

KINDOO User Guide for Missionaries

The KINDOO application will allow you to use your phone to open a meetinghouse door in your teaching area instead of using a key or a fob. Please review and follow this user guide to successfully install and use KINDOO.

The administration for keys to access meetinghouses is managed under the direction of the stake president as defined in chapter 35 of the *General Handbook of Instructions*. The stake president determines who is granted access to a meetinghouse and typically delegates the responsibility over key administration to the stake building representative, who is also a member of the high council. In some stakes, the stake president may have assigned a secretary, a clerk, or other stake leader to manage meetinghouse keys. As a tool used to access a meetinghouse, KINDOO license access is provided under the direction of the stake president and as determined by local leaders

FIRST TIME USER*IMPORTANT*** PLEASE READ FIRST*****

Please do not pre-install KINDOO on your phone. Please follow these User Guide steps to successfully install, set up your account with Church Account validation, and use KINDOO. Thank you!

In this User Guide you will learn the following:

- How to prepare to successfully install and use KINDOO on your mobile device.
- How to access KINDOO in your teaching area.
- How to install and use KINDOO to access meetinghouses in your teaching area.
- Common issues and how to resolve questions.

Important preparations

Set up the default browser on your mobile device

- Go to **Device Settings**
- Choose **Apps**
- Tap the **3 Dots** in top right (Or, depending on the phone OS tap **Choose Default Apps** at the top)
- Tap **Default Apps**
- Tap **Browser app**
- Select **Choose Chrome** (If Chrome is not listed, please download, and install from the Google Play Store or MaaS360 App Catalog)

KINDOO use conditions and requirements

- In order to use the KINDOO application, your mobile phone needs to have Bluetooth enabled. You also need to be connected to the internet via your SIM or using the Church Wi-Fi network
- You must only use the teaching area email assigned to your companionship with format **123456789@missionary.org** to use the KINDOO account.
- If you are a first-time user, **wait** for the invitation email from the administrator before installing the application.
- Only one key license is needed per companionship and only one companion can have access to KINDOO at a time.
- No licenses will be issued to personal email addresses, the teaching area email must be used instead. You will receive an error or will not be able to log in.
- Access is granted per building – a *Site* in KINDOO. Access has to be requested/granted per building

Accessing KINDOO in your teaching area

Administration Principles

- As previously described above, the stake president has the responsibility for access to meetinghouses and designates a local leader to administer keys, fobs, or virtual keys for other leaders and member as outlined by the stake president
- Accordingly, you may have access to only one or several buildings in the stake under the direction of the stake president. For example, a stake may prefer that missionaries only have access to a meetinghouse with a baptismal font in the stake or may have a designated building for all missionaries to use for teaching needs.
- Please be mindful of the local leaders preferences for access to meetinghouses
- If you have questions regarding local leaders preferences to access the meetinghouses in your area, start by consulting with the mission leader. He will be able to communicate with the appropriate local leaders to resolve any concerns.

Getting access for the first time in your teaching area

- The mission leader in your local teaching area will be able to assist you in requesting KINDOO access from the stake building representative or the person assigned by the stake president to administer the access to meetinghouses in the stake
- You may need to provide the teaching area email with format **123456789@missionary.org** to the local leader providing access so that they can send you the email invite to create the account.
- Continue to the [Installing, accessing, and using KINDOO for the first time in your teaching area](#) section of this User Guide.

Getting access after a transfer

- If you are a new missionary transferred to an area where KINDOO is used to enter the unit meetinghouse and will be the primary user – remember that only one companion can use KINDOO at a time – , please continue to [Getting and using KINDOO after a transfer](#).
- You do not have to wait for an invitation email, because the account has already been created for the teaching area.
- If both missionaries are new to the teaching area, choose which companion will be the primary KINDOO user and follow the instructions described in [Getting and using KINDOO after a transfer](#)

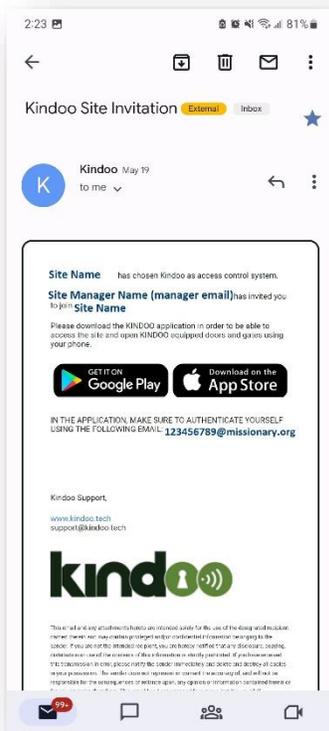
Getting access after returning to a previous teaching area

