



# RUN ALPHA

## Website Cheat Sheet



### 1. Register an Alpha on the [alphausa.org](https://alphausa.org) website.

1. Select “Get Started” from the top menu. You will be asked to create an account (or log in if you already have one). (If you click on “running Alpha” menu tab, you will also be directed to a “get started “button and end in the same place.)
2. Select “Create an Alpha”
3. Follow the prompts and answer the questions as they come.
  - Don’t worry about the dates - these can be adjusted
  - Select publish if you are ready to make public. If not, you can go back and do this later.

***Please make sure to create a new Alpha on the website for EVERY Alpha you run on your account.***

This ensures you receive the latest, most current resources; gives you the ‘option’ to promote it on our guest facing **Try Alpha** page (<https://alphausa.org/try/>); gives your team all the resources they need. Also, by having accurate sense of the number of courses being run, it provides important data to our generous donors, which in turn helps Alpha USA offer the materials for *free* nationwide. Thank you!!

### 2. Once you have an account and registered your Alpha, you can then go deeper and access all you need to get started.

Each Alpha you register has five Tabs. To access the tabs, click on the name of your Alpha to open it. You can access details around your specific Alpha by clicking on your dashboard.

1. From **What’s Next**, view your upcoming weekly talk and download the discussion questions.
2. From the **Schedule Tab**, structure your calendar of sessions line up. This is only seen by you and your team (those you invite from the Team Tab).
3. From the **Promote Tab**, access the downloadable promotional assets (video, print and digital).
4. From **Series Materials**, download all the course resources (Talks, Team & Guest Guides, Team Training Videos, Run Alpha Handbook, etc.) ,
  - *We recommend you download all of the videos in advance so you have them on your desktop, or transfer them to your own USB flash drive. Streaming is an option, but it is vulnerable to audio or visual hang ups depending on location, weather, our technology, etc. which can happen right when you need them.*
  - To share a video, select the talk, the **Share Link** (beside the **Download** button) and copy the link.

5. From the **Team Tab**, invite your Alpha Team to join by entering their email addresses. When they sign in, they can access the Talks and Training Videos, and download the Small Group Notes and Promotional Assets, and all the resources in the Series materials.
  6. Visit the **Learning Center** at the left of your screen designed to assist you, the Alpha Administrator, in planning and running Alpha. Some PDFs and very short videos (a few minutes each) are there to review on all Alpha topics.
- 3. For your Guests** (*Resources can be found in the materials tab.*)
- Guide: You can purchase guest guides at nominal cost. OR, you can provide your guests the **free** download link: <https://alphausa.org/alpha-guest-guide>. (no Guest Guide required for Youth Alphas)
  - Talks: Use the **Share Link** (beside the **Download** button) to send a link to watch a talk when a guest misses a session.
- 4. To Explore Purchase options**, (books, printed copies of guides, etc.) go to Alpha's printing partner, Outreach, <https://outreach.com/partners/alpha>.
- 5. Alpha Training**
- For New England, go to <https://alphanewengland.org> to check out local trainings and events. Also go to <https://alphausa.org/event-listings/> for a listing of in-person and online events nationwide.