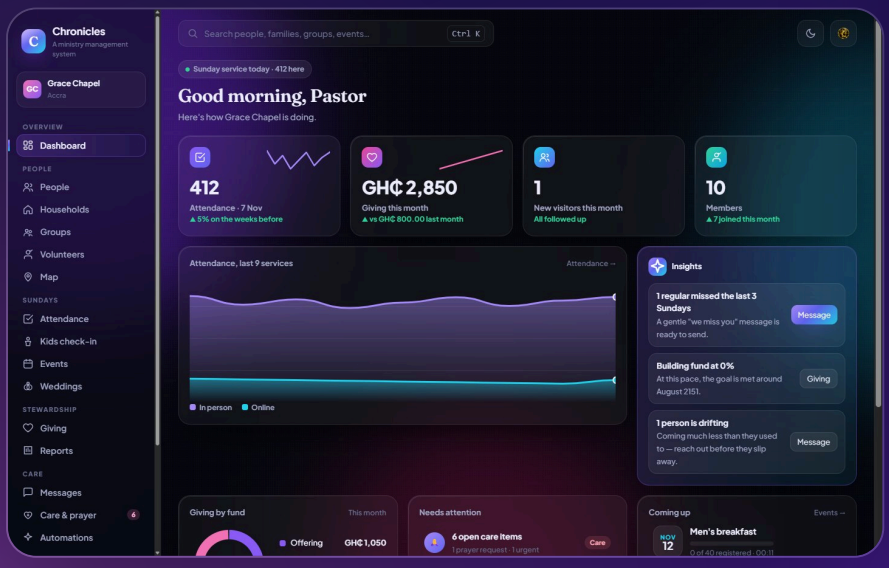
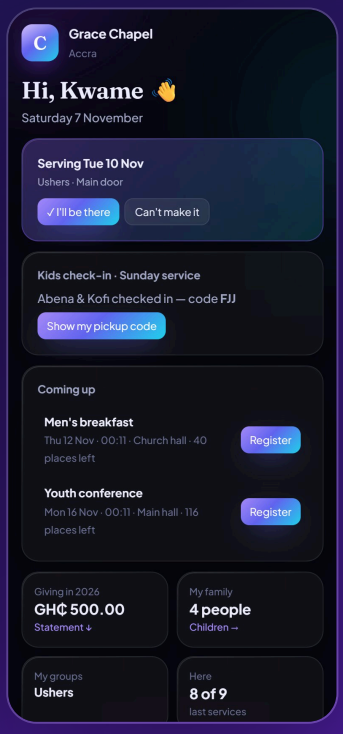
Streamboth

STANDALONE APP · GUIDE

# Chronicles

A ministry management system: your people, families, Sundays, children, giving, care, weddings and more — in one place.




streamboth.com/chronicles

Edition: November 2026

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# 1 Welcome

Chronicles keeps your church's records in one place — people and families, groups and volunteers, Sundays and children's check-in, events, giving, care and prayer, weddings and certificates — and helps you notice who needs a call this week.

### What you need

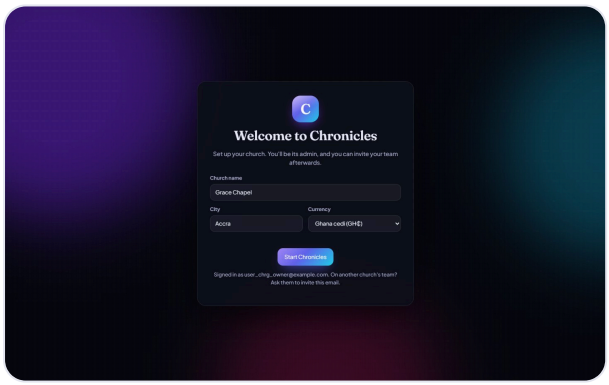
- **A computer, tablet or phone** with a modern browser. Chronicles works on all of them.
- Start with a **7-day free trial** (no card needed). The church's owner keeps it going with one subscription that covers the whole team.
- For kids check-in labels, a label printer (Brother 62 mm or Dymo) or A4 label sheets — or none at all: codes work on screen too.

### Where to find it

On streamboth.com, open **Standalone Apps** → **Chronicles**, or go to **streamboth.com/chronicles**.

> **Members don't need passwords.** Your team uses Chronicles itself; members use their own private link (chapter 17), the service QR code and the connect card.

# 2 Setting up your church



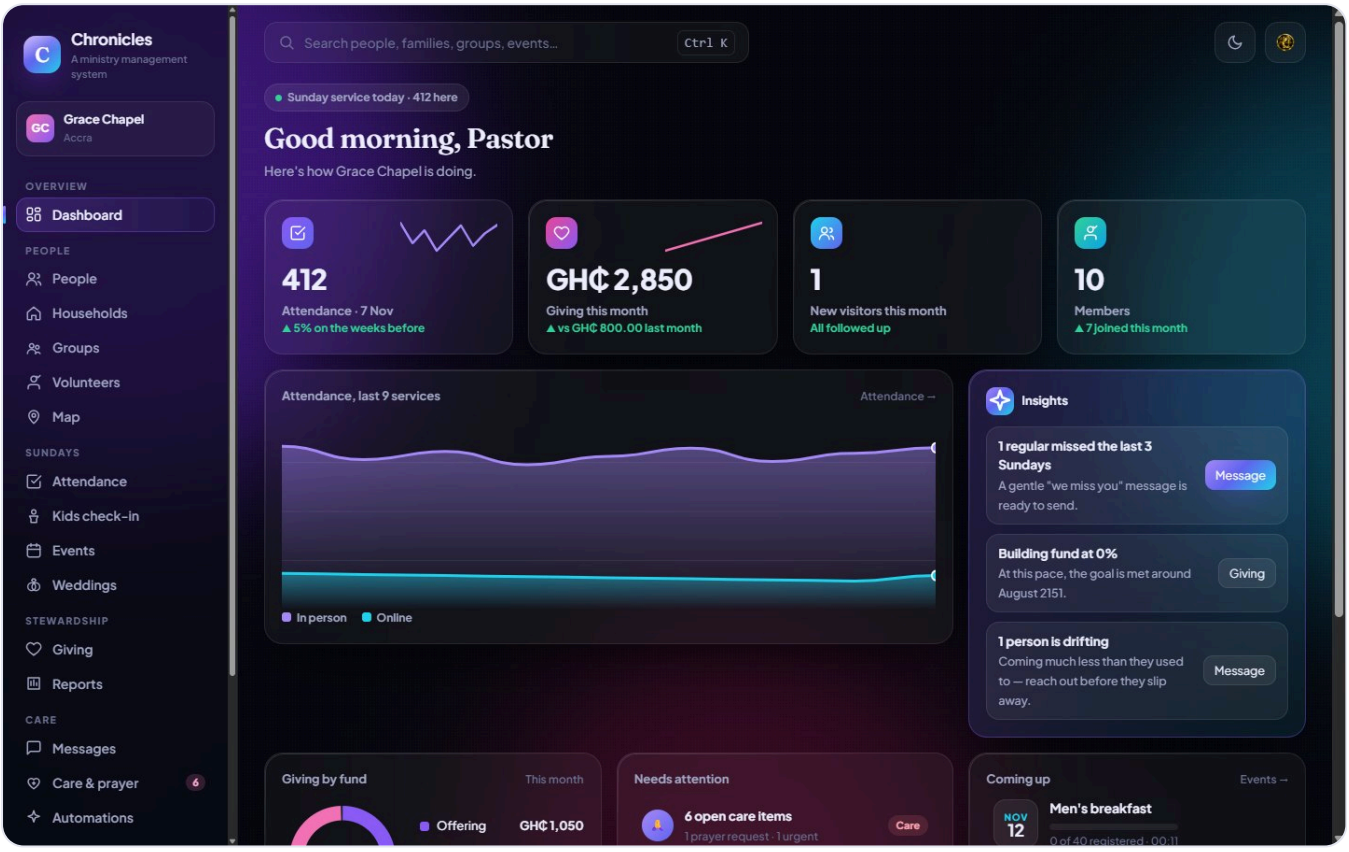

1. Open Chronicles. The first time, you're asked for your church's **name**, **city** and **currency**.
2. Press the button: your church is made, with the usual funds (Tithes, Offering, Building fund, Missions, Welfare). You're its **owner** and an **admin**.
3. In **Settings**, invite your team by their email address.

### Team roles

| Role | What they see and do |
|---|---|
| Admin | Everything: people, giving, care, messages, settings, automations, the activity log. |
| Finance | Giving, funds, pledges and statements, with people and Sundays. |
| Kids team | Kids check-in, with people and Sundays. |
| Care team | Care and prayer, weddings and certificates. |
| Viewer | Can look, but not change anything. |

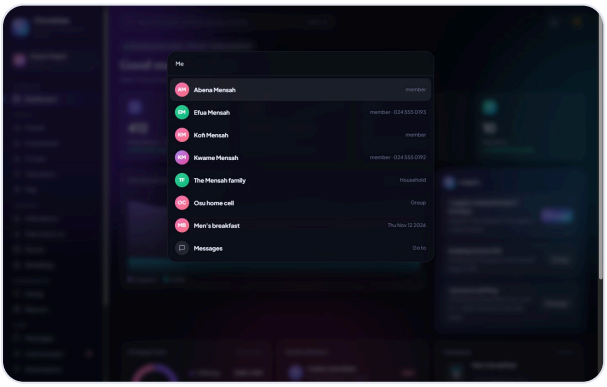
A team member joins the first time they open Chronicles with the invited email address. The owner can change a role or remove someone at any time.

## 3 A tour




The dashboard: today's service, attendance, giving this month, new visitors and members, then insights, care and what's coming up.

