



HIBRET · ኃብረት

# Group leaders and teachers

Lead a group and its chat, teach a class, check children in and out.

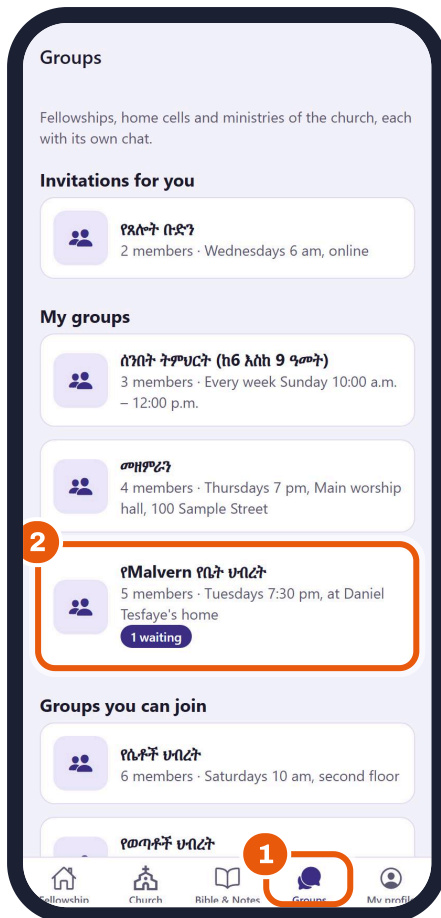
How to use Hibret · 2026-10-30 · [hibret.org/help](https://hibret.org/help)

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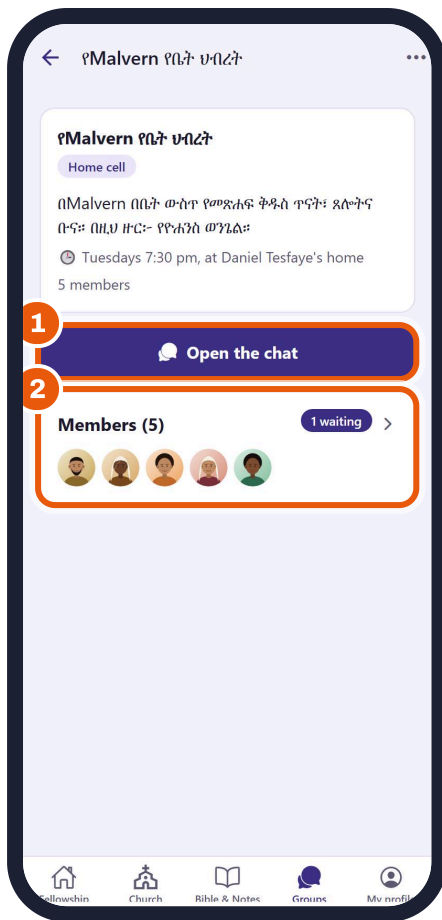
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# Open the group you lead

As a group leader you see your group's chat, its members and the people who ask to join.



- 1 Tap "Groups" 1 . Under "My groups", tap the group you lead 2 .

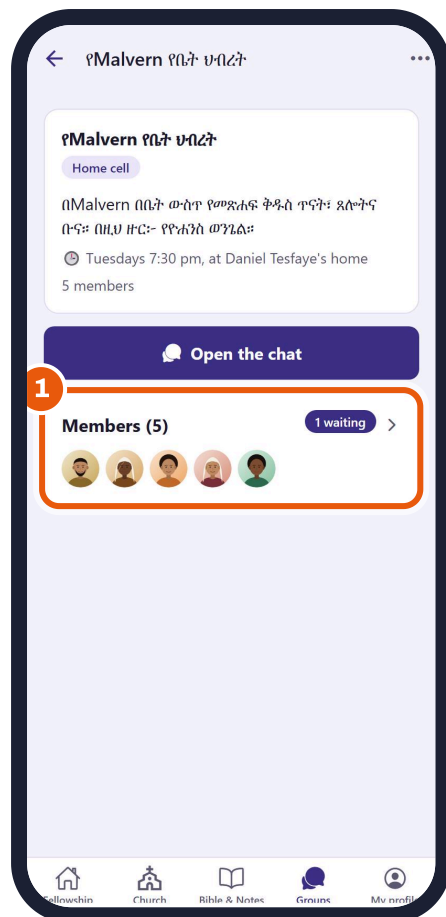


- 2 Tap "Open the chat" 1 to talk with the group. The members card 2 shows how many people wait to join.

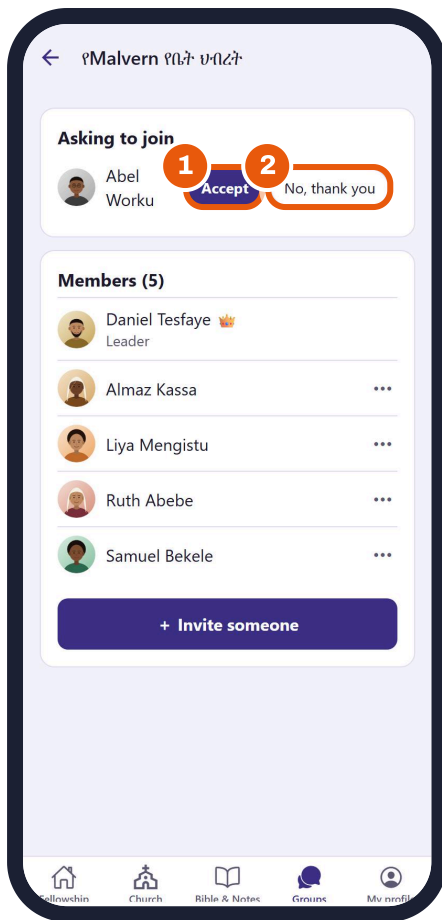
✓ Only you and the other leaders see who waits to join.

# Accept a person who asks to join

In a group where people ask to join, a leader says yes or no to each request.



1 Open your group. Tap the members card 1.

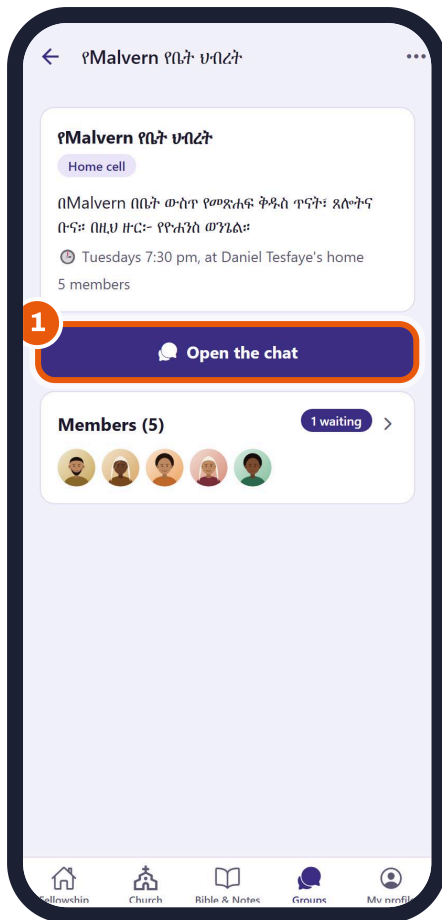


- 2 Under "Asking to join", tap "Accept" 1 to let the person in. Tap "No, thank you" 2 to say no.

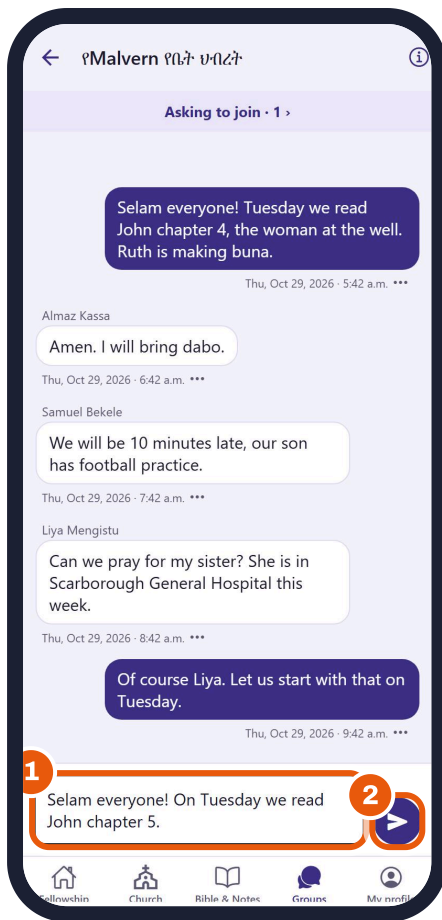
✓ An accepted person becomes a member and can read and write in the chat. "No, thank you" asks you first.

# Write in the group chat

The chat is for the members of the group only. Share the plan for the next meeting or a prayer need.



- 1 Open your group. Tap "Open the chat" 1.