- If you are returning to a teaching area where you previously used KINDOO, the account has already been set up and you do not need to wait for the invitation email. If you will be the primary user, continue to [Getting and using KINDOO after a transfer](#)
- If you uninstalled KINDOO, reinstall the app and follow the instructions in the [Getting and using KINDOO after a transfer](#) section. If you still have KINDOO installed, just follow the instructions to login into the account using the current teaching are email and verify the user and device as described in the [Getting and using KINDOO after a transfer](#) section

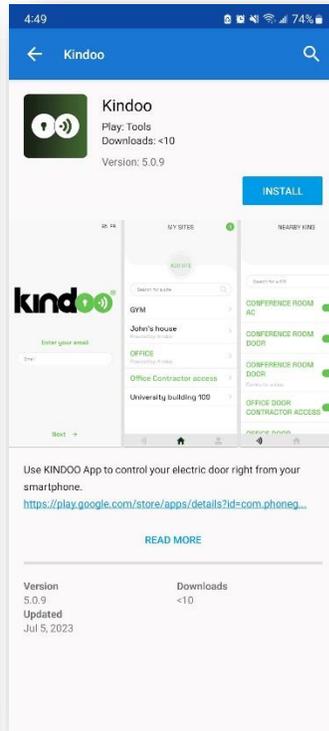
Installing and using KINDOO

Installing, accessing, and using KINDOO for the first time in your teaching area

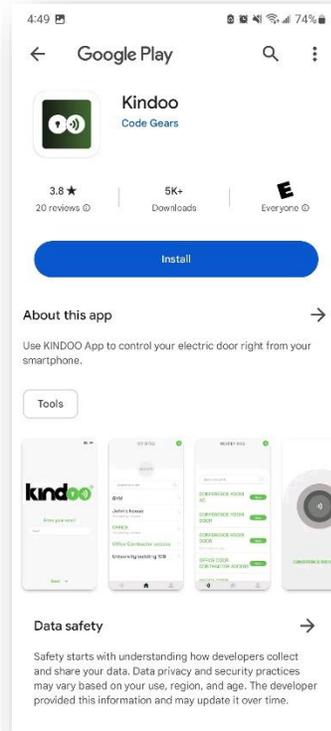
- Once the access has been requested, you will receive an email sent to the teaching area email inviting you to download the KINDOO application to your mobile device. You can follow the link to the application store or download the application from the Maas360 App Catalog