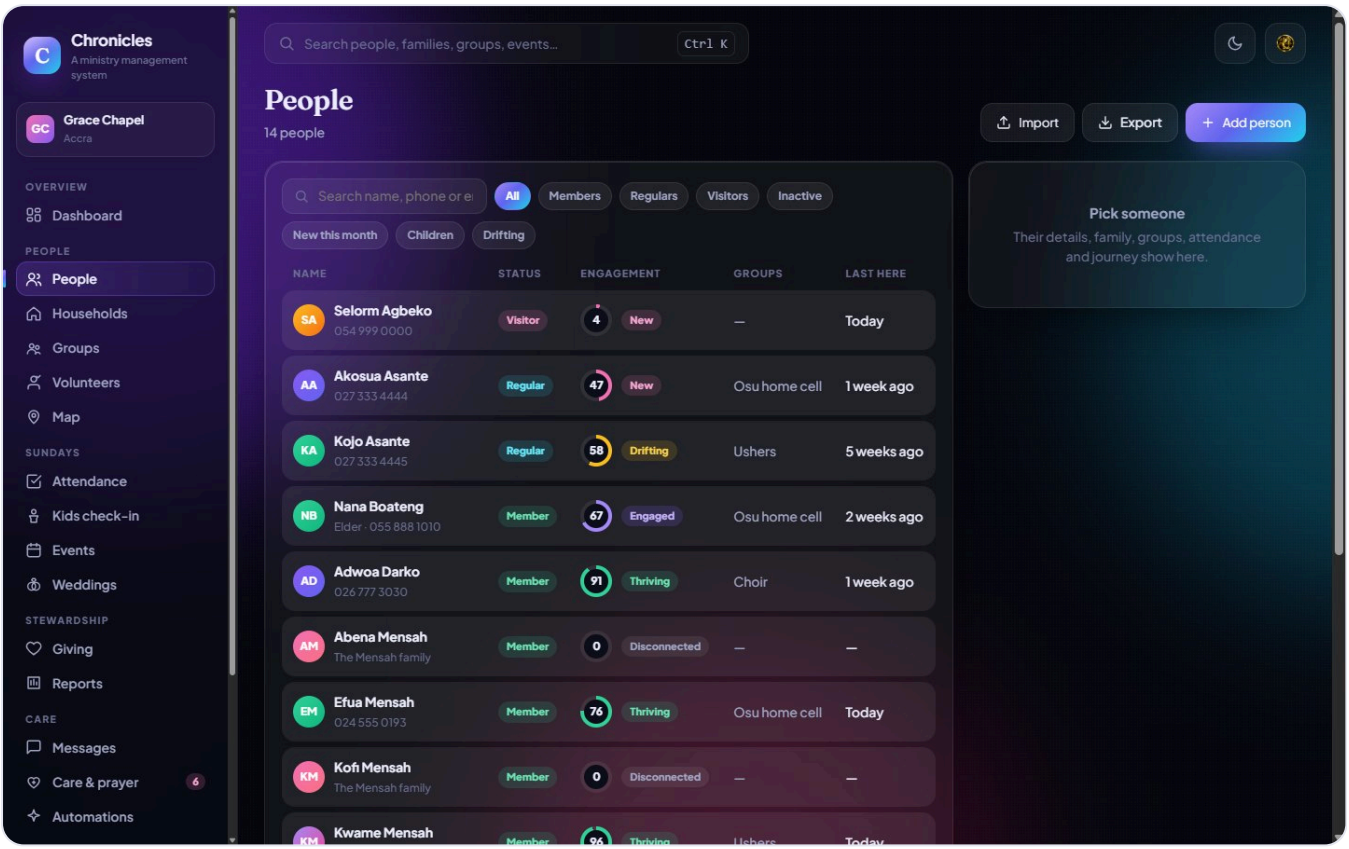
- **The sidebar** groups everything: People, Sundays, Stewardship, Care and Church. Your church — and its campus, if you have more than one — is at the top.
- **Insights** notice things for you: regulars who missed the last three Sundays, people who are drifting, visitors to follow up, rota gaps, how a fund is going, and weddings coming up — each with a button to act.
- The ☾ / ✱ button switches dark and light.



### Find anything: Ctrl K

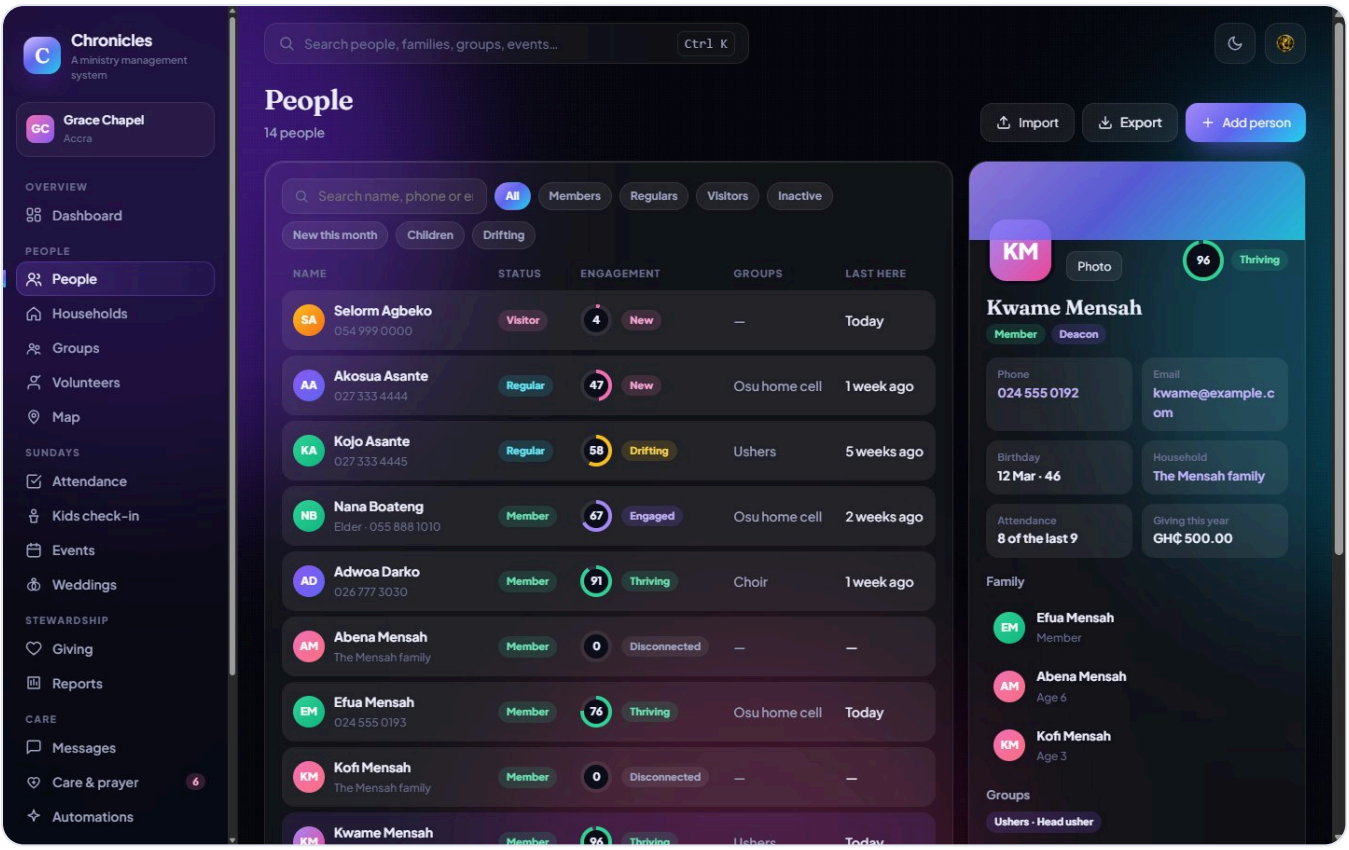
Press `Ctrl` `K` (or click the search bar) and type a few letters of a name, a family, a group or an event — or a section, to go straight there.

# 4 People and households




People: everyone, with their status, engagement, groups and when they were last here.

- **Add person** — name, phone, email, address, birthday, status (member, regular, visitor, inactive), title, membership date, allergies and notes. Search by name, phone or email, and filter: members, regulars, visitors, inactive, new this month, children, or **Drifting**.
- **Households** keep a family together: its phone and address, and who's in it. Children's ages and rooms come from their birthdays.

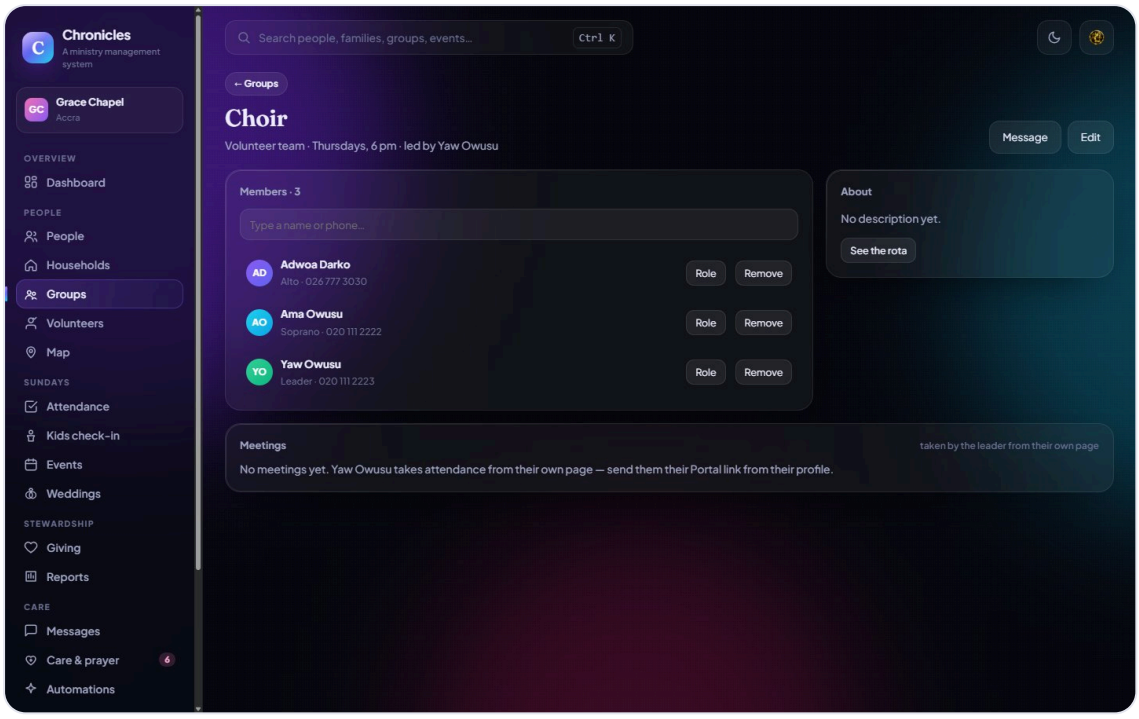



A profile: details, family, groups, attendance, giving, engagement and their journey.