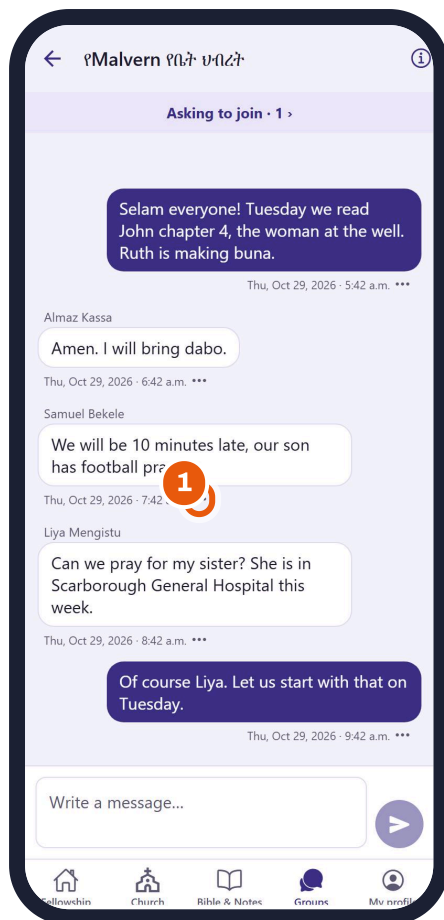


2 Write your message 1. Tap the send button 2

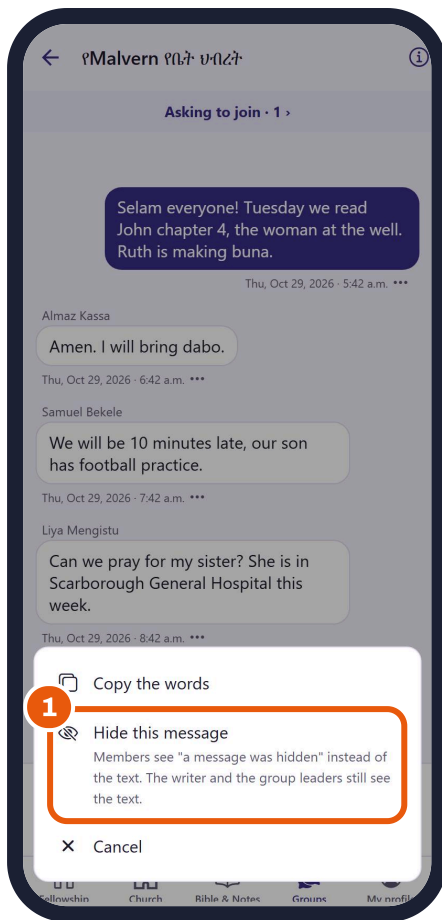
✓ Every member of the group sees it at once and gets a notice on the phone.

# Hide a message in the chat

A leader can hide a message that does not belong in the group. Nothing is deleted.



- 1 In the chat, tap "More" 1 under the message.



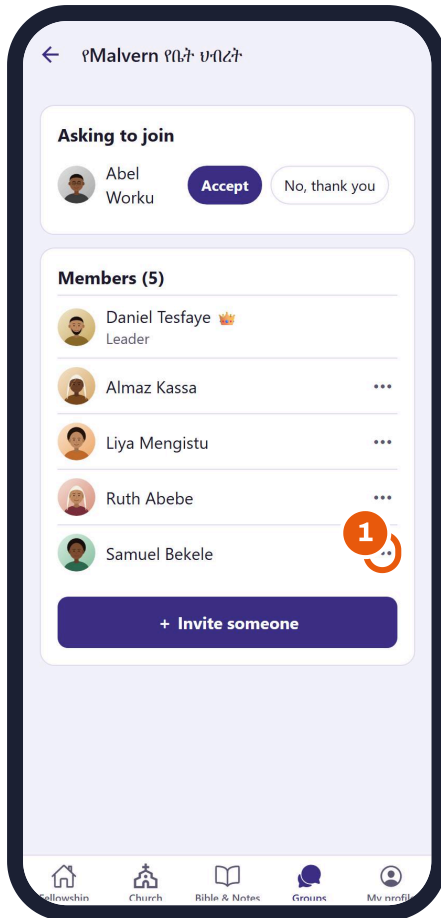
2

Read what each choice does. Tap "Hide this message" **1**. The app asks you first.

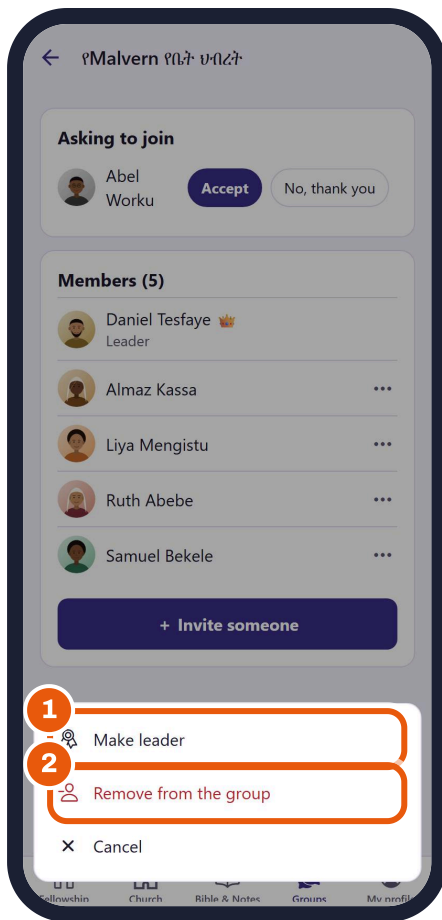
- ✓ Members see "a message was hidden". The writer and the leaders still see the text.

# Make a leader or remove a member

From the members list, a leader can make another member a leader, or take someone out of the group.



- 1 Open your group and tap the members card. Tap "More" **1** next to the person.

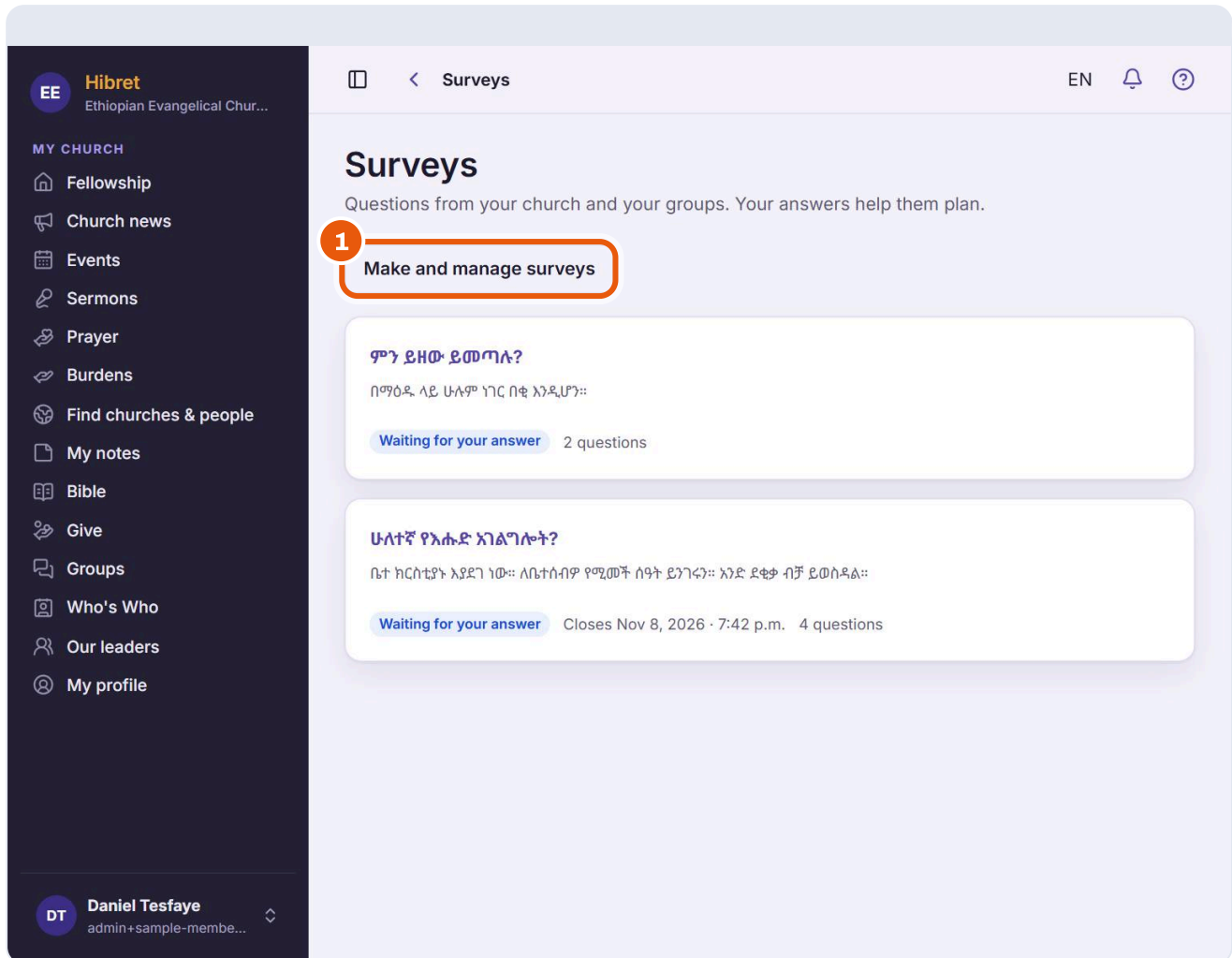


- 2 Tap "Make leader" 1 to share the leading. Tap "Remove from the group" 2 to take the person out.