KINDOO Invitation Email

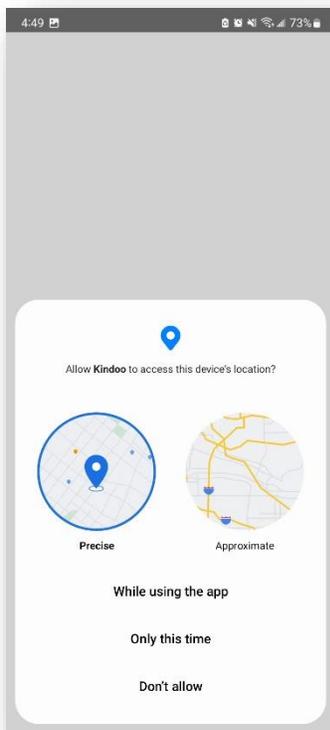


KINDOO App in Maas360 App Catalog

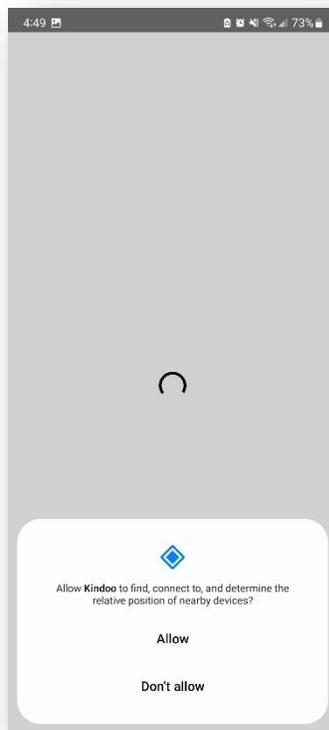


KINDOO App in Google Store

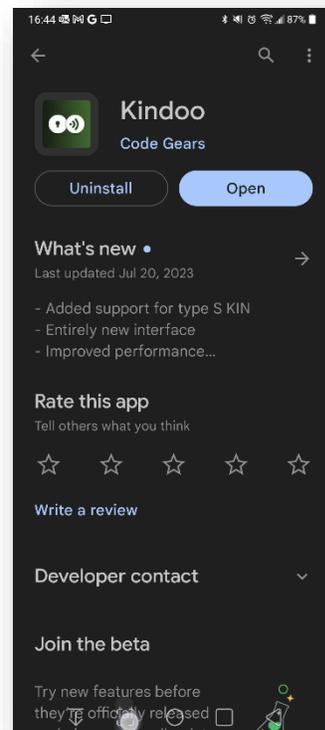
- Install the KINDOO Application
- Allow required application permissions as prompted
- Open the KINDOO application once you have completed the installation



Allow app permissions

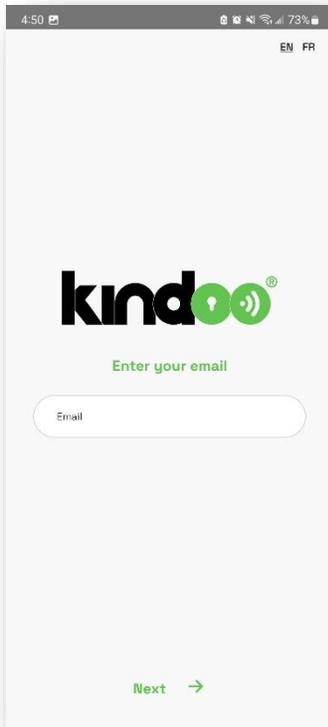


Allow app permissions

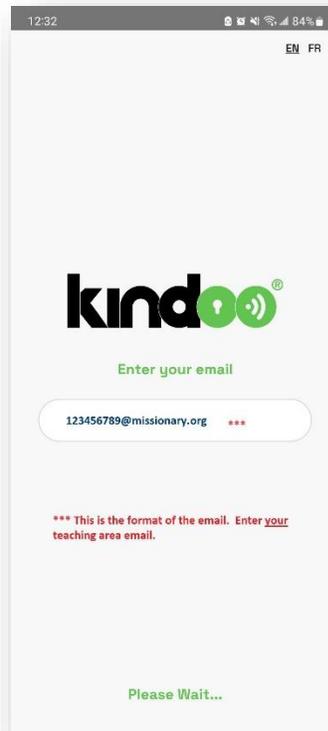


Open Application

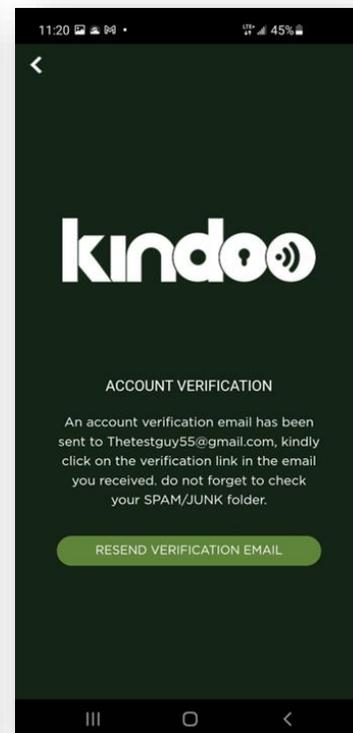
- You will be prompted to enter the area teaching email and password.
- KINDOO will ask you to verify the account using your email address account