## On a profile

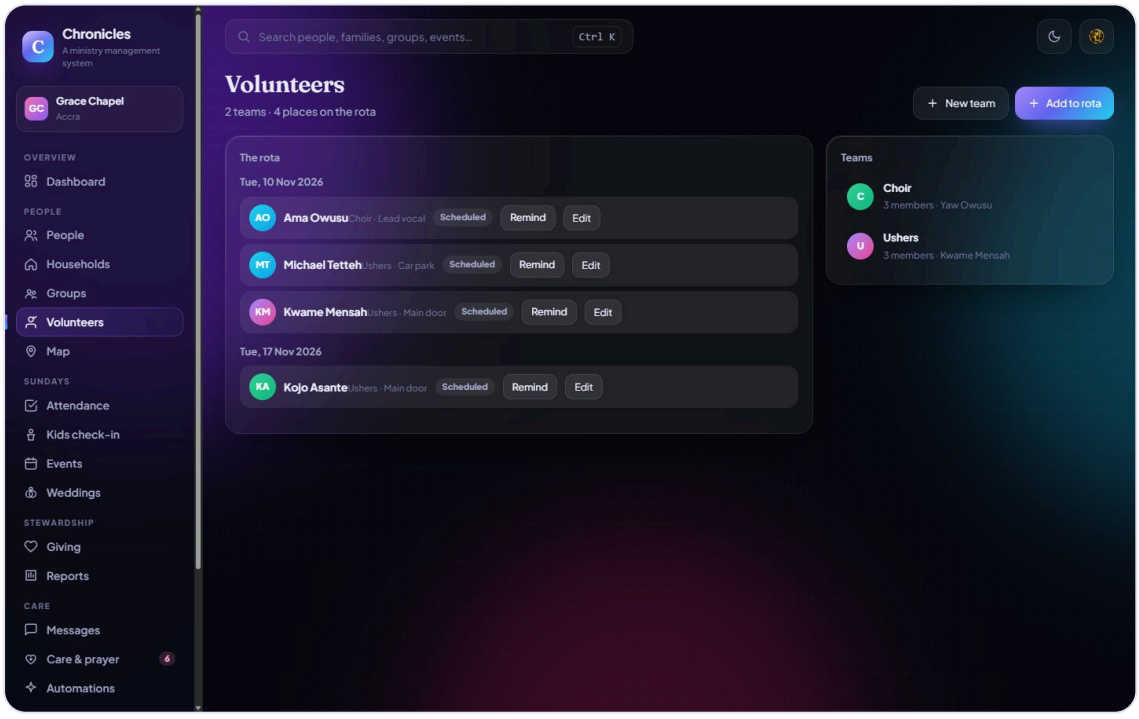
- **Engagement** — a score from 0 to 100 from attendance, groups, serving and giving, and a label: Thriving, Engaged, New, Occasional, **Drifting** (coming much less than before) or Disconnected.
- **Photo**, **Portal link** (their private page — chapter 16), and for a child, **who may collect them**.
- The **journey**: first visit, joining, groups, serving — in order.

# 5 Groups and volunteers




A group: its leader, when it meets, and its members with their roles.

**Groups** are small groups, ministries and volunteer teams. Add members with a role (Leader, Soprano, Head usher…), and message the whole group from Messages.




Volunteers: the rota by day, and the teams.

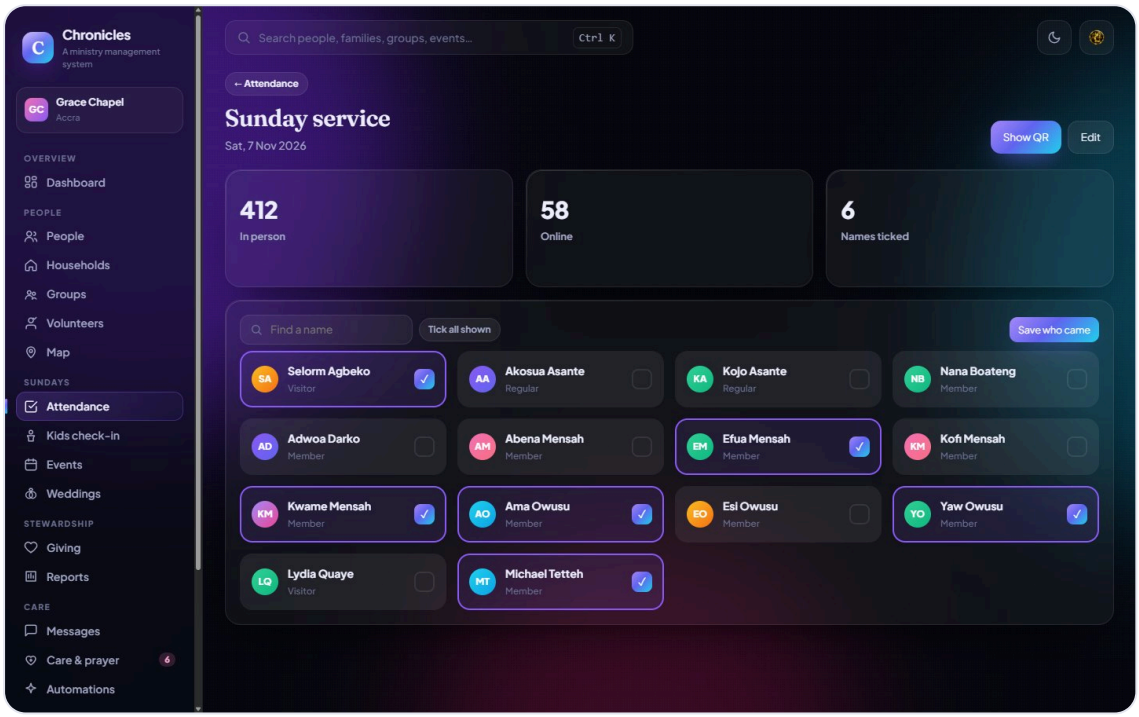
## Group leaders take attendance from their phones

A group's leader opens their own member page (chapter 16) and finds **My group**: everyone in it with WhatsApp and call buttons, who has a **birthday** this week, who has **missed** meetings. They tick who came

and **Save attendance**, and can send a **prayer request or note** about a member to the care team. The group's page here shows each meeting — how many came, who took it — and the average attendance.

**Volunteers** holds the rota: **Add to rota** puts someone in a team and a place on a day. **Remind** opens a WhatsApp message to them. Each volunteer can say **I'll be there** or **Can't make it** from their own page, and places to fill are counted at the top.

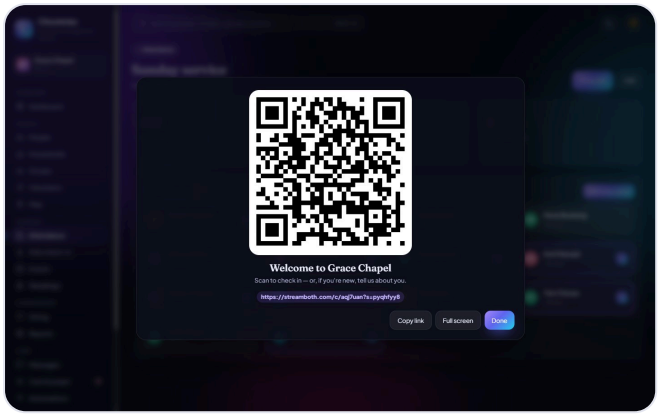
## 6 Attendance and QR check-in

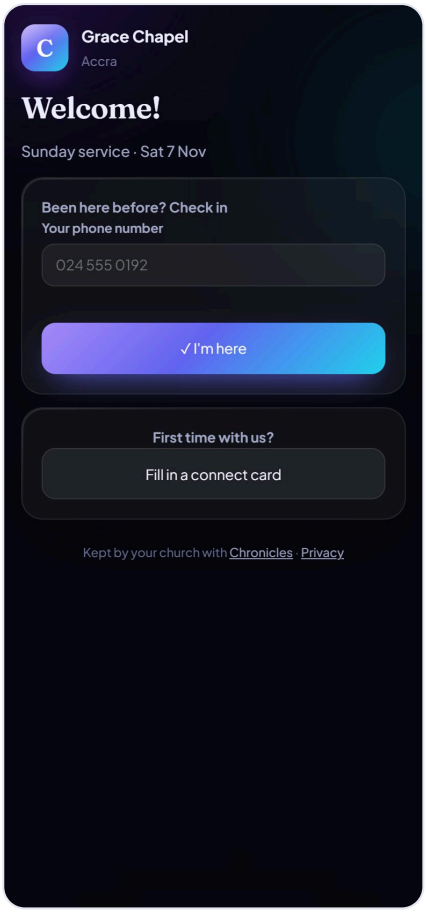



A service: the head count, online count, and who came.

Add each **service** with its head count and online count, and tick who came. Attendance feeds the dashboard's trend, engagement and the "missed three Sundays" insight.

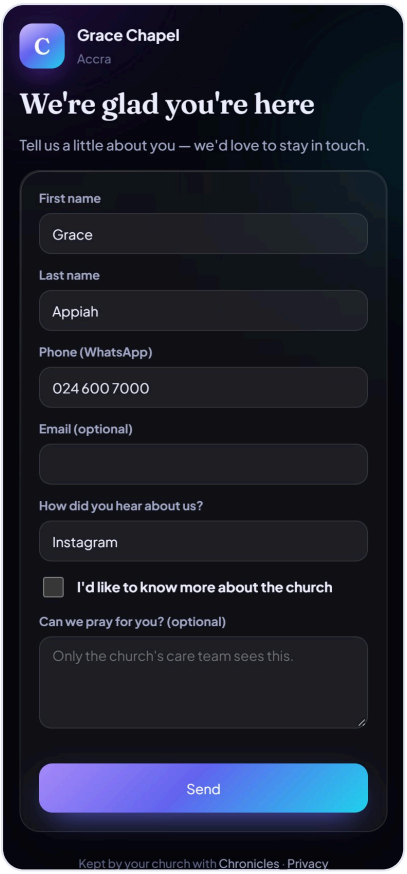
## Let people check themselves in




1. On a service, press **Show QR** and put the code on the screen (or print it). **Full screen** makes it big.
2. People scan it and tap **I'm here** — with their phone number, or in one tap if their phone knows their private link. They're ticked as here.
3. Someone new gets the **connect card** instead.