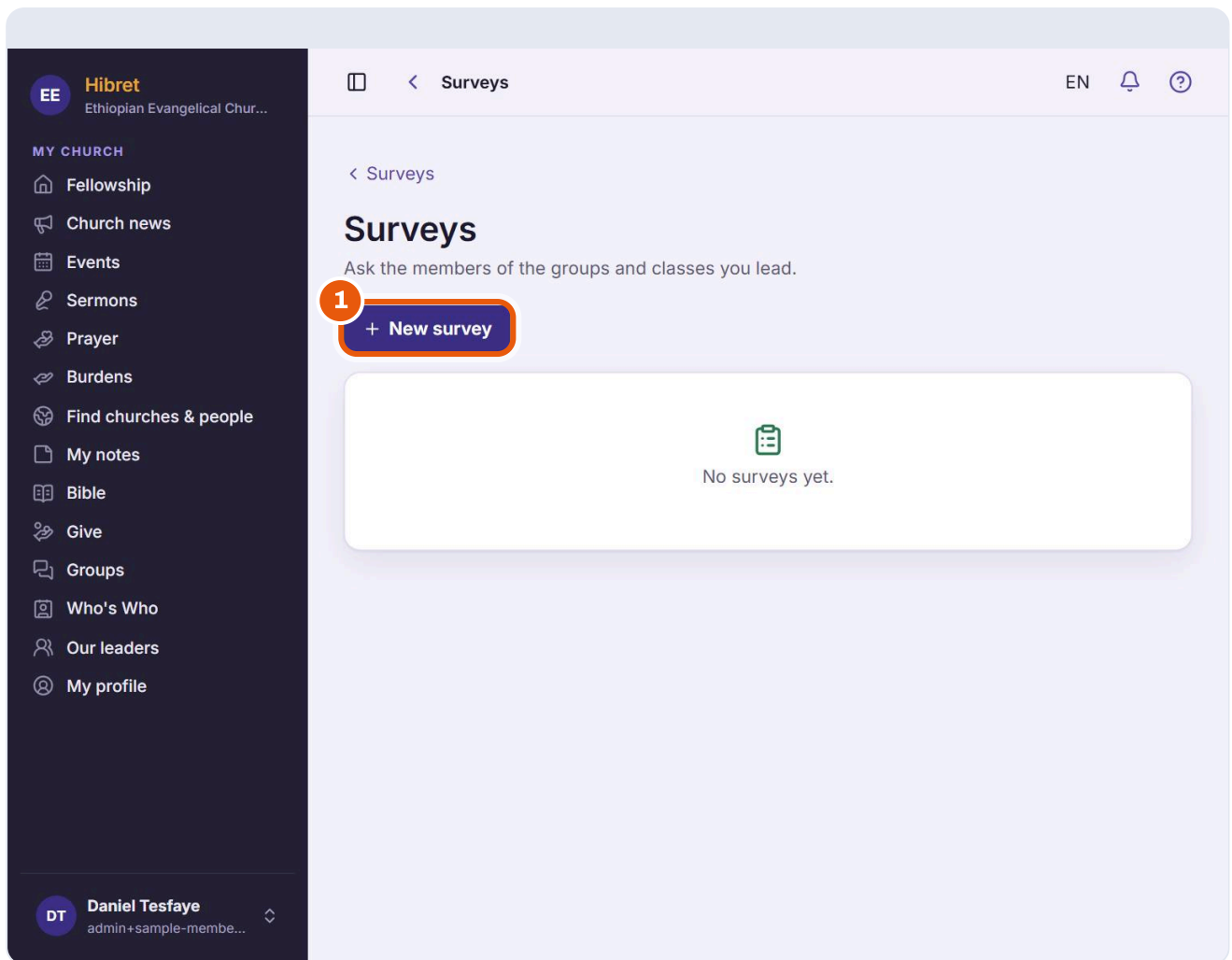
✓ Before removing, the app asks you. Tap "Cancel" if you changed your mind.

# Ask your group with a survey

A short survey for your group only: a date for the next meeting, who brings food, or what to study next. Surveys are made on the website.



- 1 On the website, open "Surveys". Tap "Make and manage surveys" 1 .



2 Tap "New survey" 1.

The screenshot shows the 'New survey' form in the Hibret application. The form is titled 'New survey' and has several sections. Callout 1 points to the 'Title' field, which contains the text 'When shall we meet next?'. Callout 2 points to the 'For' dropdown menu, which is set to 'የMalvern የቤት ህብረት'. Callout 3 points to the 'Question' field, which contains the text 'Which day is best for you?'. Callout 4 points to the 'Kind of answer' dropdown menu, which is set to 'One choice'. The form also includes an 'Introduction (optional)' field, a 'Closes (optional)' field with a calendar icon and the text 'Choose a day and time', an 'Anonymous answers' checkbox, and a section for 'Questions' with a 'Question 1' label. The user profile at the bottom left shows 'Daniel Tesfaye' with the email 'admin+sample-membe...'. The top navigation bar includes 'Surveys', 'EN', a bell icon, and a help icon.

- 3 Write a title 1 . Under "For", choose your group 2 . Write your question 3 and choose the kind of answer 4 .

EE **Hibret**  
Ethiopian Evangelical Chur...

MY CHURCH

- Fellowship
- Church news
- Events
- Sermons
- Prayer
- Burdens
- Find churches & people
- My notes
- Bible
- Give
- Groups
- Who's Who
- Our leaders
- My profile

DT **Daniel Tesfaye**  
admin+sample-membe...

Surveys

Question

Which day is best for you?

Kind of answer

One choice ☐ An answer is needed

Answer 1

Answer 2

+ Add an answer

1 + Add a question

2 Save Cancel

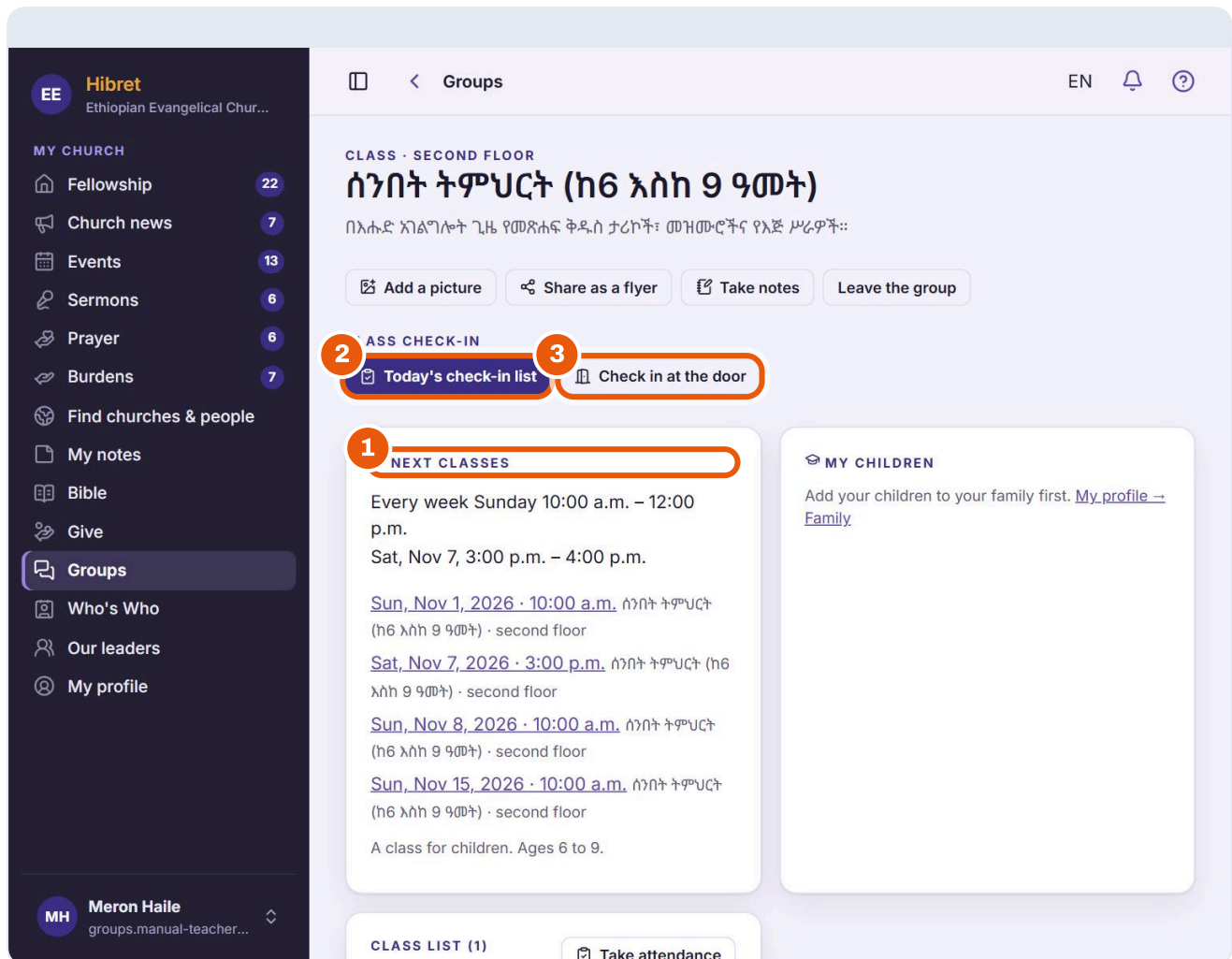
No surveys yet.

- 4 Add the answers people can choose. Tap "Add a question" 1 for one more question. Tap "Save" 2 .