KINDOO Login Screen

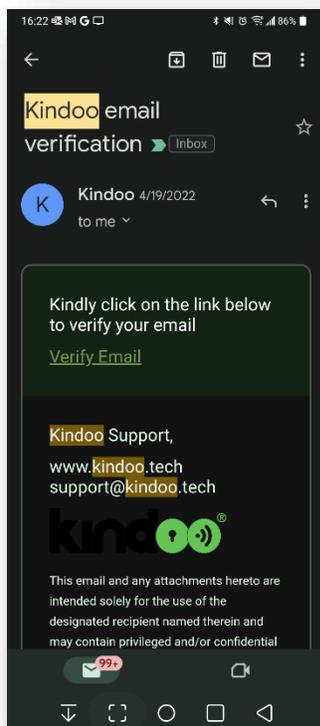


Enter Teaching Area Email

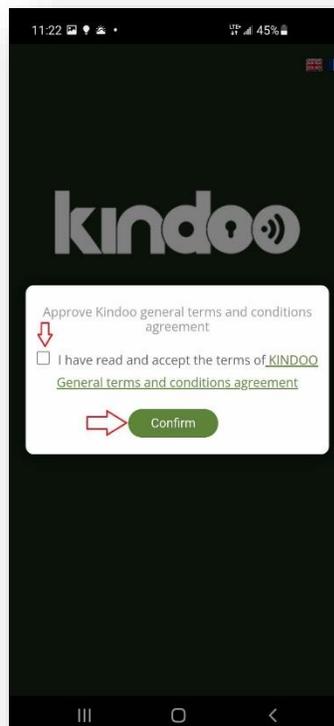


Account Verification Prompt

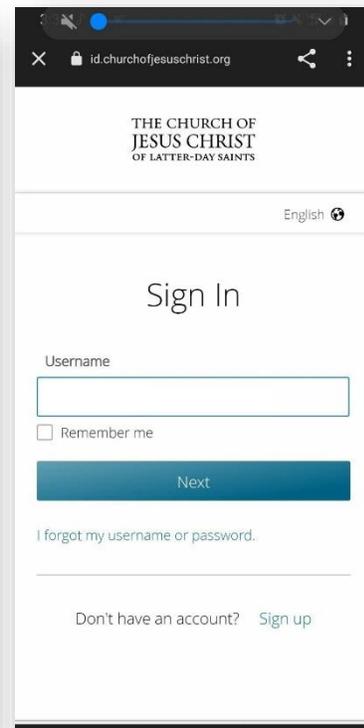
- Go to your teaching area email account and verify the account. Click on the **Verify Email** link
- You will be prompted to login into KINDOO again. Use your teaching are email and password. Accept the Terms & Conditions from the next screen prompt
- You will be prompted to enter your Church Account information. Use your Church account username and password