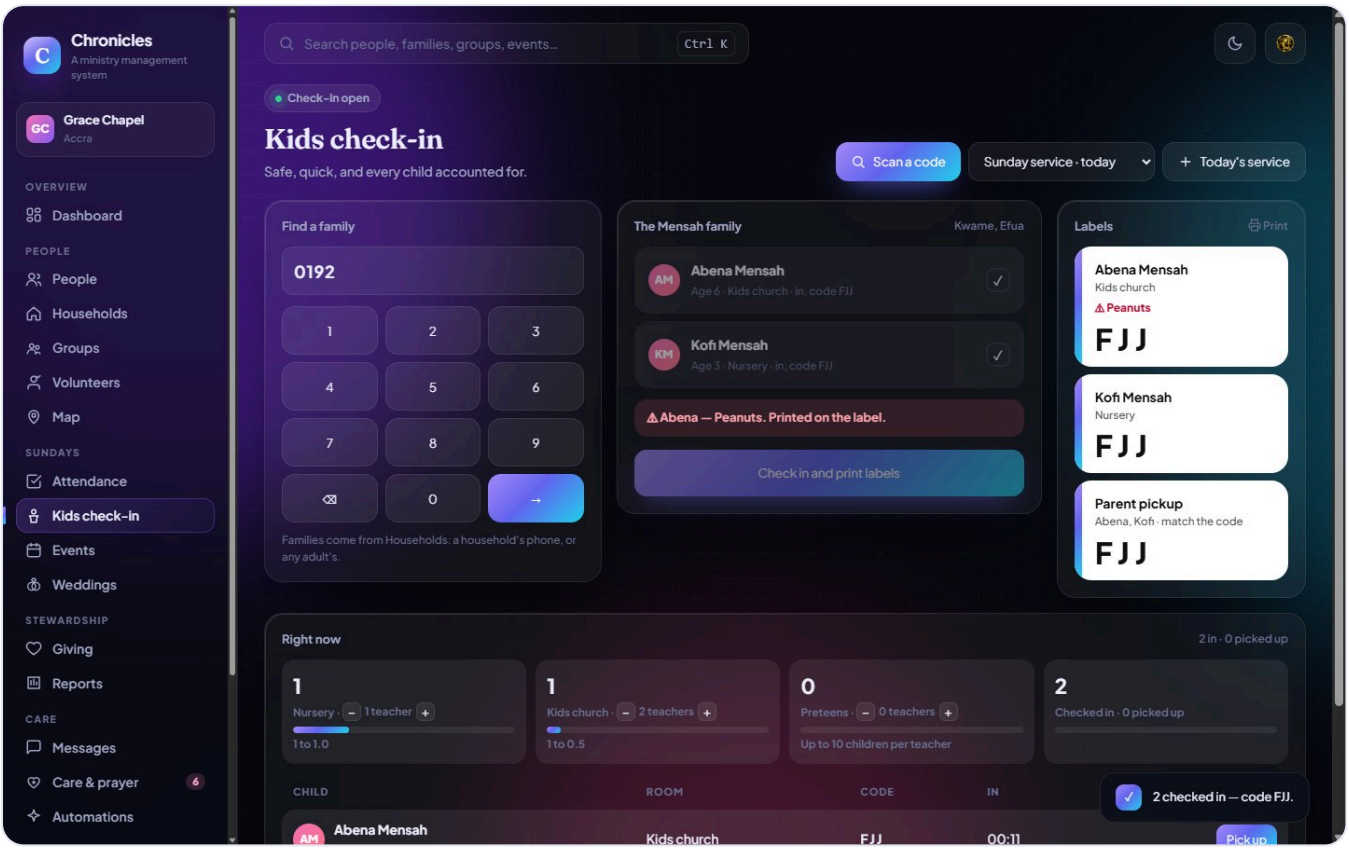
## The connect card




Visitors give their name, phone, email, how they heard about you, whether they'd like to know more, and a prayer request if they wish. They're added as a **visitor**, counted as here, and their **follow-ups start by themselves**: day 1 a welcome on WhatsApp, day 3 a call, day 7 an invitation back (see Automations).

The dashboard's **Connect card QR** opens the card on its own — for the welcome desk or the back of the bulletin.

# 7 Kids check-in



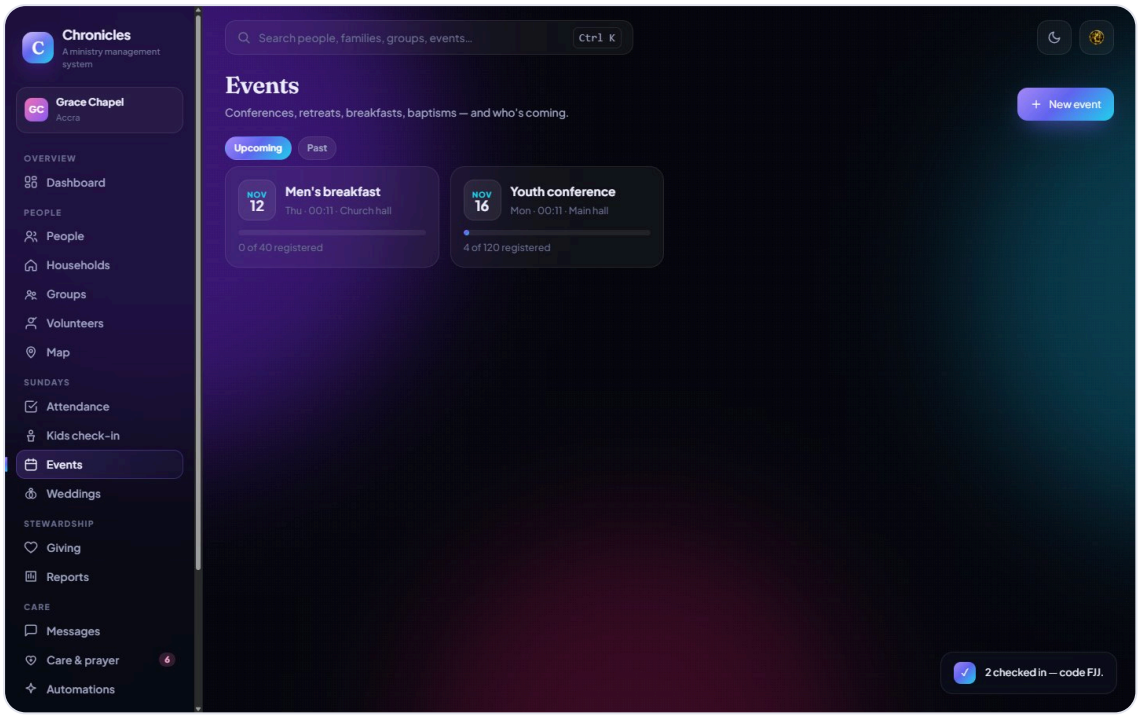

Kids check-in: the family found from the phone's last digits, the children picked, a label for each and a pickup slip with the same code.

1. Type the **last digits of a parent's phone**. The family comes up with its children, each in their room by age (Nursery, Kids church, Preteens) and with any allergy.
2. Tick the children and press **Check in**. A **label** prints for each child, and a **pickup slip** for the parent, all with the same 3-character code.
3. At pickup, the code must match — otherwise Chronicles says **don't release them**.

## Faster on Sunday

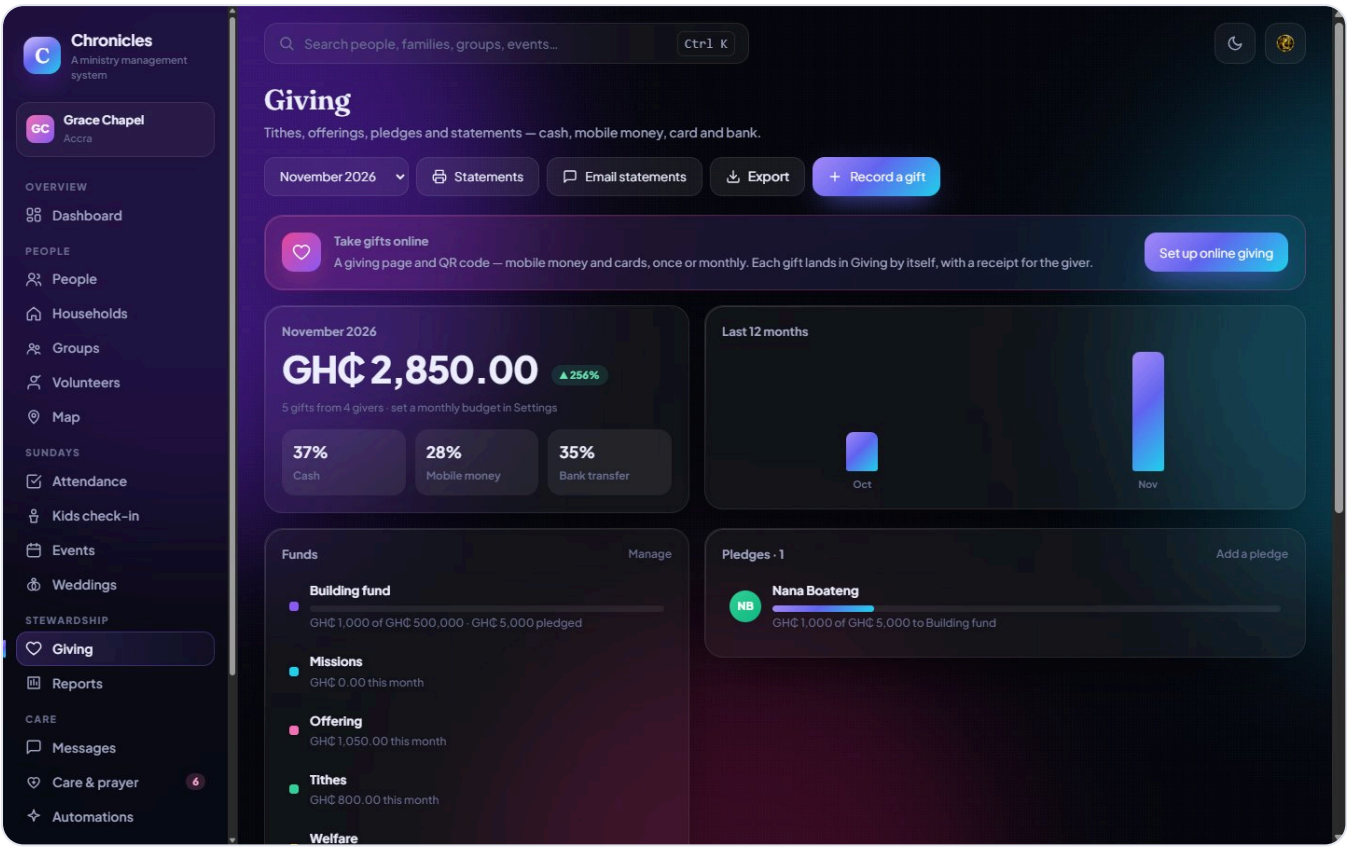
- **From a parent's phone** — parents check their children in before they arrive, from their own page, and get the code and a QR. They show as **On the way**.
- **Scan a code** at the door with the camera (or type it): the children arrive and their labels print.
- **Who may collect** each child — the family's adults, and anyone you add (an aunt, a driver) **with their photo** — shows at pickup.
- **Teachers per room** — set how many teachers are in each room; Chronicles warns when a room has more children than they can look after (Nursery 1 to 4, Kids church 1 to 8, Preteens 1 to 10).
- **Labels** print at your printer's size (Settings): Brother 62 × 40 mm, Dymo 89 × 28 mm, or A4 sheets.

# 8 Events




Add conferences, retreats, breakfasts and baptisms with their date, place and number of places. Register people — from People, or just a name and phone — and see who's coming and how full it is. Members can register themselves from their own page.

# 9 Giving




Giving: the month's total and how it was given, the last 12 months, funds and their goals, and every gift.

- **Record a gift** — who gave (or no one, for a loose offering), how much, which fund, and how: cash, mobile money, card, bank transfer or cheque.
- **Funds** with goals show how far along they are; **pledges** show what's been given against what was promised.
- **Statements** — a year-end giving statement for each person, to print. Members can print their own from their page. **Email statements** sends every giver with an email address their own.
- **Export** any list as a spreadsheet.

## Online giving

The **Online giving** card at the top of Giving opens a giving page for your church — **streamboth.com/give/…**, with a QR code to put on screen or print. People pick an amount and a fund, once or monthly, and pay with mobile money or a card. Each gift lands in Giving by itself (marked **Online**), the giver is found in People by email or phone (or added), and they get a receipt by email and on a page they can print.