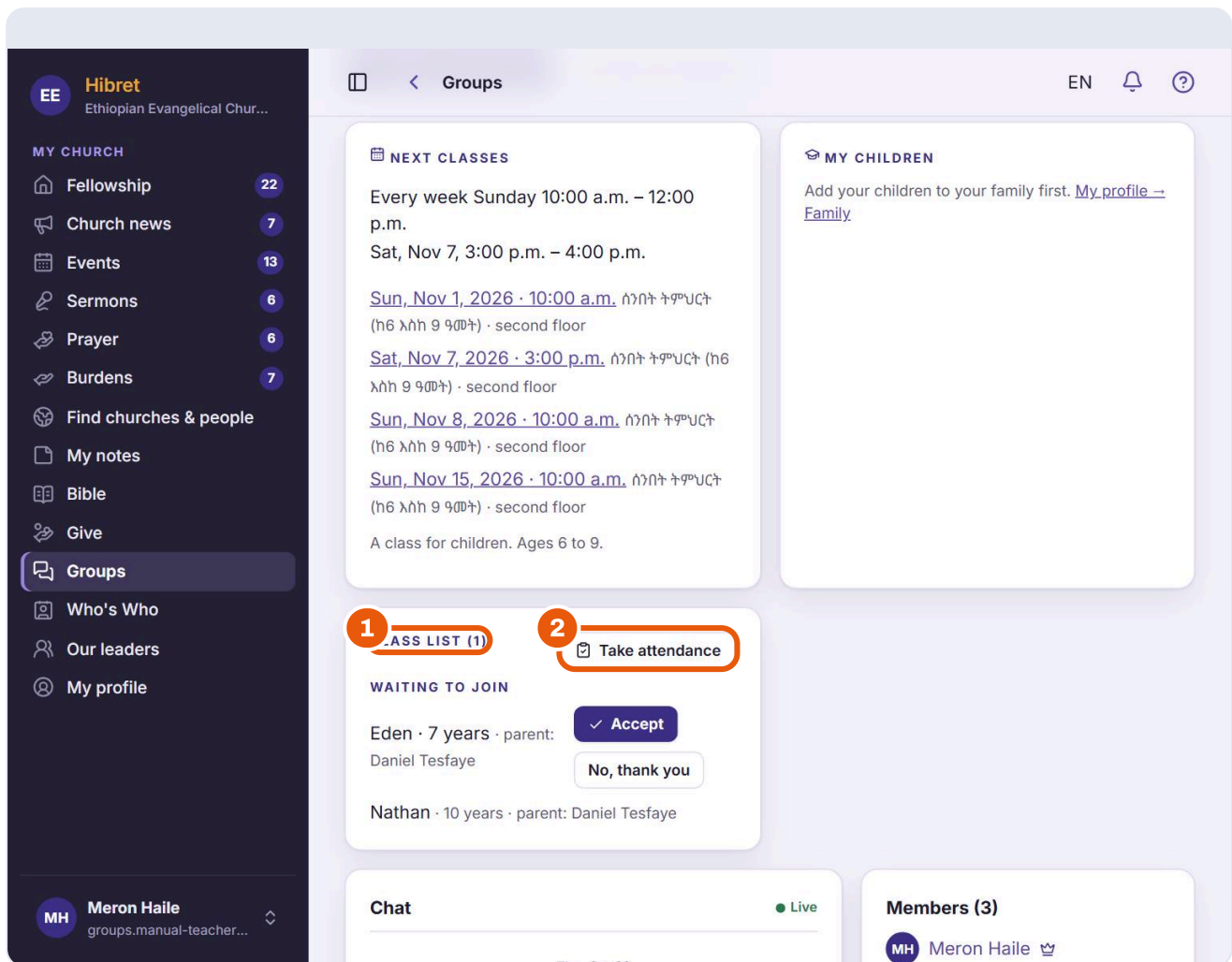
✓ The survey is saved as a draft. In the list, tap "Open" to send it to your group.

# Your class page and its times

Each class has its own page. As the teacher you see the class times, the children and the check-in.



- 1 Open "Groups" and tap your class. "Next classes" 1 shows when the class meets. On Sunday, use "Today's check-in list" 2 and "Check in at the door" 3.

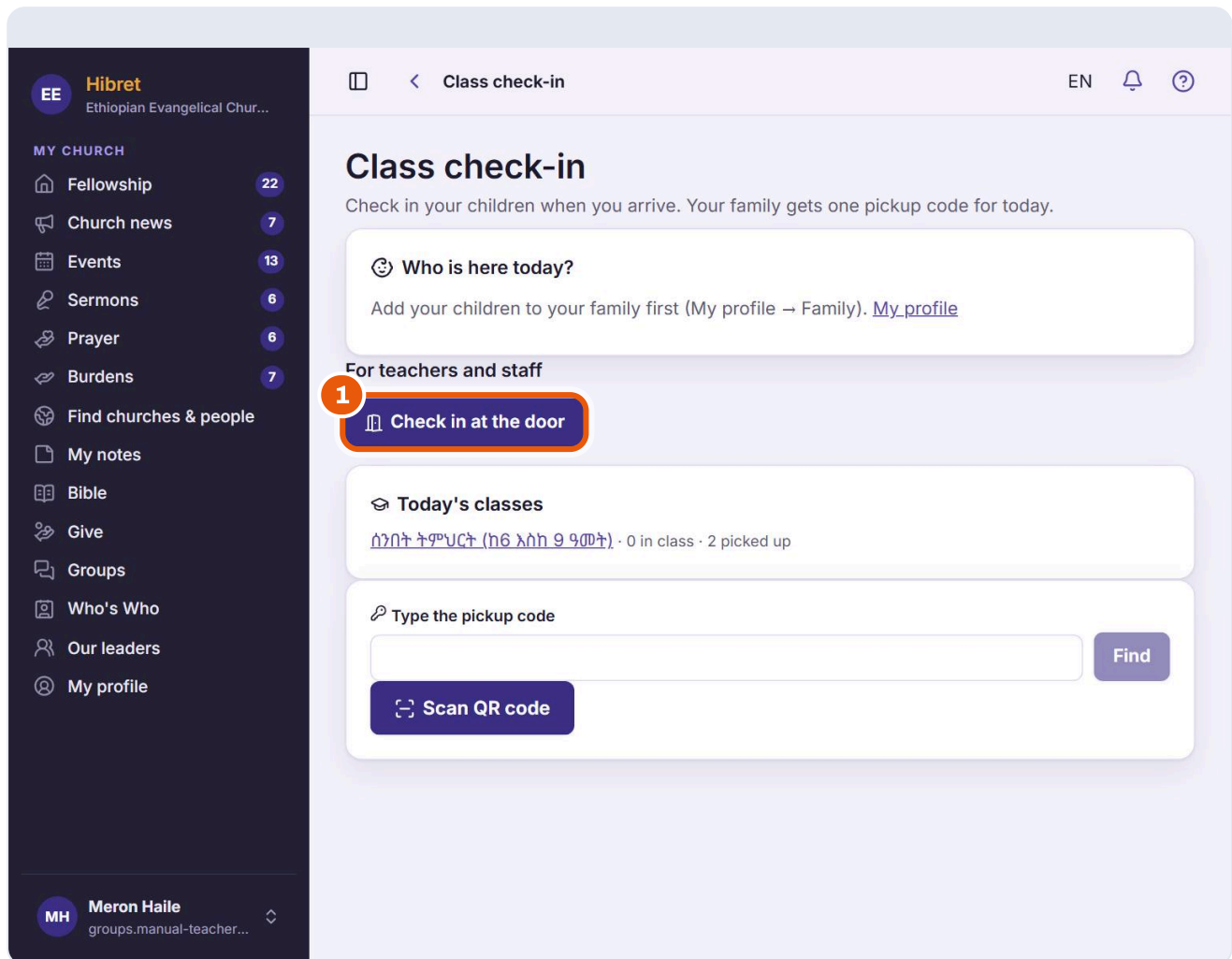


2 Further down is the class list 1. Tap "Take attendance" 2 to mark who came.

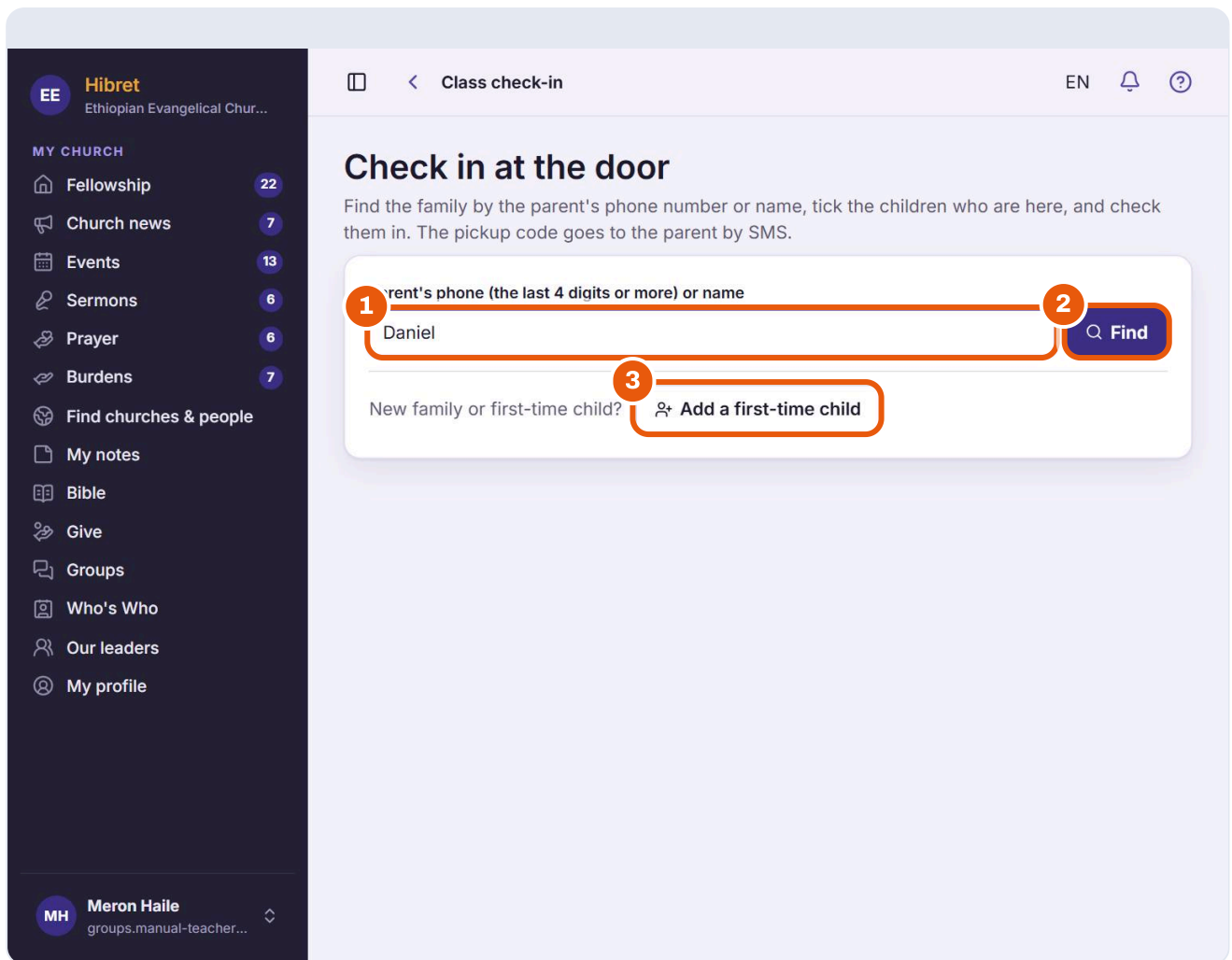
✓ Checking a child in also marks the child present.