Account Verification Email

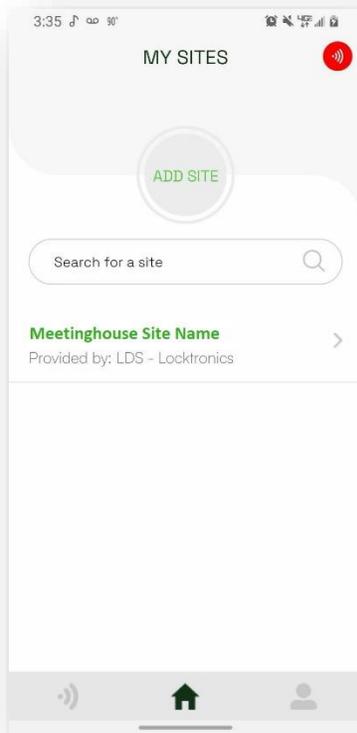


Accept Terms & Conditions

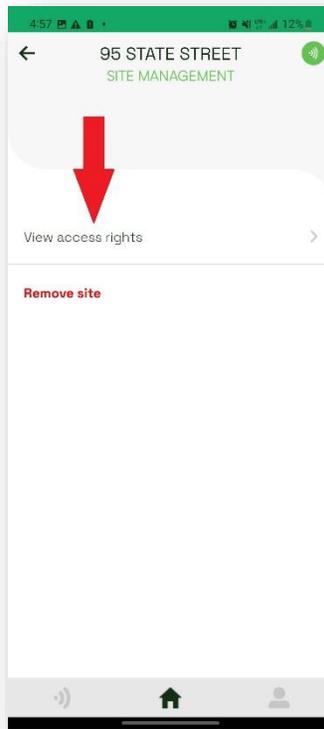


Church Account Verification

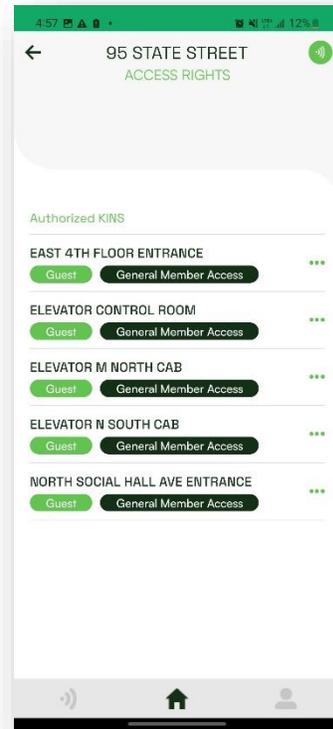
- Welcome to KINDOO! The home screen 🏠 will display the name of the meetinghouse site for which you received the access invitation that prompted you to download KINDOO in the first step.
- If you click on the site name, you will see all the access points authorized for the meetinghouse
- Clicking the broadcast screen 📶 will bring up the doors that are nearby and that you can open



Home Screen

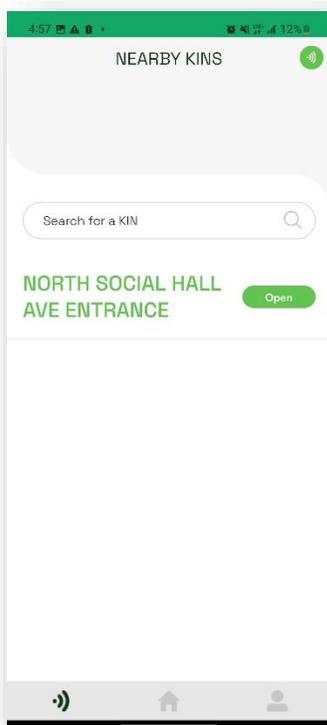


View Access Rights

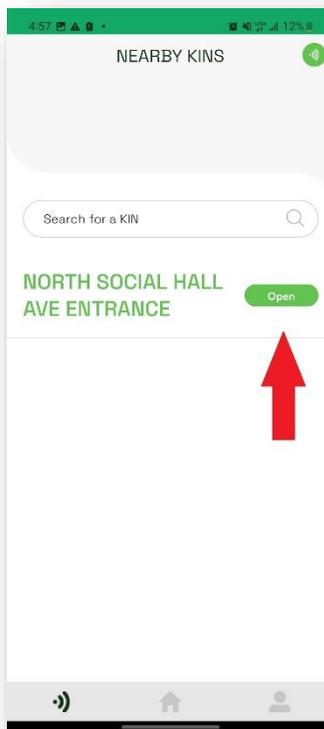


Access Points List

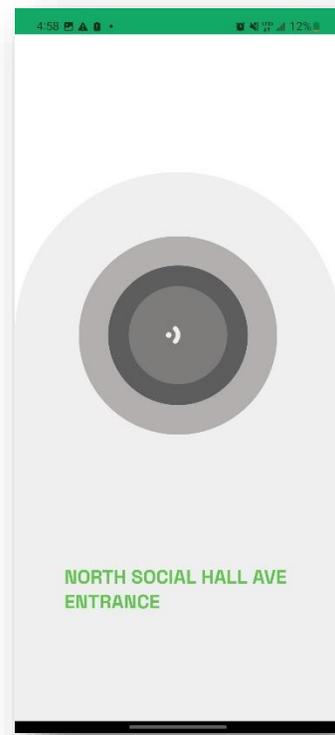
- To open a door, click on the **Open** button for the nearby door you wish to use to enter the building. You will see the **Entry Successful** screen, pull on the door to enter.



