



RUN ALPHA - Cheat Sheet

1. Register an Alpha on the alphas.org website

1. Go to alphas.org, select “Run” from the top menu bar
2. Select “Create an Alpha” found within the How to Run Alpha Section
3. Follow the prompts and answer the questions as they come
 1. don’t worry about the dates - these can be adjusted
 2. Select publish if you are ready to make public. If not, you can go back and do this later.

We ask that you register EVERY Alpha you run on your account

(<http://run.alphausa.org>) even though you might already have the materials (but only once per course). It 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 and also, in addition to generous donations, helps Alpha USA offer the materials for *free* nationwide.

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.

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 DVD or 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

3. For your Guests

Your **Adult Alpha** guests can also download the **Guest Guide** for free to their own electronic device via <https://alphausa.org/alpha-guest-guide> (no Guest Guide required for Youth Alphas)

- 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 [ChurchSource](#) for the items in the Materials Tab, and to [Outreach](#) for Promote Tab type items.)

5. Alpha Training

For New England, go to <https://alphanewengland.org> to check out local trainings and events. Also go to <https://alphausa.org/events>. to find free **Run Alpha** online trainings.