



## Leader Instructions

(plus instructions for your couples)

# Creating a Group Leader Account

1. Go to [www.CoupleCheckup.com/foryourchurch](http://www.CoupleCheckup.com/foryourchurch).
2. Click on the **Create Group Leader Account** button.
3. Fill in the requested information, which includes creating an account password, and click **Submit**.

You'll receive a Group Leader Number, shown onscreen, which you'll use to log in next time you need to access your account.

## To log into your account

1. Go to [www.CoupleCheckup.com/foryourchurch](http://www.CoupleCheckup.com/foryourchurch).
2. Click either the **Group Leader Login** icon or the link at the top of the page.
3. Enter your Group Leader Number and the password you set when you created your account.



The screenshot displays the 'Create Group Leader Account' form. It includes fields for 'Middle, Last', 'Your Password', 'Organization', 'Address 1', 'Address 2', 'City', 'In US State' (with a dropdown menu), 'Postal Code', 'Country' (with a dropdown menu), 'Email', 'Leader Type' (with a dropdown menu), and 'Denomination' (with a dropdown menu). There is also a 'Privacy Policy' checkbox. A red 'Submit' button is located at the bottom right of the form and is circled in orange.

This block contains two screenshots. The top one shows the website's navigation bar with 'Group Leader Login' circled in orange. Below it is a login form with two input fields: 'Group Leader Number:' and 'Password:'. A red 'Login to Account' button is positioned to the right of the password field. The bottom screenshot shows the 'Group Leader Login' button on the website's main content area, also circled in orange.

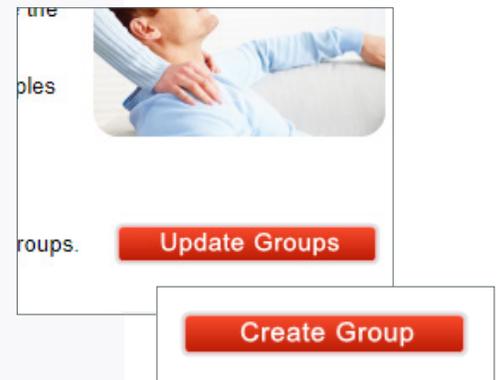
# Group Setup and Summary Reports

## To set up a group

1. Login to your Leader Account.
2. Click **Update Groups**, then **Create a Group**.
3. You will create a Group Number so that you can easily distinguish the results of this campaign from future campaigns. The first part of the number is automatically your Group Leader Number. The second part can be any 4 digits (e.g. 2019).

You will also create a Group Description to help you further identify which group this is.

When finished, click **Submit**.



\* Define the Group Number: ##### -

\* Enter a Group Description:

## To generate group summary reports (once 5 or more couples of the same relationship stage have taken the assessment)

1. Log into your Leader Account and click **Summary Reports**.
2. Select the group from which to generate the report.
3. Select **Dating, Engaged, and/or Married** from the drop-down menu. (You'll generate a separate summary report for each category.)

4. You can specify a date range, or leave the date range blank.

5. Click **Generate Report**.

Tip: You can generate a Summary Report several times, but you may only want to save a copy after all couples have completed the Checkup.

**Generate Summary Reports**

Check the box to the left of each group that you would like to include in the report. Once you have selected your groups, you may generate a Summary Report by clicking "Generate Report".

Select	Group Number	Group Description	Total Couples	Matching Couples
<input checked="" type="checkbox"/>	915	Engaged Group	40	32
<input type="checkbox"/>	415	Married Group	40	33
<input type="checkbox"/>	95	Leader Group	0	0

Select the type of checkup to generate the Summary Report for:

You may narrow your list of summarized couples to those that completed their Checkup within a date range. Enter each date, or click on the icon next to each field to select the date from a popup calendar. You may also choose to include all couples for the selected groups by leaving both dates empty.

From Date (MM/DD/YYYY)  To Date (MM/DD/YYYY)

View the most recently generated Summary Report.

Generate a new Summary Report of the Selected Groups.

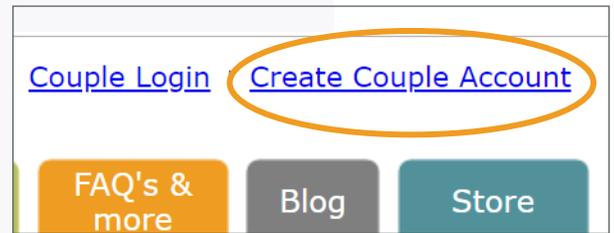
Return to the group leader menu.

# Instructions for Couples

## Partner 1 creates the account

1. Go to [www.CoupleCheckup.com](http://www.CoupleCheckup.com).
2. Click on **Create Couple Account** in the upper right corner.
3. Enter the 3-part voucher code you received from your pastor or church leader and click **Submit Voucher**.
4. Enter your first name and email, as well as your partner's.
5. Create a password and click **Continue** to create your account. Your Account Number will appear onscreen

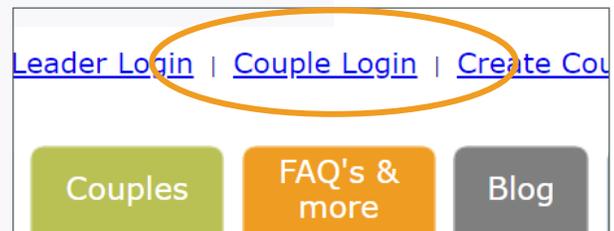
Continue on to take your portion of the assessment. You'll be asked a few background questions that will help customize the assessment to your relationship.



## Partner 2 logs into the existing account

1. Go to [www.CoupleCheckup.com](http://www.CoupleCheckup.com).
2. Click **Couple Login** in the upper right corner.
3. Enter the Account Number and password.
4. Click your name to take your portion of the assessment.

**Once you and your partner have completed the assessment, you'll be able to access your report.** Click **View Results** to open the PDF and save it to your computer.



Please note: Couple Accounts are only good for 90 days from the date of creation.