Below the title bar are four tabs: 'FAVOURITE', 'CUSTOM', 'FIND', and 'RESTORE'. The 'CUSTOM' tab is active. Below the tabs, there are two input fields: 'Title' with a text input field containing the placeholder 'Add your title' and 'Content' with a larger text input field containing the placeholder 'Add your content here'. A red 'ADD TO PLAN' button is located at the bottom right of the dialog.

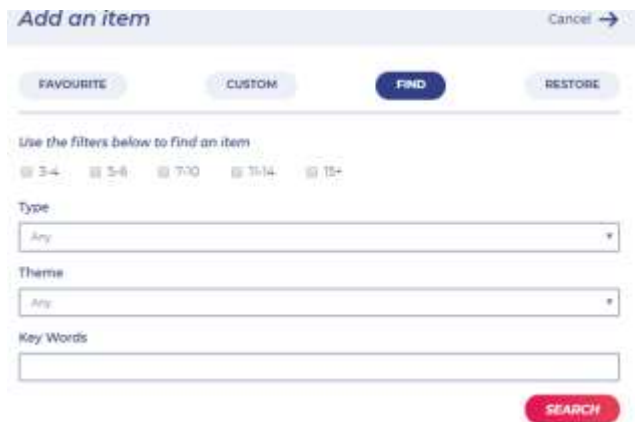
Decide a title of your **Item** – this can be anything you want – and type in your **Content** (description). Click **ADD TO PLAN**

Your item will be added to the end of your plan and you can click and drag it into position from there.

## FIND AN ITEM TO ADD TO A SESSION

To find an item from the Energize library to add to your plan, click on

**FIND**



The screenshot shows a search interface titled "Add an item" with a "Cancel" button and a right-pointing arrow. Below the title are four buttons: "FAVOURITE", "CUSTOM", "FIND", and "RESTORE". The "FIND" button is highlighted in dark blue. Below these buttons is the instruction "Use the filters below to find an item". There are five age range filter buttons: "3-4", "5-6", "7-10", "11-14", and "15+", each with a small square icon to its left. Below the filters are three input fields: "Type" with a dropdown menu showing "Any", "Theme" with a dropdown menu showing "Any", and "Key Words" with a text input field. A red "SEARCH" button is located at the bottom right of the form.

Here you have options to refine you search by **Age** (check boxes), Type of item eg. game, drama etc. (drop down menu), **Theme** eg. Friends, School (drop down menu) and **Key Words** (fee text). Once you have selected the filters you wish to use click **SEARCH**

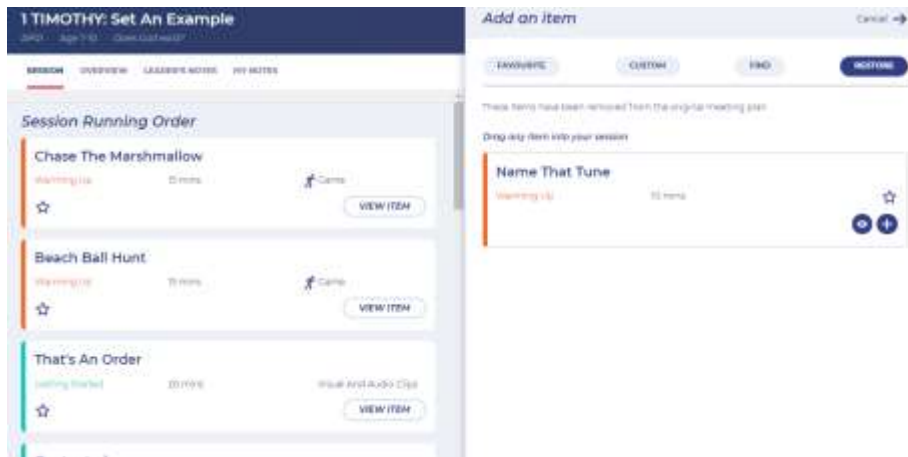
You can add an item from the results list to the session you have open in the same way as adding a Favourite (see above)

## RESTORE AN ITEM TO A PLAN

If you wish to add an item that you have removed from a session back into a session then select the