Broadcast Screen



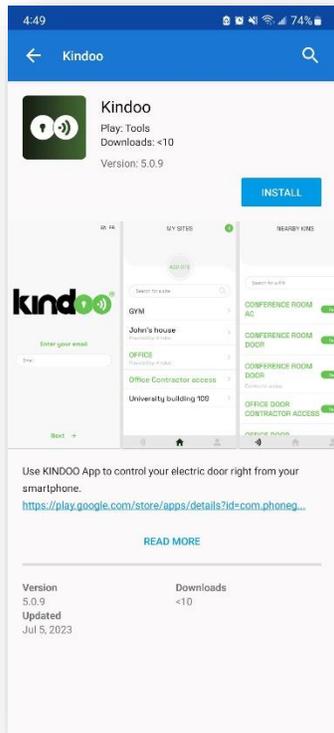
Click on the Open Button



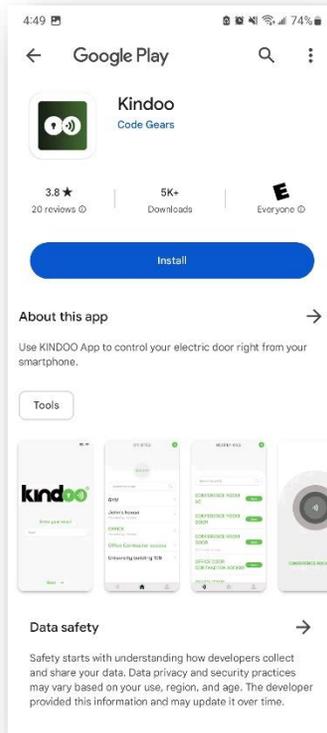
Successful!

Getting and using KINDOO after a transfer

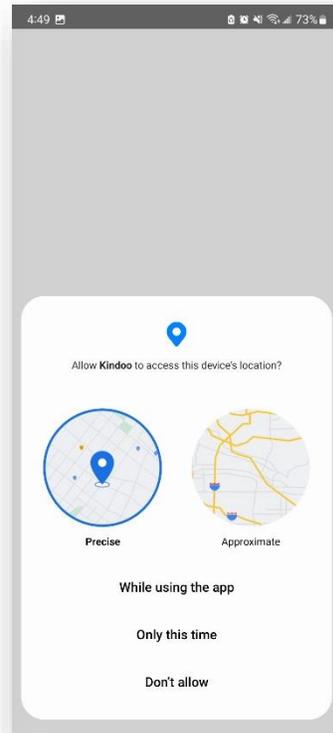
- As a new missionary in the teaching area, you have now access to KINDOO using the teaching area email with format **123456789@missionary.org**.
- Download the KINDOO application to your device from the Google Play Store or MaaS360 App Catalog and install the application
- Allow required application permissions as prompted
- Open the KINDOO application once you have completed the installation
- You will be prompted to enter the area teaching email and password