Choose **Set up**, then how gifts reach the church:

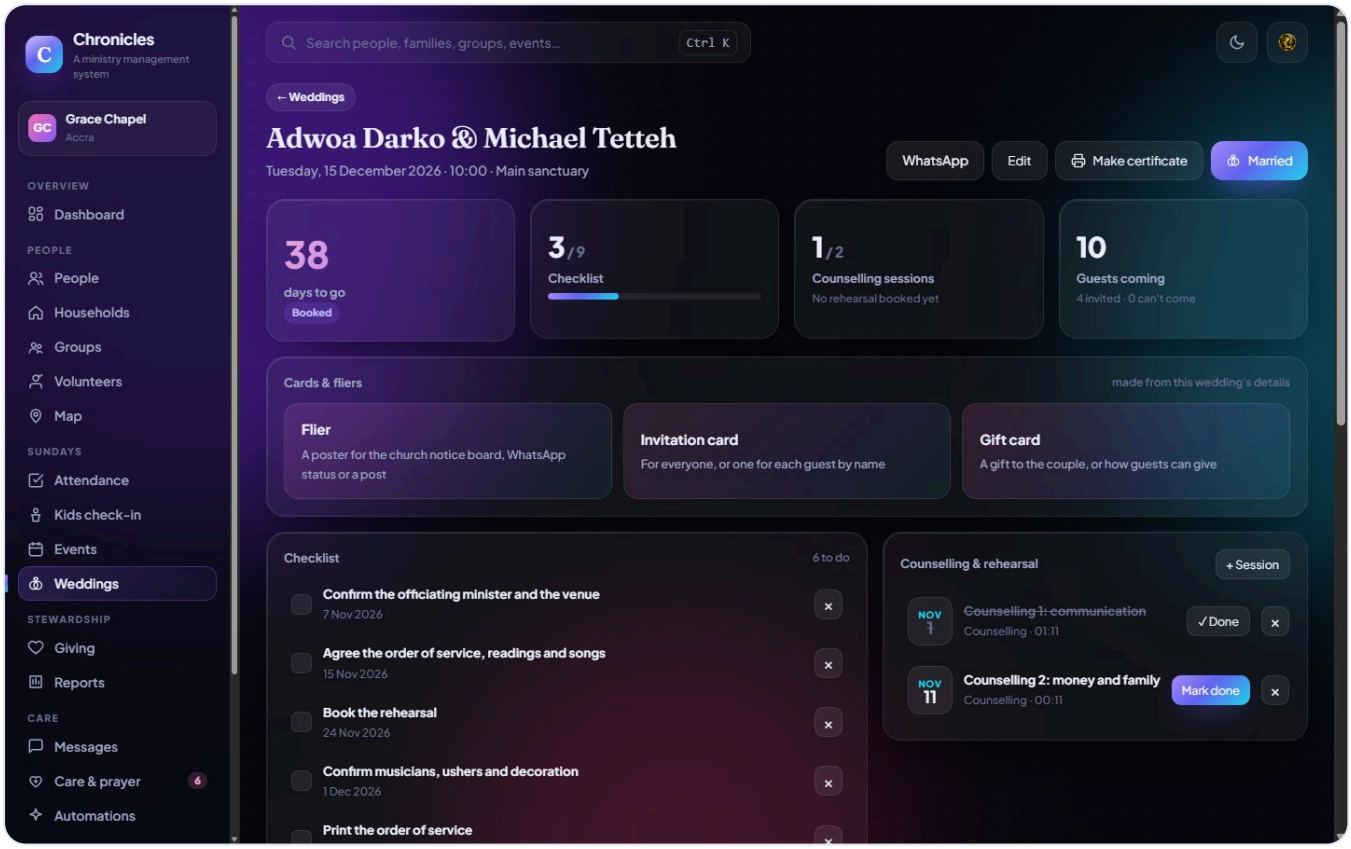
- **Our own account** — connect your church's own **Paystack** account (mobile money — MTN, Telecel, AirtelTigo — and cards) and/or **Stripe** account (cards) by pasting its secret key. Gifts go straight to your account. For Paystack, also paste the webhook address Chronicles shows into Paystack → Settings → API Keys & Webhooks, so a gift is recorded even if the giver closes the page early.
- **Streamboth collects and pays out** — no payment account of your own needed. Choose your bank or mobile money network and give the account number; gifts come in through Streamboth's Paystack account and Paystack pays your account automatically.

- **Off** — no giving page.

Also in Set up: the amounts to offer, a line for givers, and whether people may give monthly. Monthly gifts are by card; click **monthly givers** on the card to see them, and stop or resume one. A card refused three times pauses its monthly gift.

> **Good to know.** Givers' card and mobile money details go only to Paystack or Stripe — never to the church or Streamboth. A gift is refunded by the church. Only Admin and Finance see giving; only Admin changes how gifts are taken.

## 10 Weddings



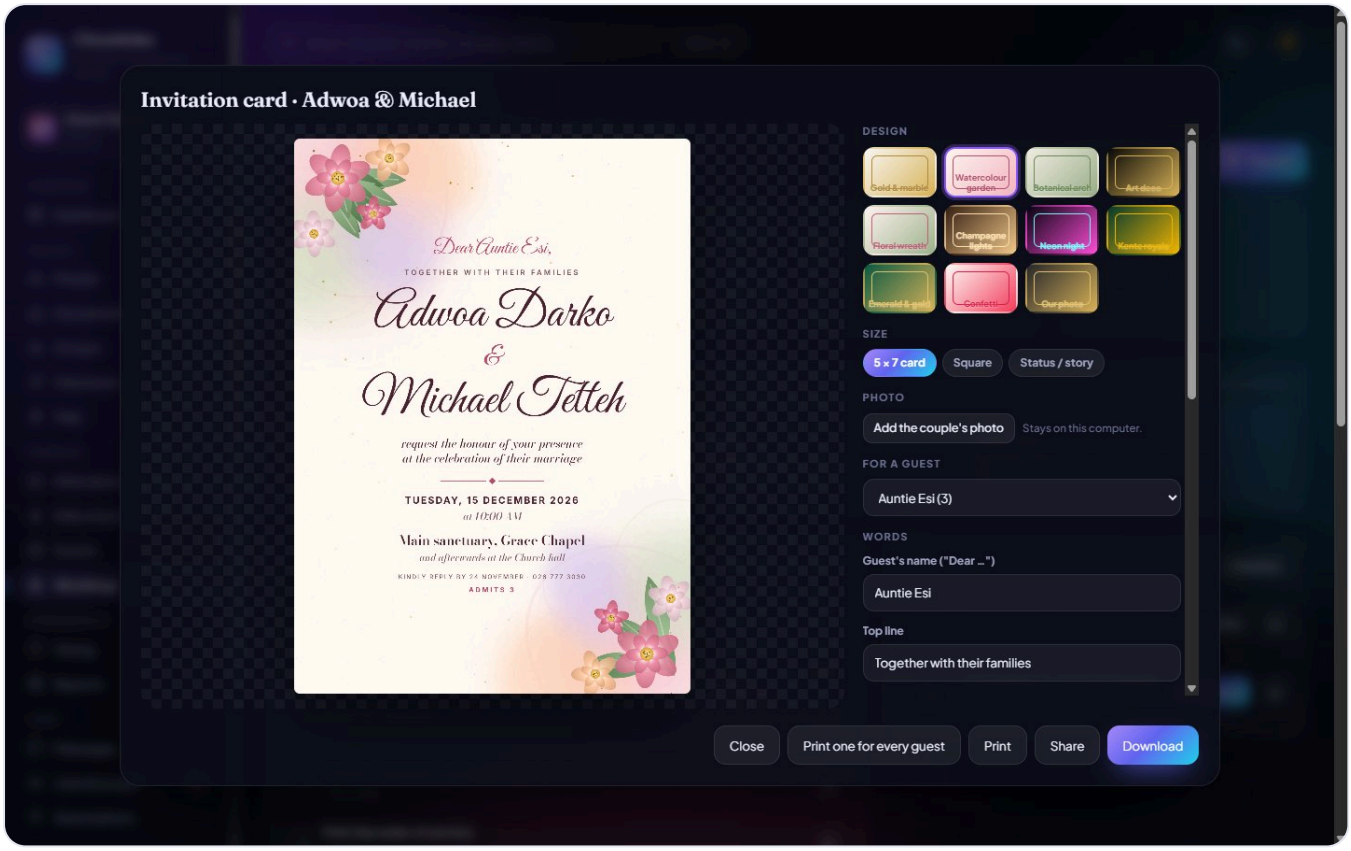

A wedding: days to go, the checklist, counselling and the rehearsal, the day, and guests.

1. **New wedding** — the couple (typed, or found in People), the day and time, the ceremony venue and reception, the officiating minister, and their phone and email.
2. A **checklist** is made for them, dated back from the day: meet the couple, counselling, the registry, the order of service, the rehearsal, the register. Tick things off, or add your own.
3. Book **counselling sessions** and the **rehearsal**, and keep the **guest list** with who's coming.
4. **Make certificate** prints the marriage certificate from the wedding. **Married** marks it done and, when both are in People, puts them in one household.

In the last 30 days the dashboard reminds you how many things are still to do.

### Cards and fliers

Eleven designs: **Gold & marble**, **Watercolour garden**, **Botanical arch**, **Art deco**, **Floral wreath**, **Champagne lights**, **Neon night**, **Kente royale**, **Emerald & gold**, **Confetti** and the couple's own photo.




The invitation card maker, with a guest's name on the card.