**RESTORE**


tab under **Add an Item**

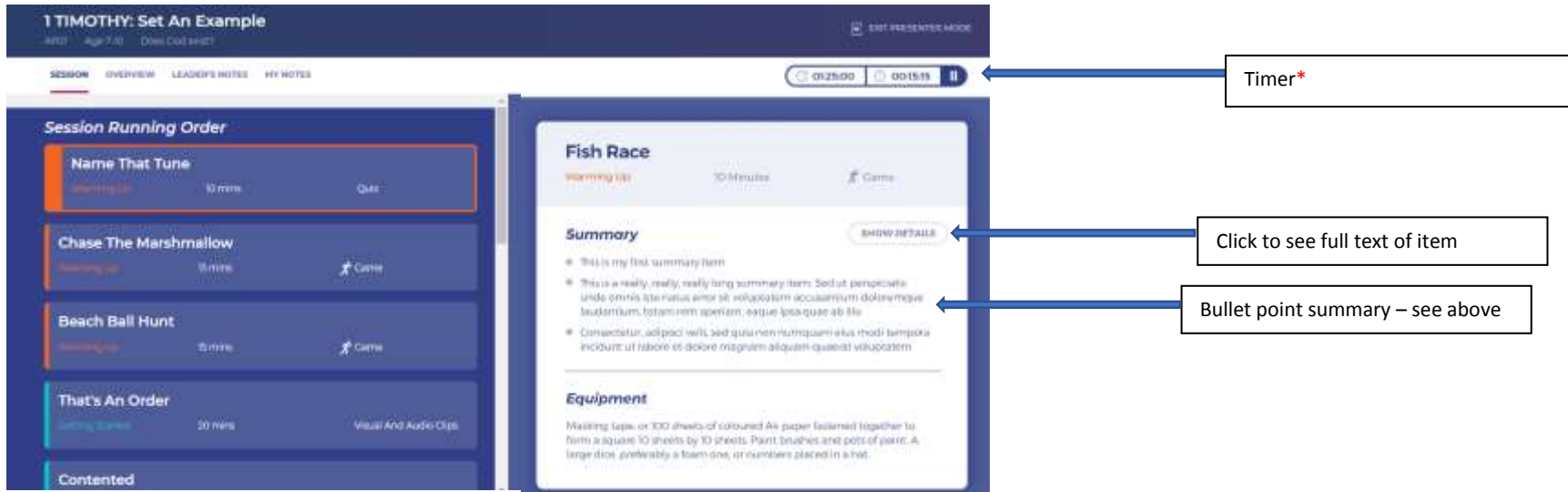


The list on the left side are items that you have removed from the original session. You add them back into the session in the same way as adding a Favourite (see above). This only work

## PRESENTER MODE

Presenter Mode allows a leader to view their session in a format that is more helpful for presenting to a group from a laptop or mobile platform.

To access Presenter Mode, open a session (either new or saved) and click the  PRESENTER MODE icon in the top toolbar.



The screenshot displays the Presenter Mode interface for a session titled "1 TIMOTHY: Set An Example". The interface is divided into two main sections: a "Session Running Order" on the left and a detailed view of the current activity, "Fish Race", on the right.

**Session Running Order:**

- Name That Tune:** 10 mins, Quiz
- Chase The Marshmallow:** 10 mins, Game
- Beach Ball Hunt:** 10 mins, Game
- That's An Order:** 20 mins, Visual And Audio Clips
- Contented:**