# Check children in at the door

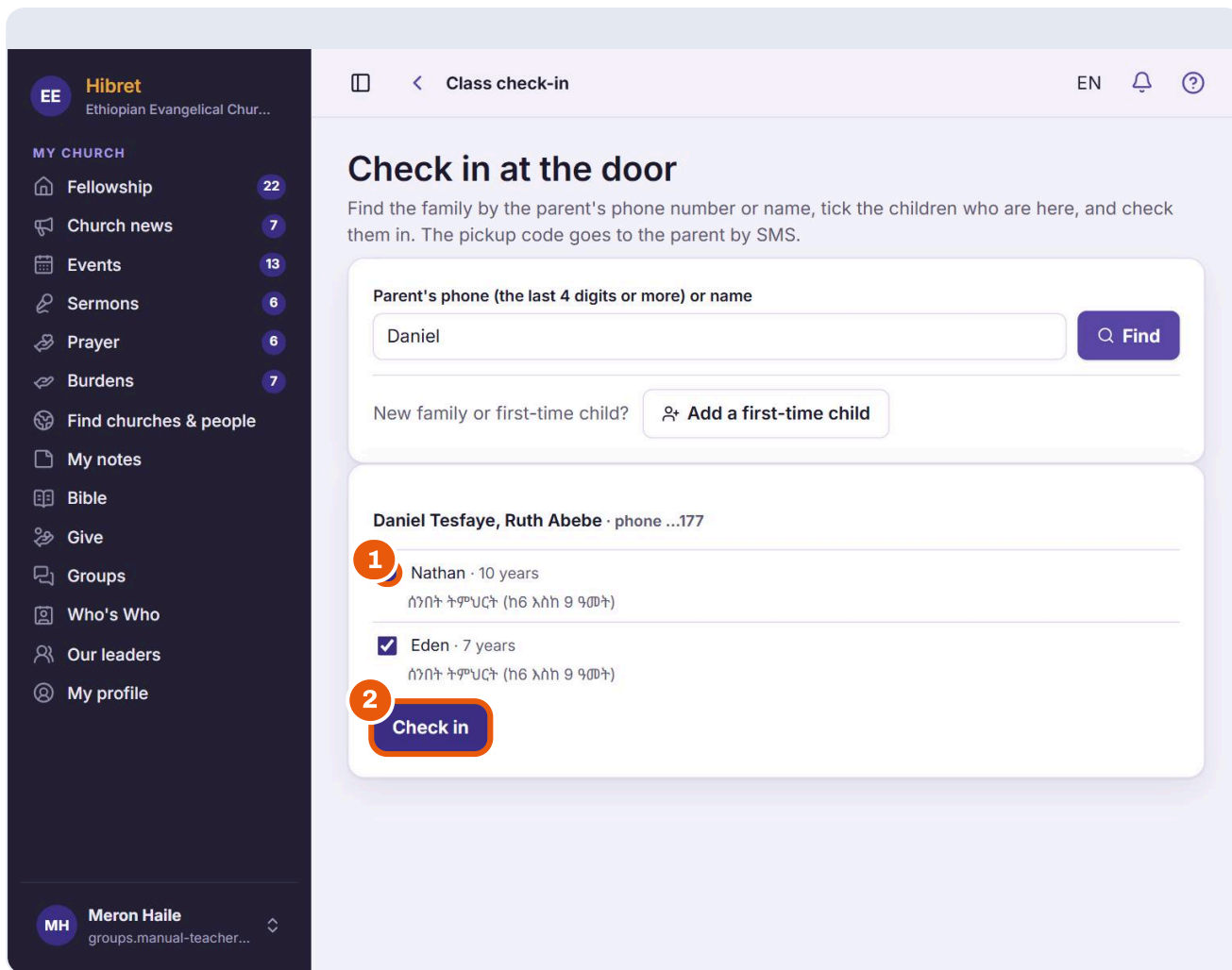
When a parent brings children without checking in on the phone, you check them in at the door.



- 1 Open "Class check-in". Tap "Check in at the door" 1.



- 2 Type the parent's name or the last 4 digits of the phone 1. Tap "Find" 2. A child who comes for the first time: tap "Add a first-time child" 3.



- 3 Tick the children who are here 1. Tap "Check in" 2.

EE

Hibret

Ethiopian Evangelical Chur...

MY CHURCH

Fellowship

22

Church news

7

Events

13

Sermons

6

Prayer

6

Burdens

7

Find churches & people

My notes

Bible

Give

Groups

Who's Who

Our leaders

My profile

MH

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groups.manual-teacher...

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Class check-in

EN

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## Check in at the door

Find the family by the parent's phone number or name, tick the children who are here, and check them in. The pickup code goes to the parent by SMS.

✓ Checked in

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Nathan · ስንበት ተምህርት (ከ6 እስከ 9 ዓመት)

Eden · ስንበት ተምህርት (ከ6 እስከ 9 ዓመት)

The pickup code already went to the parent by SMS earlier today, so no new SMS was sent.

The parents' phones got a notification.

Parent's phone (the last 4 digits or more) or name

🔍 Find

New family or first-time child?