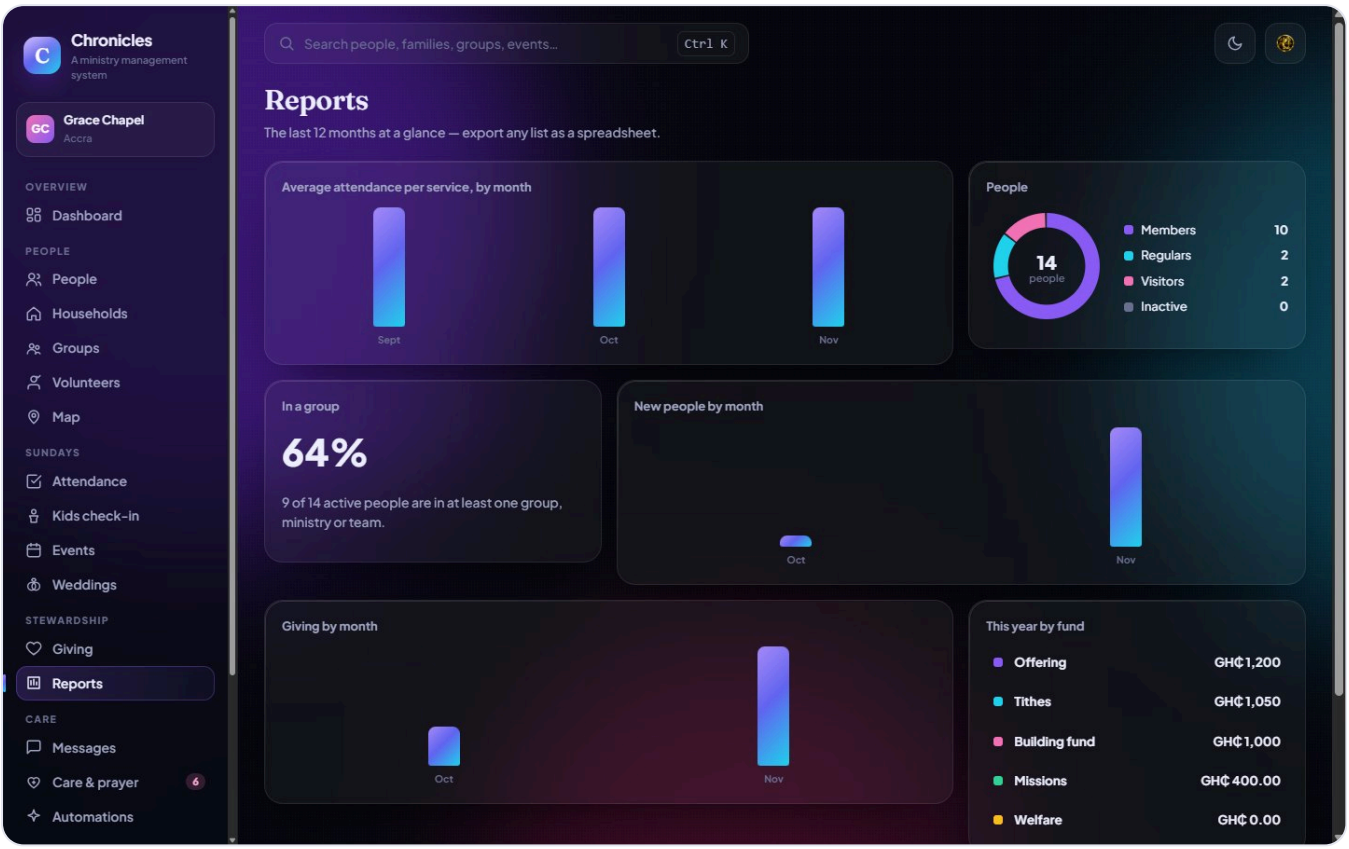
On each wedding: a **Flier**, an **Invitation card** and a **Gift card**, made from the wedding's details. Pick one of eight designs and a size (A4 poster or 5 × 7 card, square post, or WhatsApp status), change any line, then **Download**, **Share** from a phone or **Print**. Invitations can name one guest ("Dear Auntie Esi", "Admits 3") or be printed for every guest at once. A gift card is either a gift to the couple, or the couple's mobile money and bank details for guests. The couple's photo stays on your computer.

## 11 Birthday and anniversary cards

On the dashboard, the **birthdays and anniversaries this week** row opens a list with a **Card** button for each: a personal card in the same designs, with their name (or the couple's) and the years, a message and your church's name. Change any word, then send it on **WhatsApp** (with a link to the card), **Copy its link**, download or print it. The link opens the card on the person's phone to save and share.

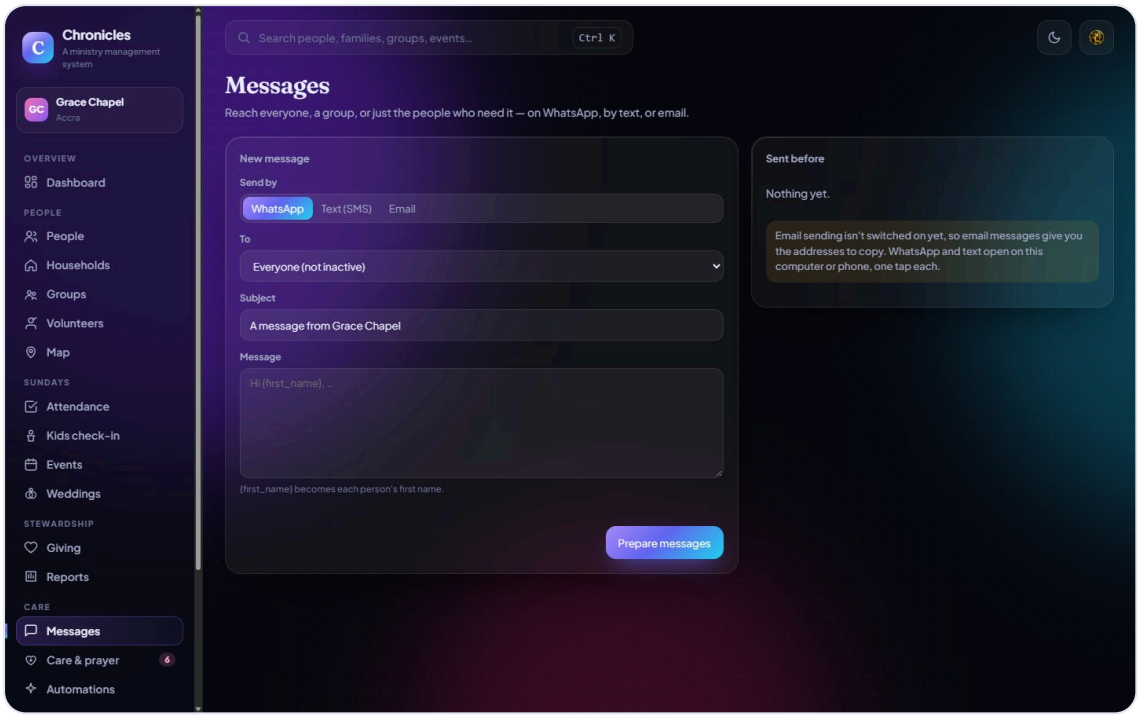
- **Anniversaries** come from weddings marked married here, and from the **Wedding anniversary** date on a person (a couple in one household get one card). A married wedding's page has its own **Anniversary card**.
- The **Birthday wishes** and **Wedding anniversary cards** automations put the card's link in the message they prepare on the day.

# 12 Reports

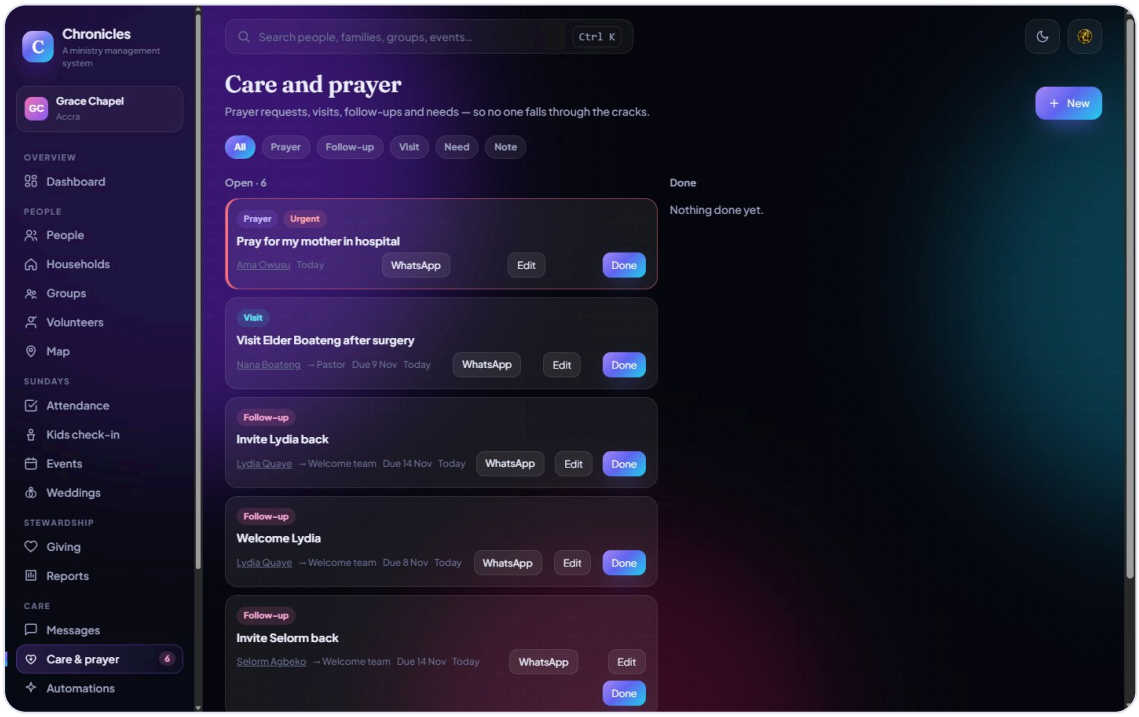



Average attendance per service by month, your people at a glance, how many are in a group, new people by month, giving by month and this year by fund, and — with more than one campus — the campuses side by side. **Export as a spreadsheet** gives any list as a CSV file.

# 13 Messages and care

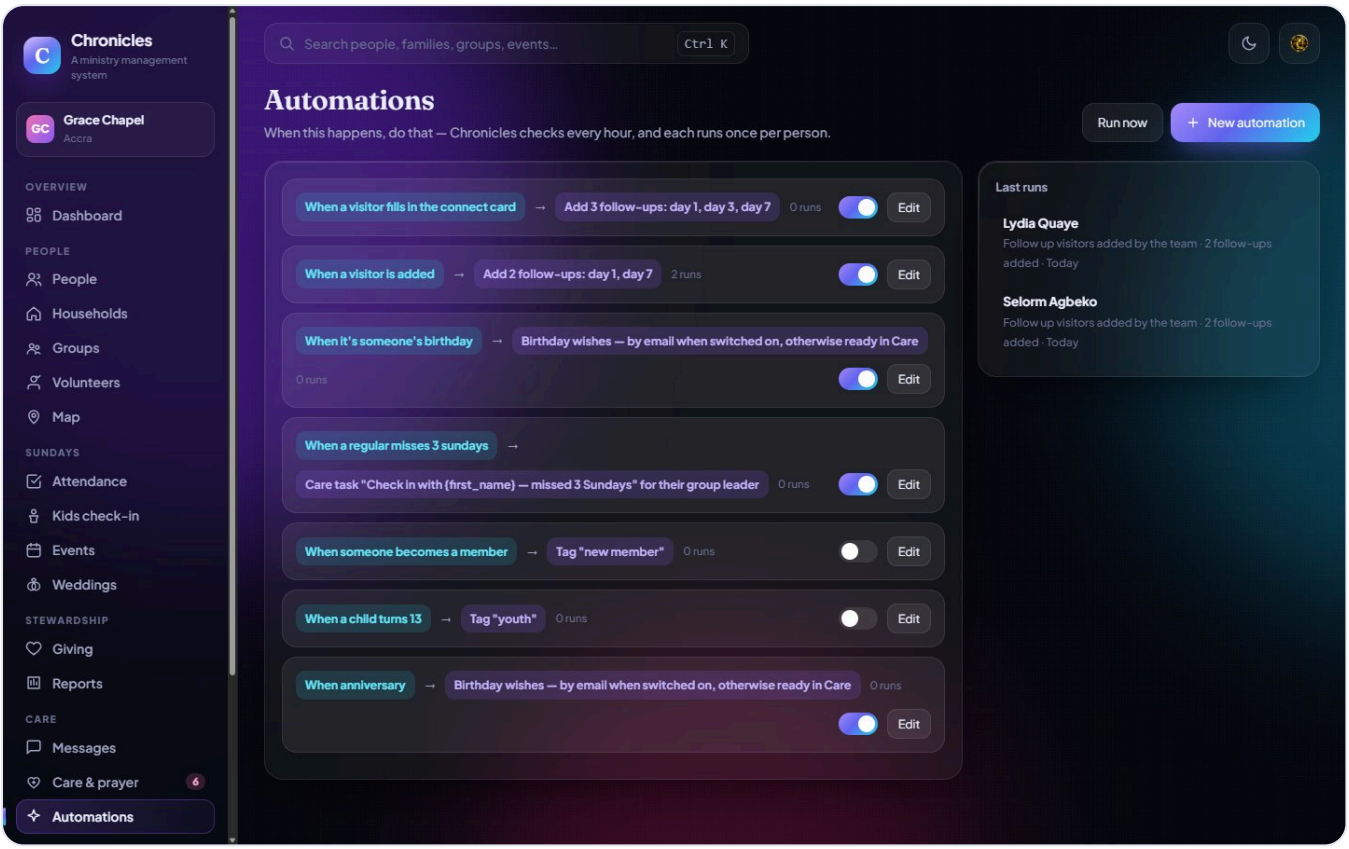



- **Messages** — WhatsApp, text or email to everyone, members, visitors, a group, or the people an insight picked. `{first_name}` becomes each person's name, and `{portal_link}` each person's private link.
- WhatsApp and text open a ready message for each person, on your own phone or computer. Email is sent for you when it's set up; otherwise the addresses are ready to copy.