**Fish Race Activity Details:**

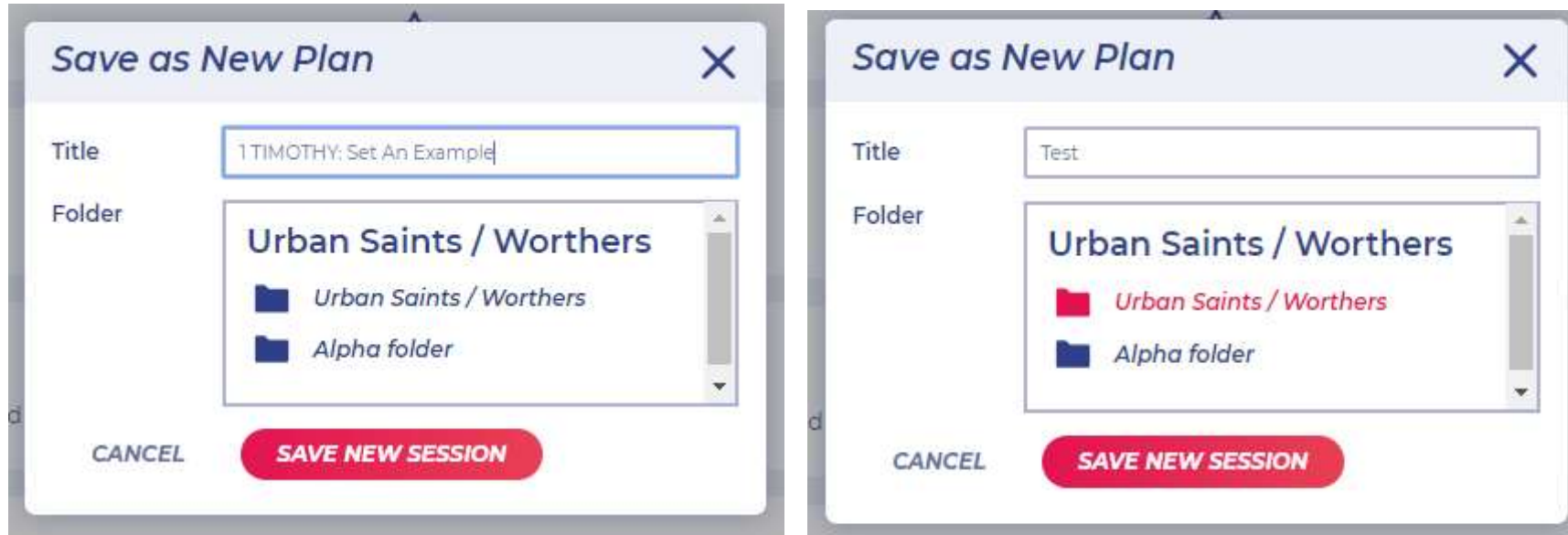
- Warming Up:** 10 Minutes, Game
- Summary:** Includes a "SHOW DETAILS" button and a bullet point summary: "This is my first summary item".
- Equipment:** Includes instructions: "Making tape or 100 sheets of coloured A4 paper fastened together to form a square 10 sheets by 10 sheets. Paint brushes and pots of paint. A large dice, preferably a foam one, or numbers placed in a hat."

**Annotations:**



- Timer\*:** Points to the timer in the top right corner, showing 00:25:00 and 00:15:15.
- Click to see full text of item:** Points to the "SHOW DETAILS" button in the Summary section.
- Bullet point summary – see above:** Points to the first bullet point in the Summary section.

## SAVE AS


To save a plan that you have opened or edited click  in the top toolbar. This will open the **Save As New Plan** window

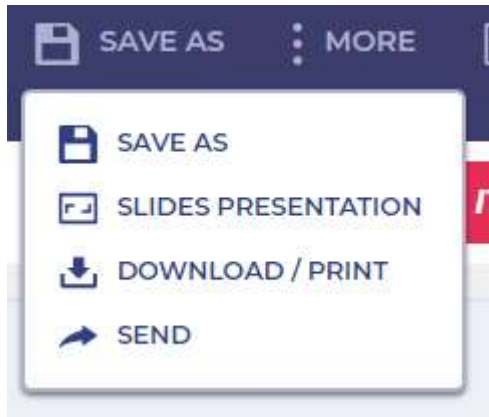


You can accept the existing title of the session or edit or change it to your own title by typing within the Title box. Select the folder you wish to save the session into from your **Folders** list. The folder that you have selected will change from blue to red.

Click  to save to folder. Once you have done this you will be taken back to the session. To close the window and return to the session without saving click *CANCEL* or 

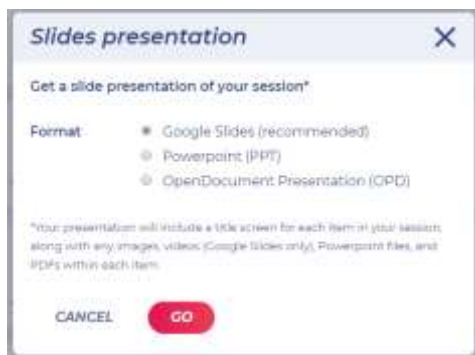
## MORE TAB

Click  in the top toolbar to view options.

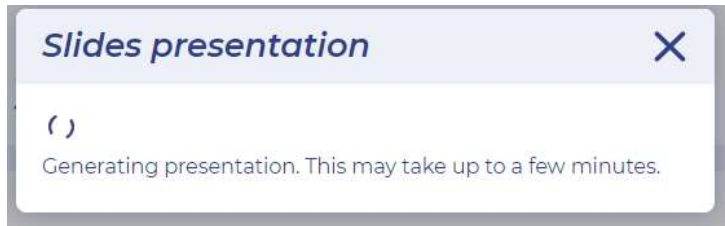


## SLIDES PRESENTATION (NEW!)

The function allows you to download a presentation file of all the items that are in the session (or your edited version of the session). This presentation will include a title slide for each item in the session, along with images, videos (Google Slides only), PowerPoint slides and PDFs within each item.



Select the **Format** that you want your presentation to download into. Click



## DOWNLOAD / PRINT

As per OS.