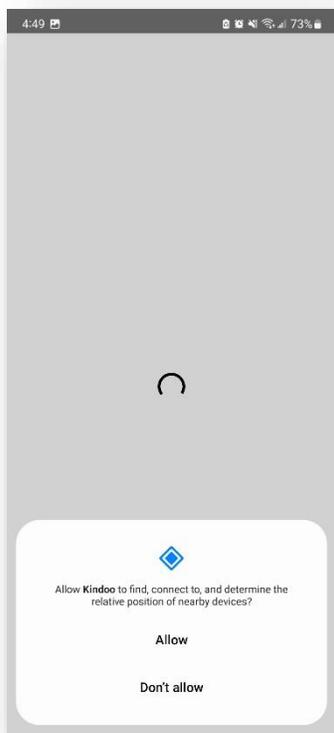
KINDOO App in MaaS360 App Catalog



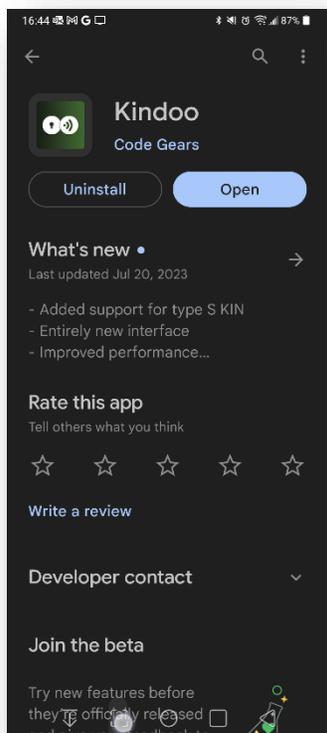
KINDOO App in Google Store



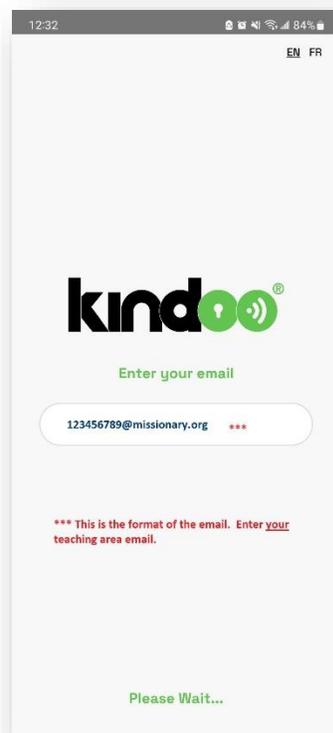
Allow app permissions



Allow app permissions

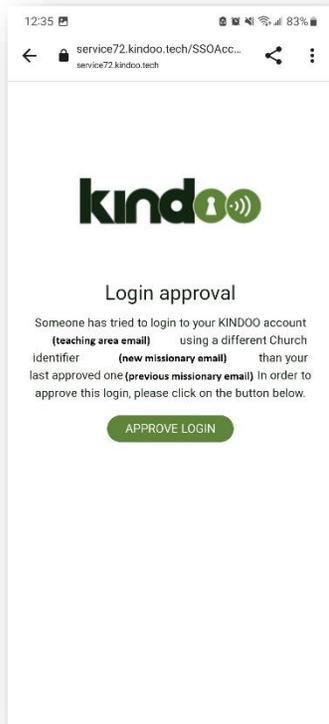


Open Application

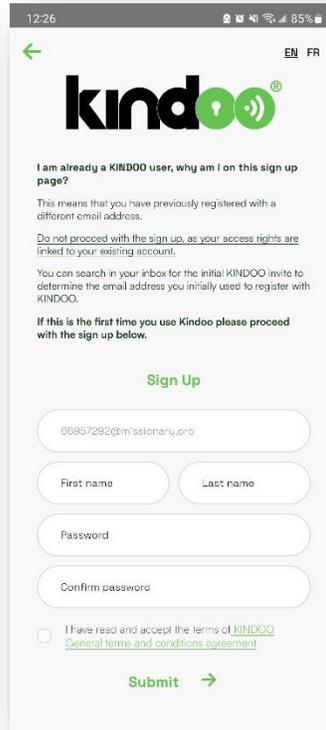


Enter Teaching Area Email

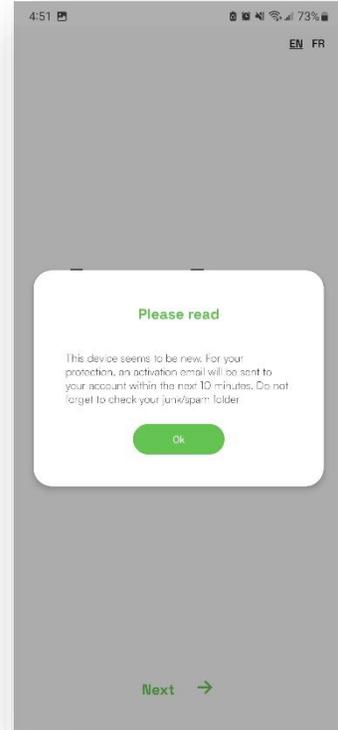
- KINDOO will recognize that you are not the previous user and have a new mobile device. Continue login in using the area email and password. Ignore the first and last name fields and accept the terms.
- KINDOO will ask you to verify the new device and the new account user