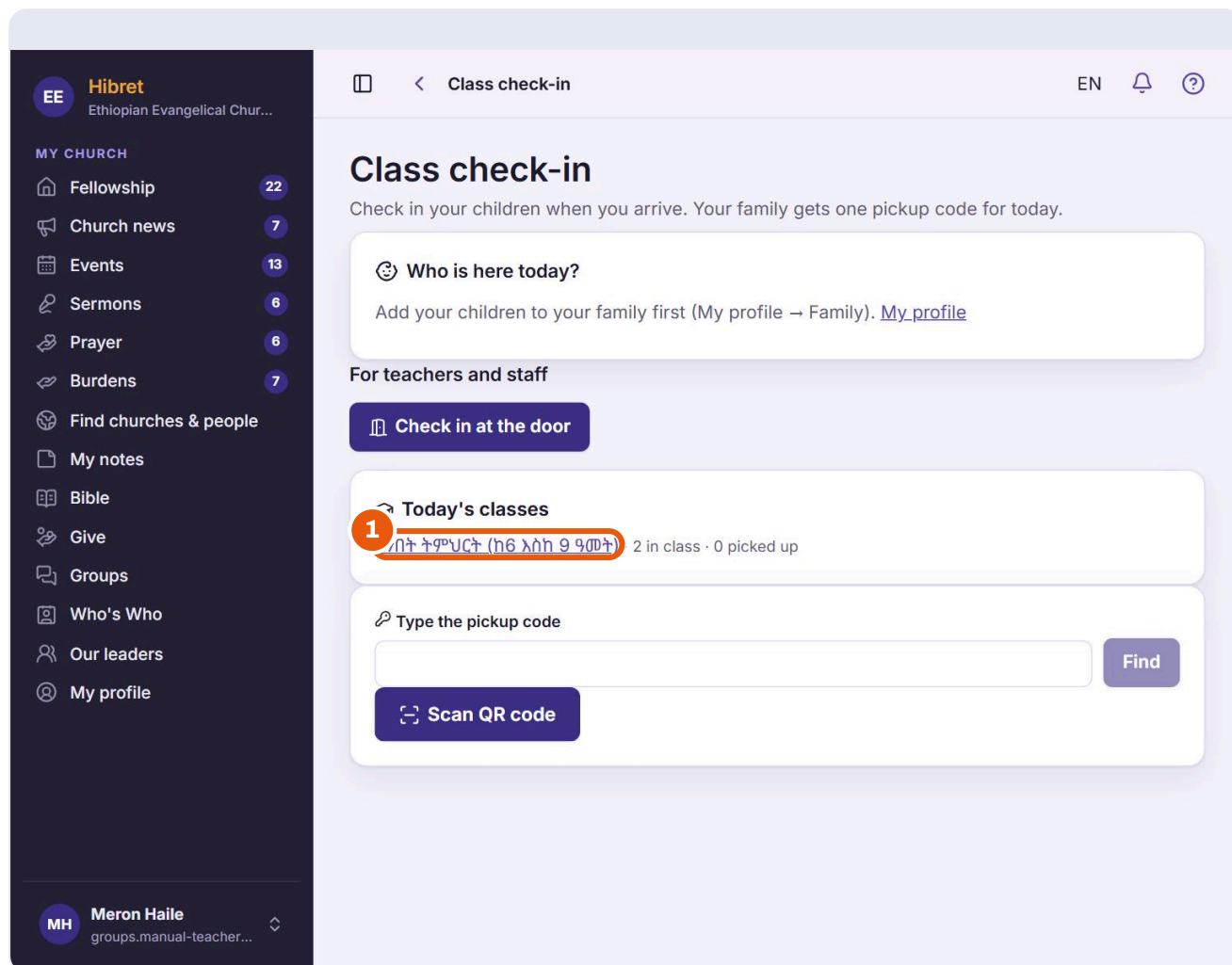
➕ Add a first-time child

4 The children are in. The family's pickup code shows here 1.

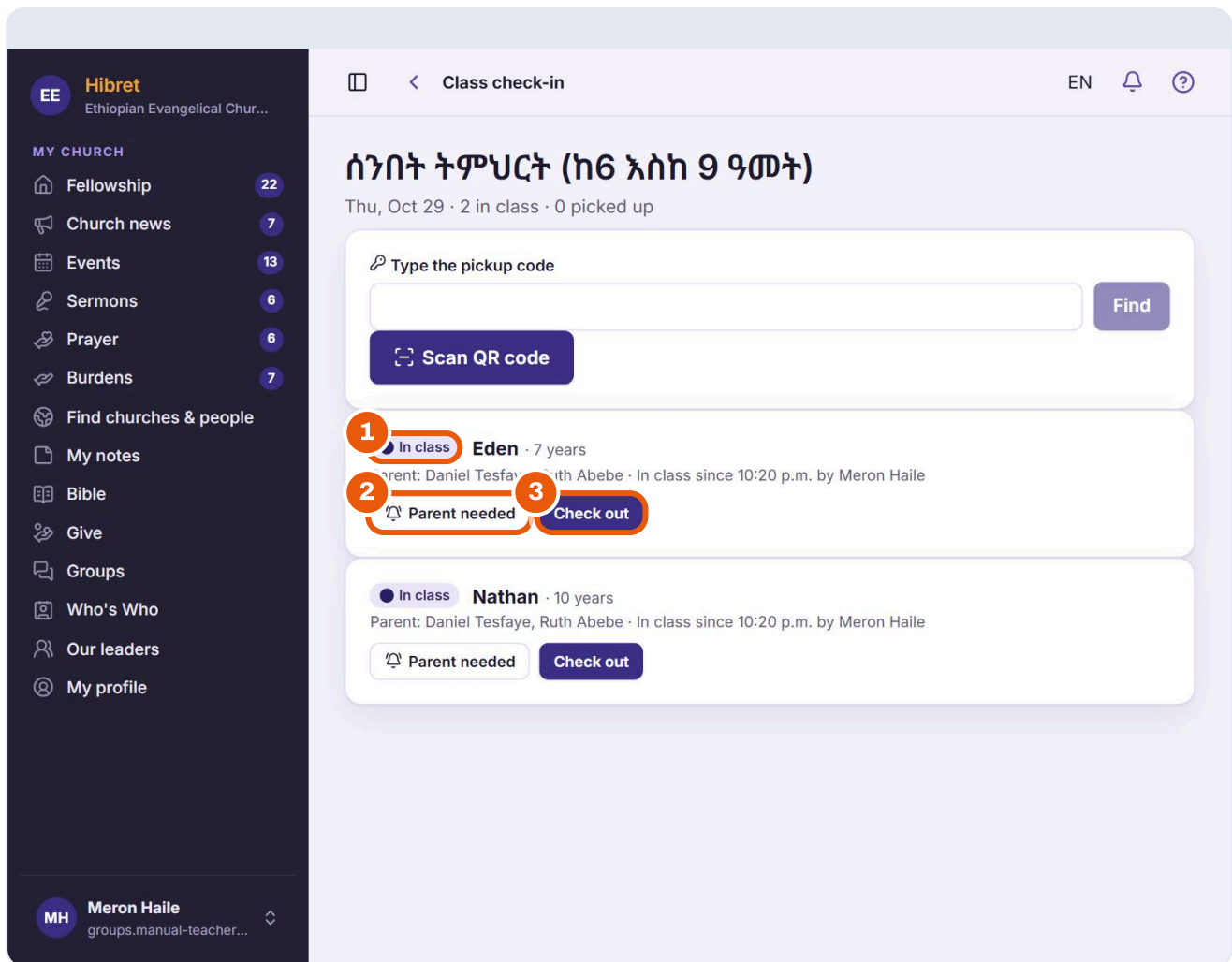
- ✓ The parents' phones get a notice, and a text message with the code goes to the parent's phone number. The page says when no text message was sent: then tell the parent the code.

# See who is in your class today

The check-in list shows each child, the parents and any allergy. It changes by itself when a parent checks a child in.



- 1 Open "Class check-in". Under "Today's classes", tap your class 1.

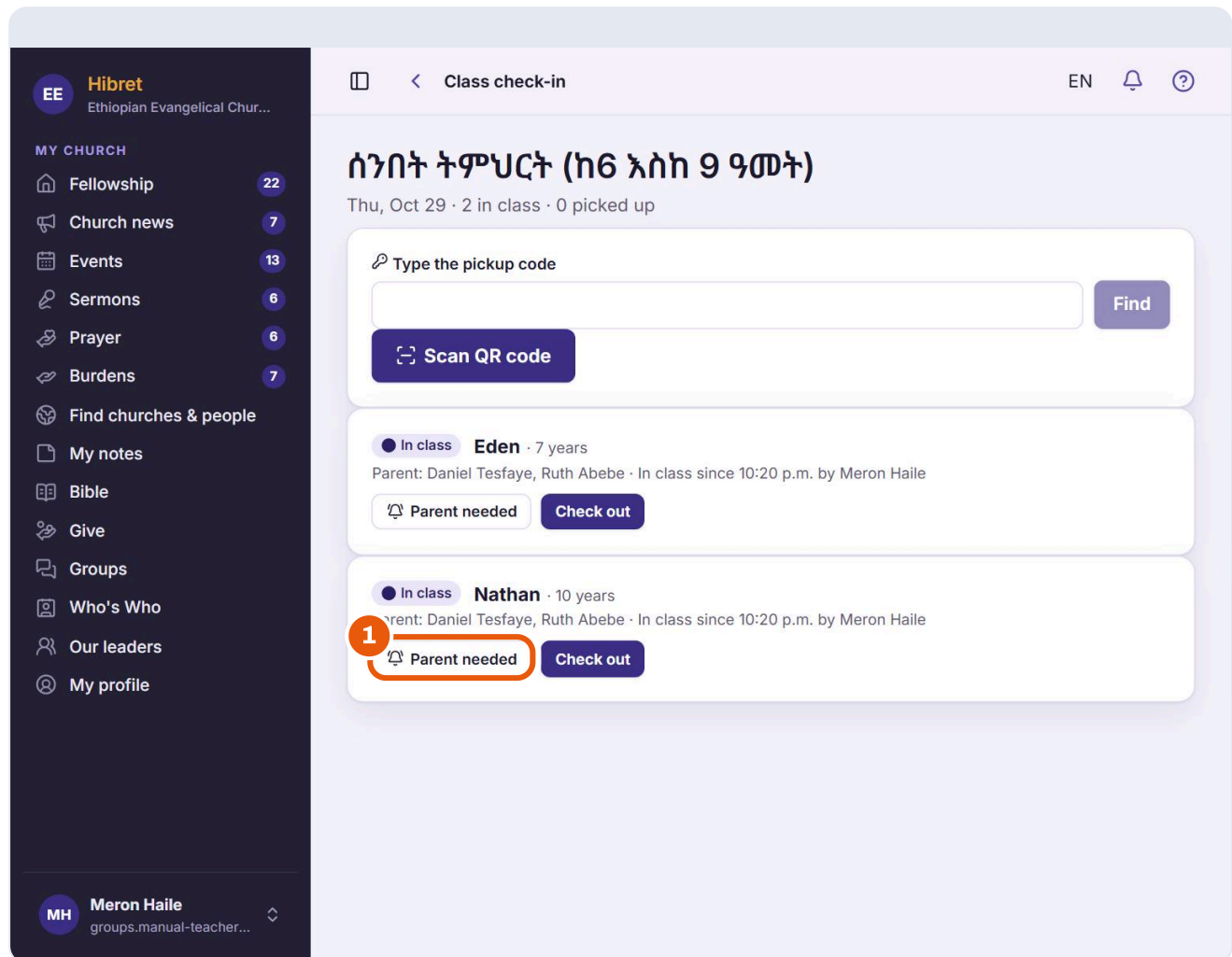


- 2 Each child has a label 1: "In class", "Parent called" or "Picked up". Use "Parent needed" 2 and "Check out" 3.