**Care and prayer** keeps prayer requests, follow-ups, visits and needs — open and done, urgent ones first, each with who's looking after it and by when. The sidebar counts what's open.

# 14 Automations

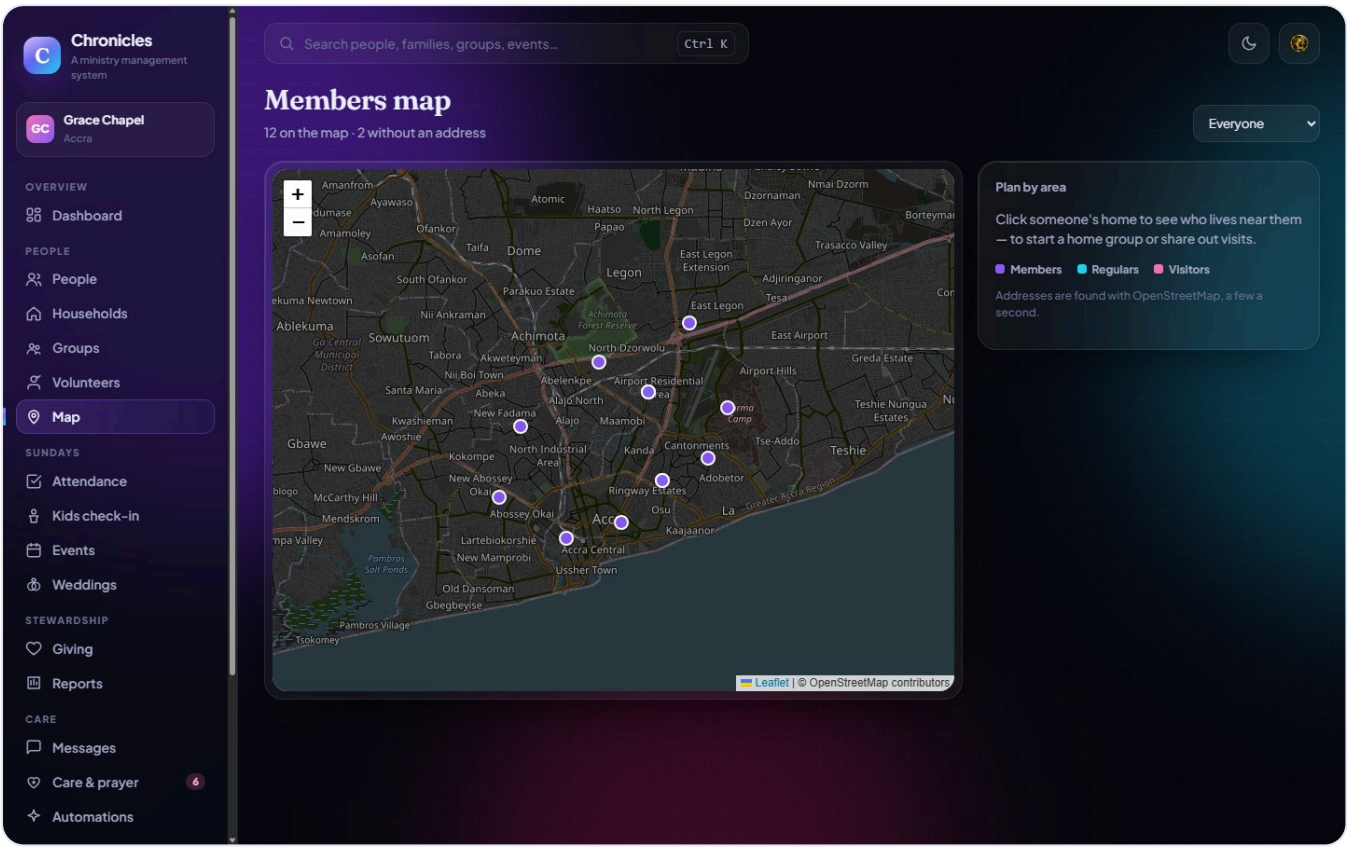



When something happens, Chronicles does the next step for you — once for each person. It starts with ready-made rules you can switch on or off and change:

- **Welcome new visitors from the connect card** — follow-ups on day 1, 3 and 7.
- **Follow up visitors added by the team** — a welcome and an invitation back.
- **Birthday wishes** and **Wedding anniversary cards** — a message with their card's link, ready (or emailed) on the day.
- **Check in when a regular misses 3 Sundays** — a task for their group leader.
- **New members** and **children who turn 13** — a tag, or a group.

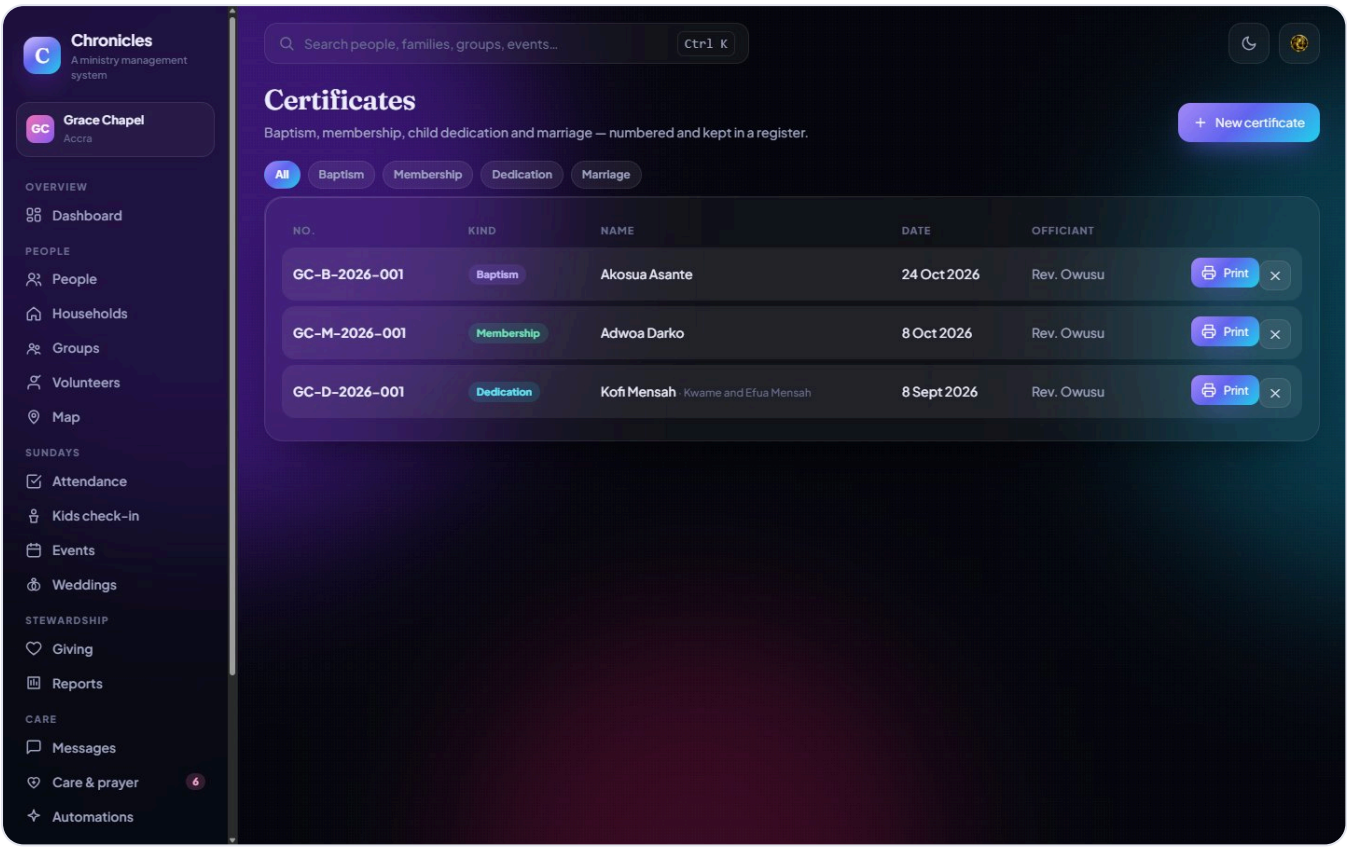
Rules run every hour; **Run now** runs them straight away. Each run is listed underneath.

# 15 The members map



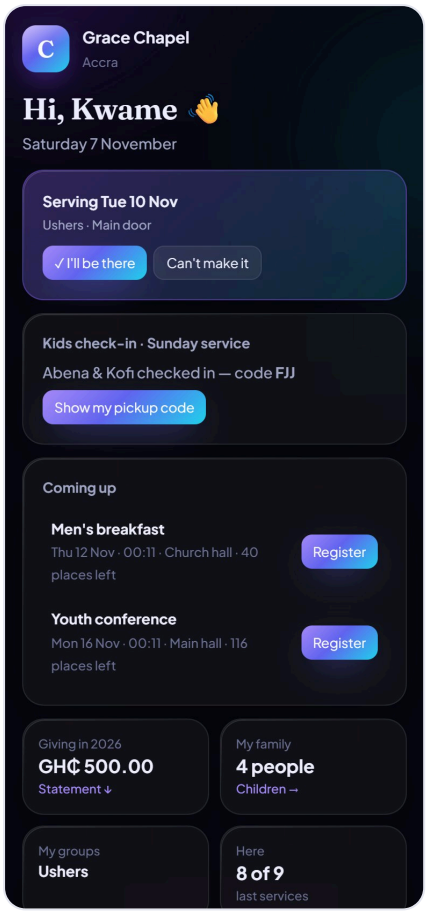

Everyone with an address, on a map. Pick a group to see just its members, draw a radius to see who lives near someone, and start a home group where people live. Addresses are found with OpenStreetMap a few a second; any it can't find are listed so you can correct them.