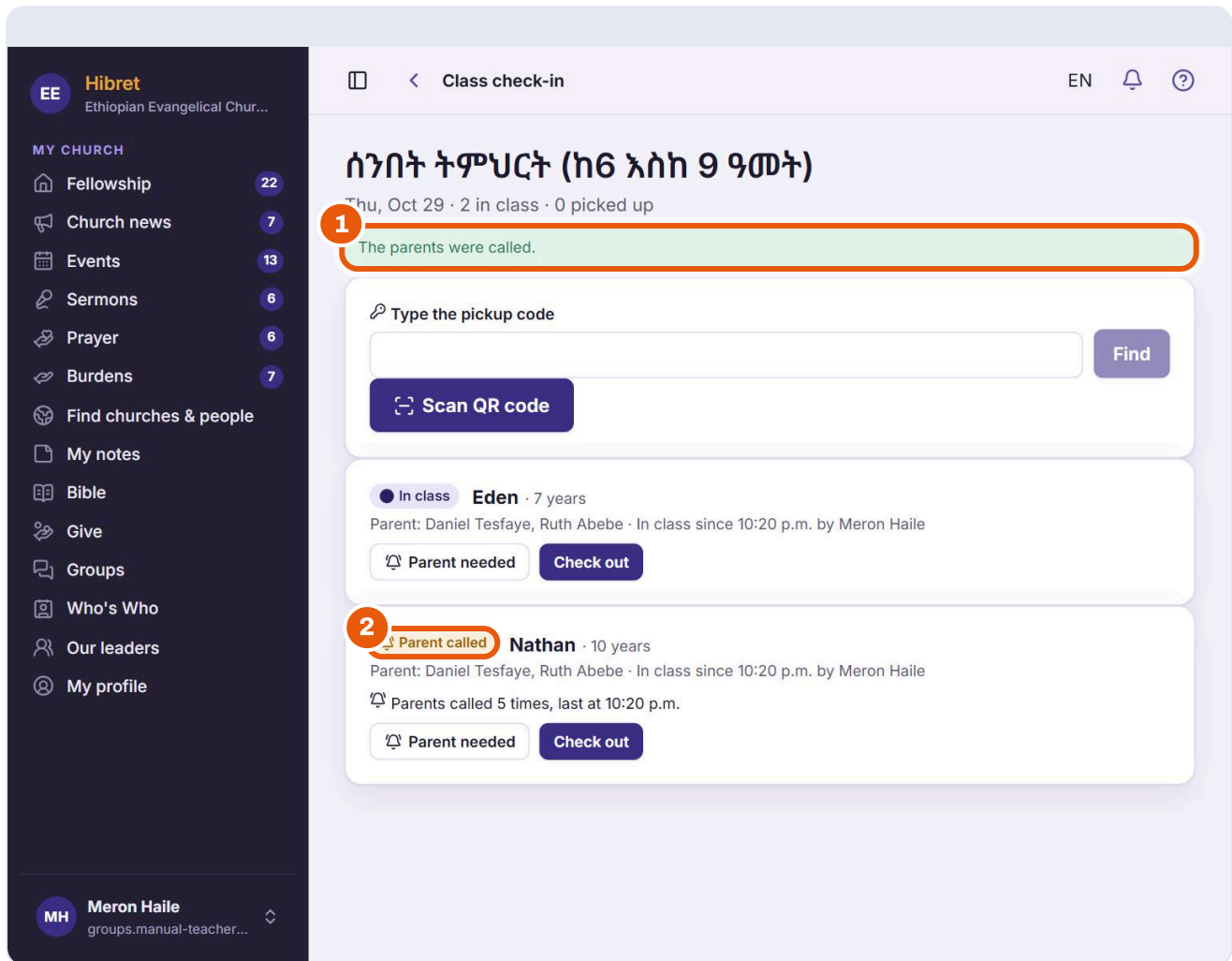
✓ Children still in class are at the top. Children who went home move down.

# Call a parent to the class

A child is sick, hurt or cannot calm down. One tap calls the parents.



1 In your class list, tap "Parent needed" 1 for the child.

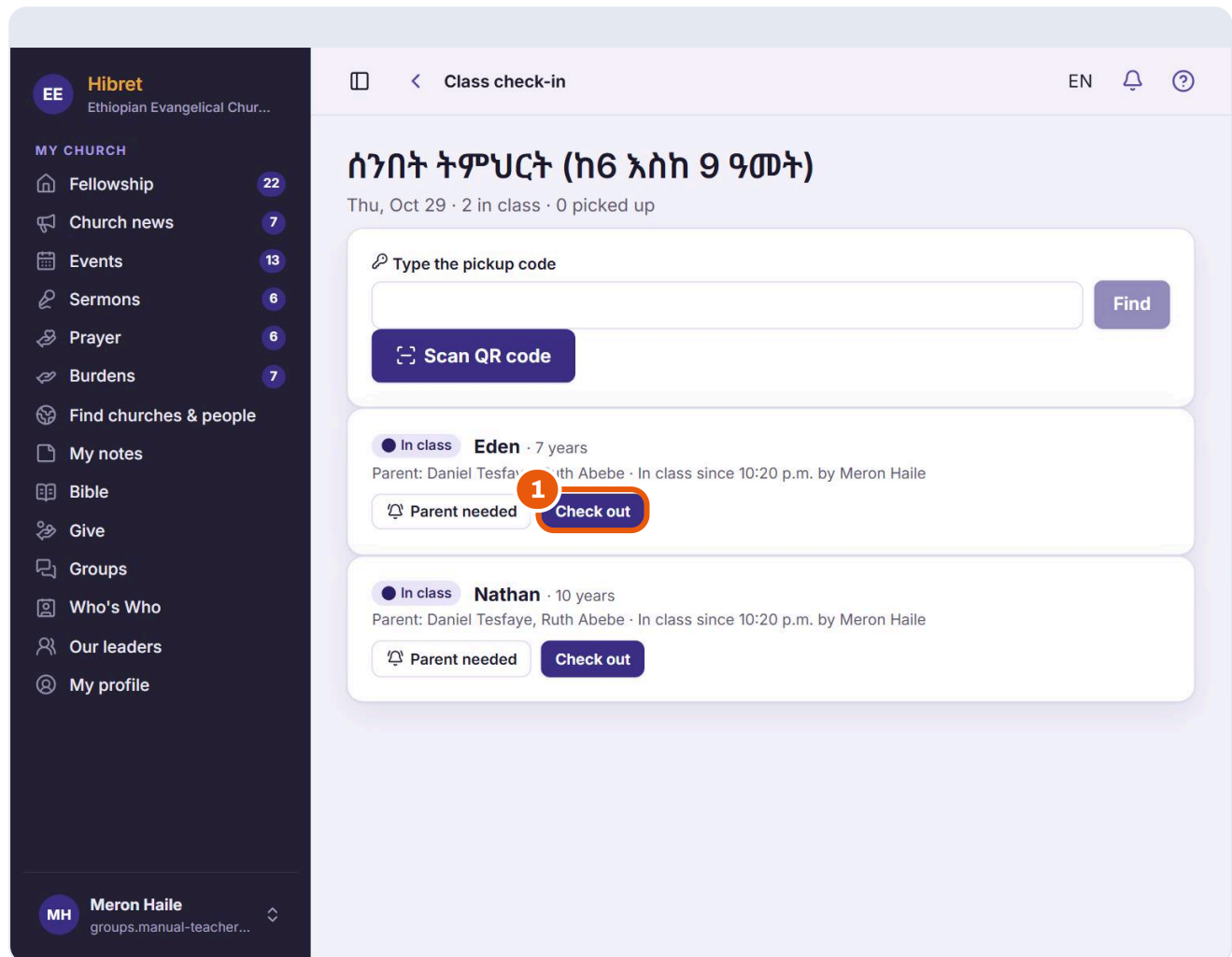


- 2 The page says the parents were called 1. The child's label shows "Parent called" 2.

✓ The parents get a notice in the app and a text message. The call is written in the day's record.

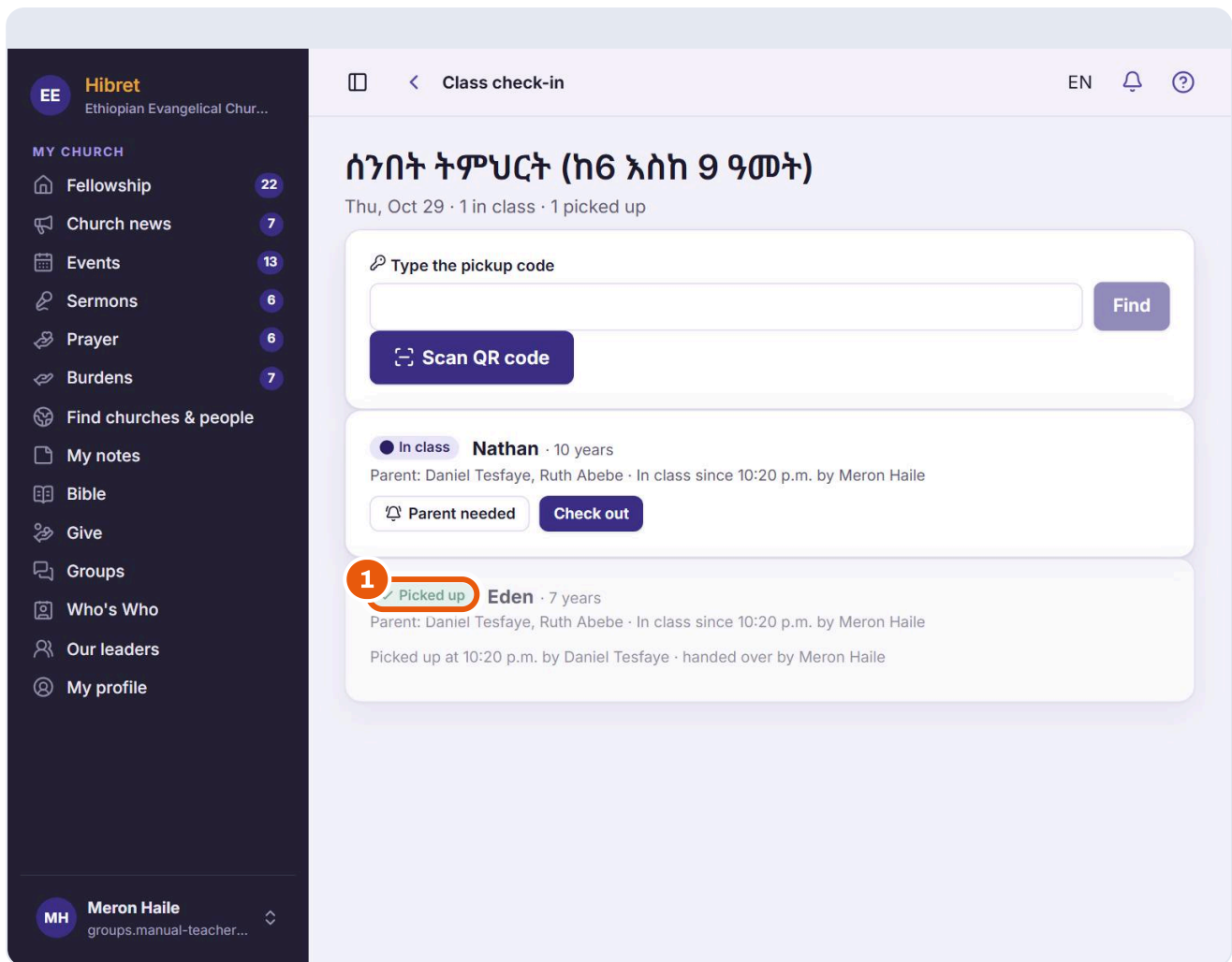
# Check a child out

After class, give each child only to a parent or to an adult the parents allowed.