# 16 Certificates

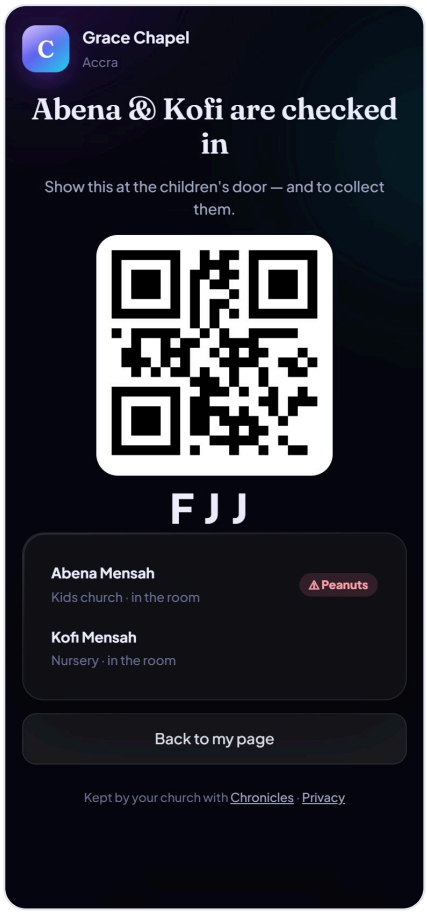



**New certificate** — baptism, membership, child dedication or marriage — for someone in People or any name, with the date, the officiating minister, the place and a verse. Each gets a number in your register (like GC-B-2026-001) and **Print** makes an elegant A4 certificate with your logo.

# 17 The member's page




A member's own page.



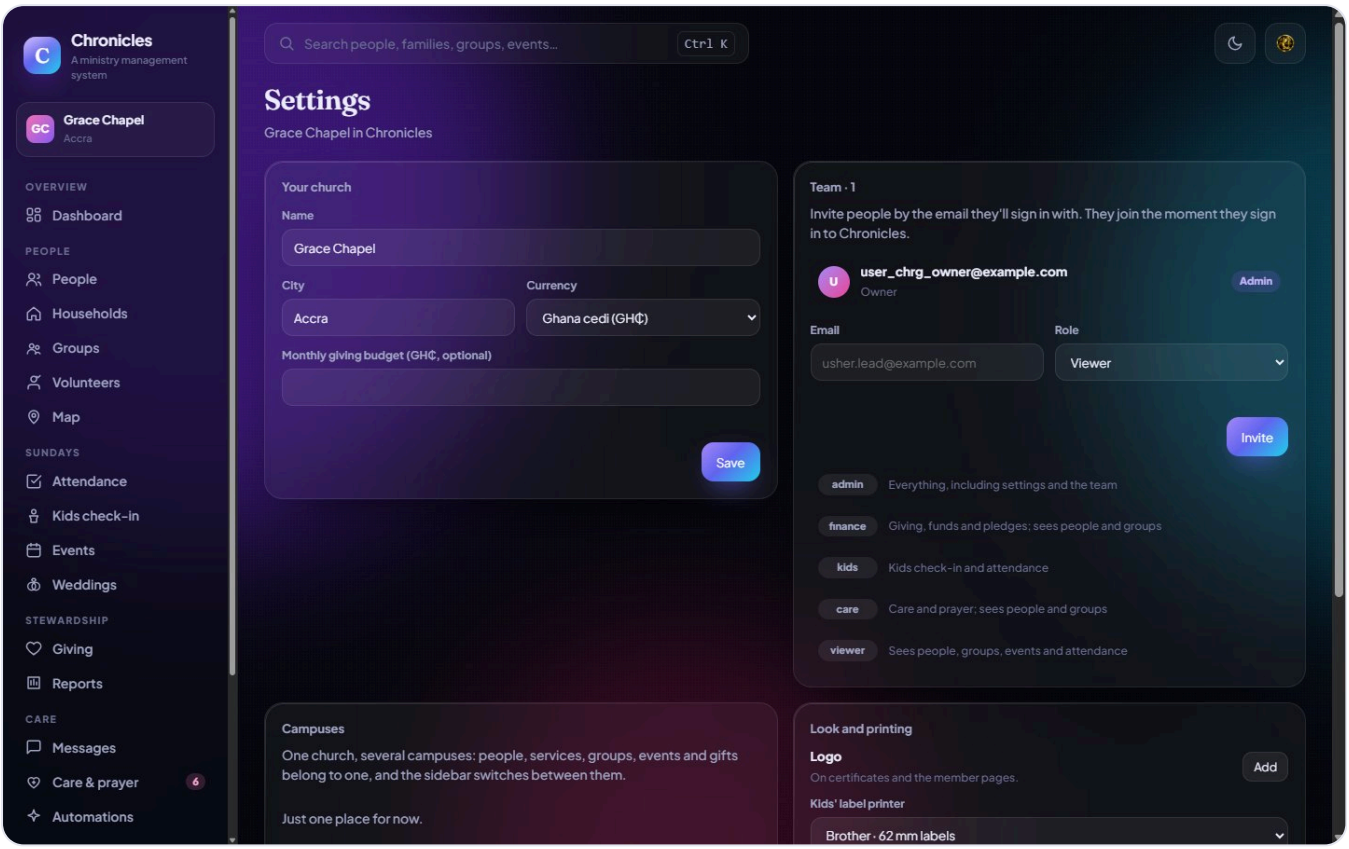

Their children's code, to show at the door.

On a profile, **Portal link** gives that person their own private page — no password. Send it on WhatsApp, or to everyone with `{portal_link}` in Messages. From their phone they can:

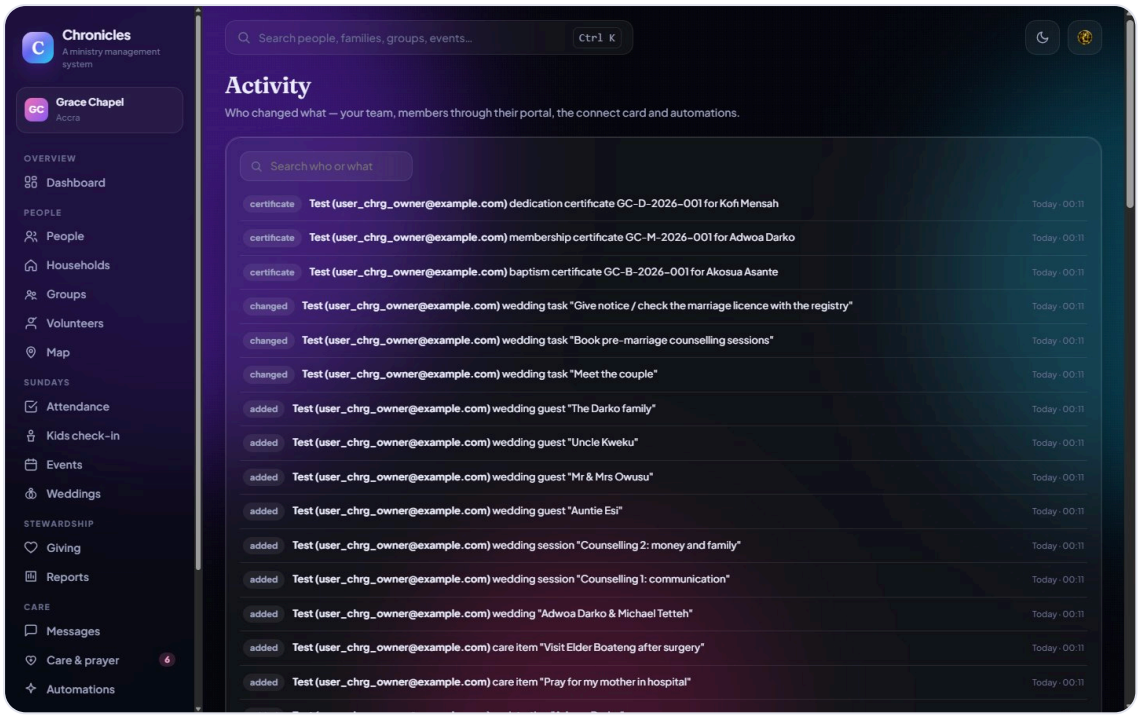
- update their phone, email, address and birthday, and add or edit their children;
- if they lead a group, take its attendance and send a prayer or note (chapter 5);
- check their children in before they arrive, and show the pickup code;
- say **I'll be there** or **Can't make it** to serving, and register for events;
- see and print their giving for the year, **Give online**, and stop a monthly gift; send a prayer request.

**New link** replaces a link; **Turn off** stops it at once. Their phone remembers the link, so checking in at the next service is one tap.

# 18 Settings, security and activity




- **Your church** — name, city, currency, your **logo** (on certificates and members' pages), and the **label printer**.
- **Team** — invite by email with a role, change a role, remove someone; see who has two-step sign-in on.
- **Campuses** — add each campus; then a switcher in the sidebar shows one campus's people, services, groups, events, giving and weddings.
- **Connect card** — show its QR, copy its link, or make a new one.
- **Require two-step sign-in** — everyone on your team must have it on in their account before Chronicles opens for them (turn it on for yourself first).




**Activity** (admins) lists who did what and when — added, changed, removed, checked in, imported — including what members did from their own page and what automations did.

## 19 Moving in from another system

1. Export your people from **Planning Center**, **Breeze**, **ChurchSuite** or a spreadsheet as a CSV file.
2. In **People**, press **Import** and choose the file. Chronicles recognises where it came from and matches the columns — names, phones, emails, addresses, birthdays, statuses, membership dates.
3. People with the same household are kept together as a family. Rows without a name are skipped and listed.

Dates written day/month/year are understood, and "guest" becomes visitor.

## 20 Privacy and safety

- Your church decides what it keeps and who on its team sees it. Giving is seen only by Admin and Finance; care notes only by Admin and Care.
- Your church needs permission from parents for children's details, and should share members' private links only with them.
- Checking in by phone number shows only a first name; children and their codes appear only through a member's private link.
- Home addresses (not names) are sent to OpenStreetMap to find them on the map.
- Wedding cards and fliers are drawn on your computer; the couple's photo isn't uploaded.
- Records stay until your church deletes them. See streamboth.com/privacy for the full details.

# 21 Troubleshooting and help

### A team member sees "Set up your church"

They opened Chronicles with a different email address from the one invited. Invite the address they use.

### "One more step" — two-step sign-in

Your church requires two-step sign-in. Press **Turn on two-step sign-in**, set it up in your account, then **I've turned it on**.

### The family doesn't come up at kids check-in

Check the household has the parent's phone, or an adult in it does. Children need a birthday to be put in a room.

### Someone isn't on the map

They have no address, or it wasn't found — it's listed under "Addresses not found". Correct the address on their profile and it's looked up again.

### Emails don't send

When email isn't set up, Messages gives you the addresses to copy into your own email.

### Getting help

- **Questions and answers:** streamboth.com/faq · **Contact us:** streamboth.com/contact
- **Email:** streambothlive@gmail.com · **WhatsApp:** the chat button on streamboth.com

> **Thank you for choosing Streamboth.** May your church flourish.