3.

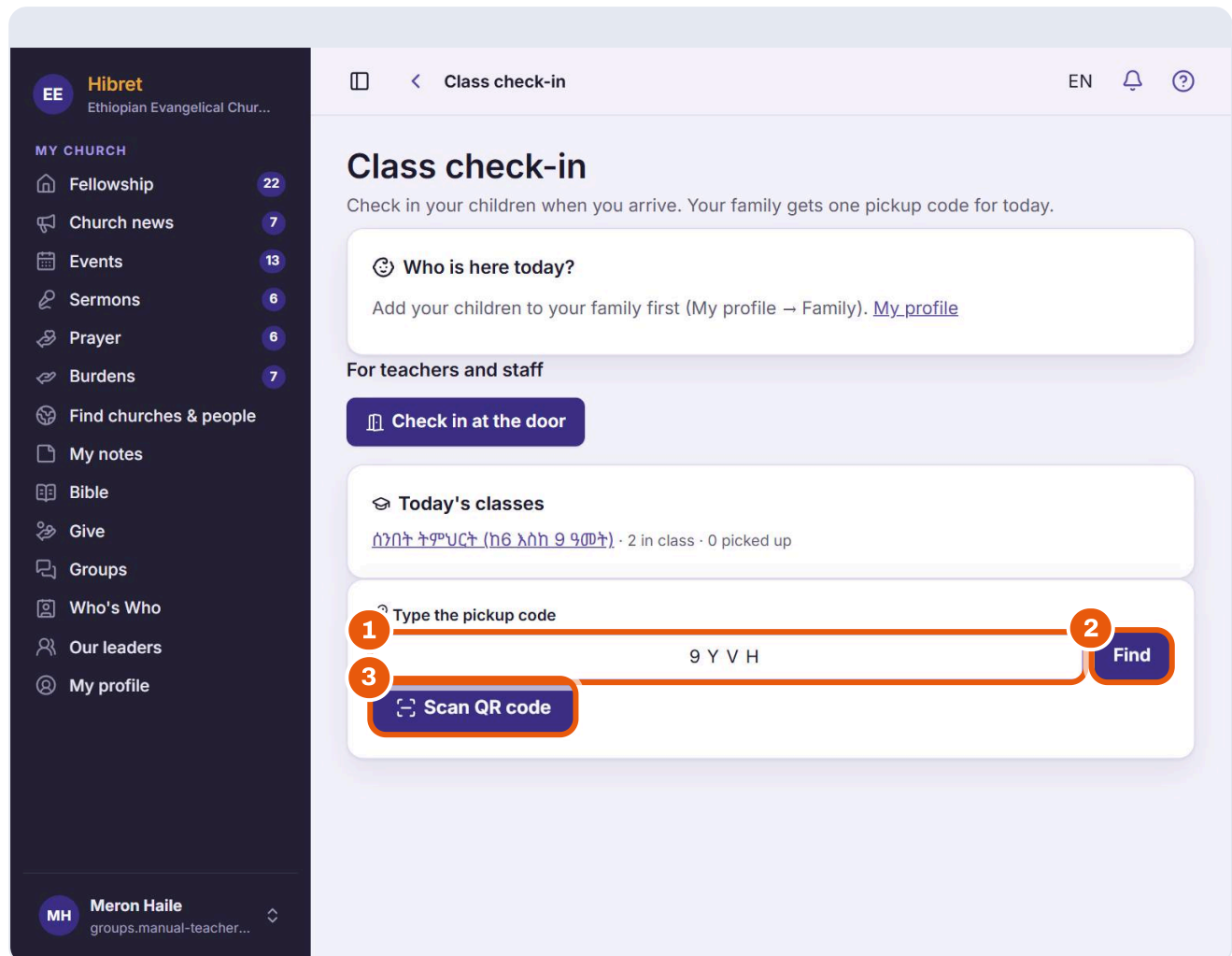


3 The label shows "Picked up" 1 , with the time and who took the child.

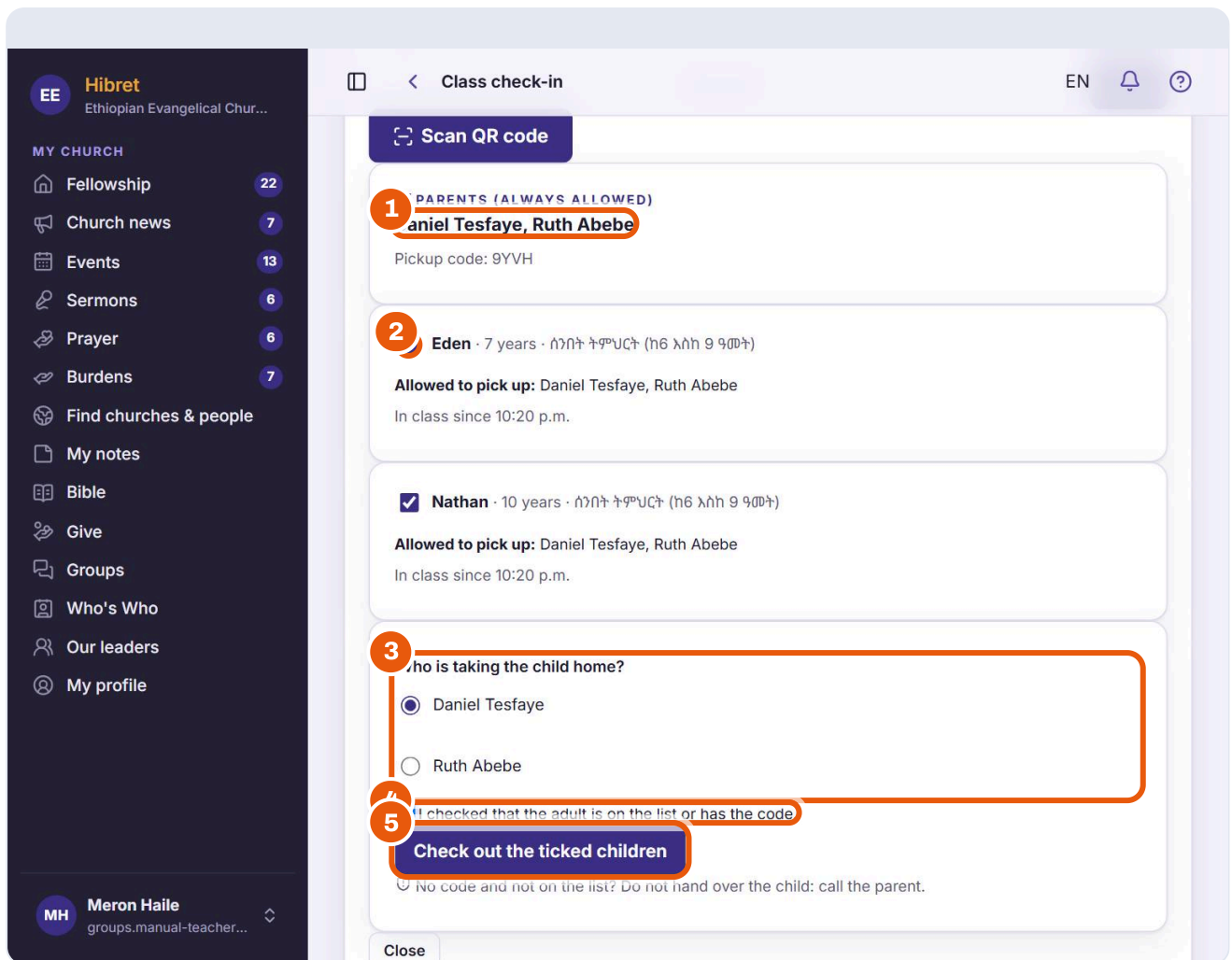
✓ The parents get a notice that the child was picked up.

# Check out with the parent's pickup code

The parent shows the pickup code or its QR code on the phone. You see the whole family and check the children out together.



- 1 Type the code from the parent's phone 1 and tap "Find" 2. Or tap "Scan QR code" 3 and hold the parent's QR code to the camera.



- 2 Check the parents' names 1 and the ticked children 2. Choose who takes them home 3, tick that you checked the adult 4 and tap "Check out the ticked children" 5.

✓ All the ticked children show "Picked up". If the code is wrong, nobody's names show.