Login Approval Request

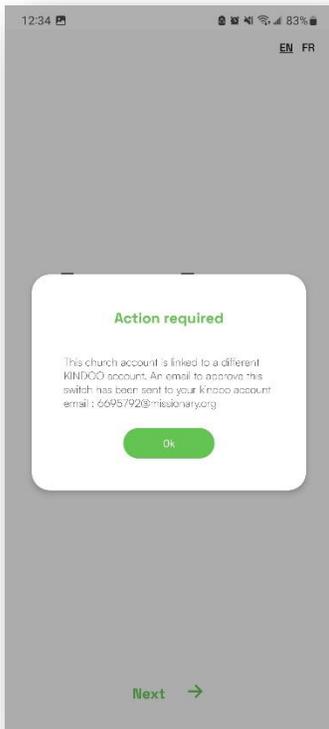


Change of user prompt

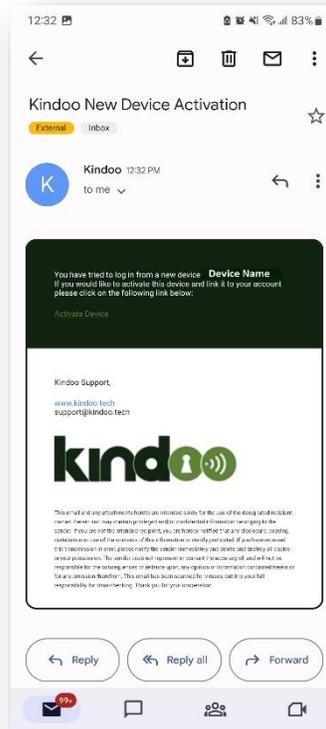


Request to Verify Device

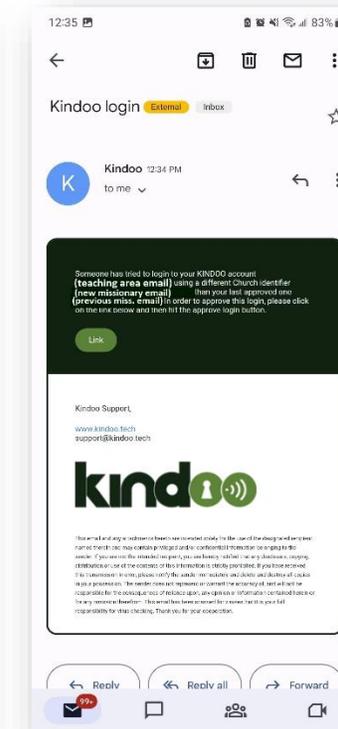
- Go to your teaching area email account
- Verify the device and the account by clicking on the prompts for each email.



Request to Verify Account

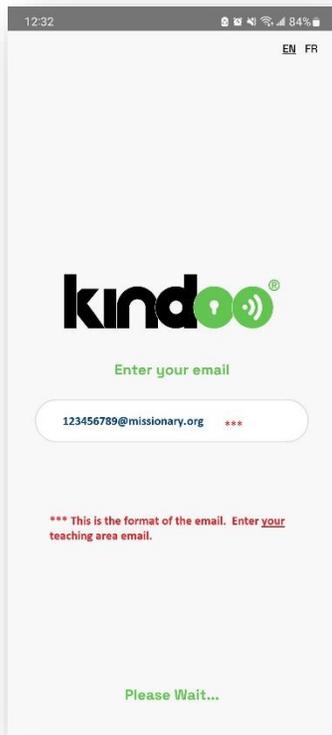


Device Verification Email

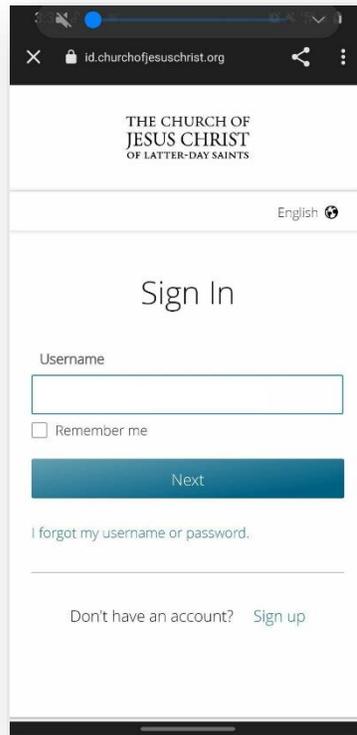


Account Verification Email

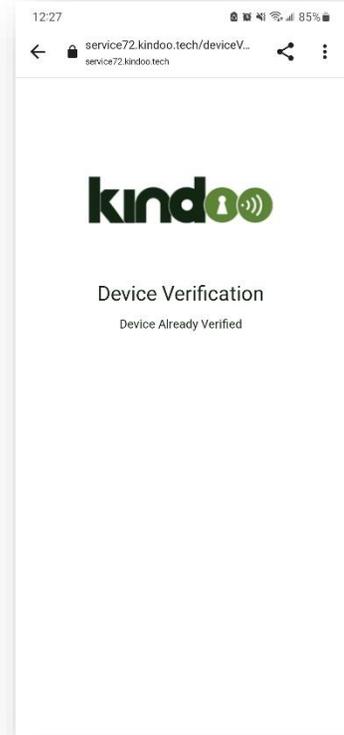
- You will be prompted to login into KINDOO again. Use the teaching area email and password
- You will be prompted to enter your Church Account information. Use your Church account username and password
- KINDOO will display a verification completed screen



Enter Teaching Area Email

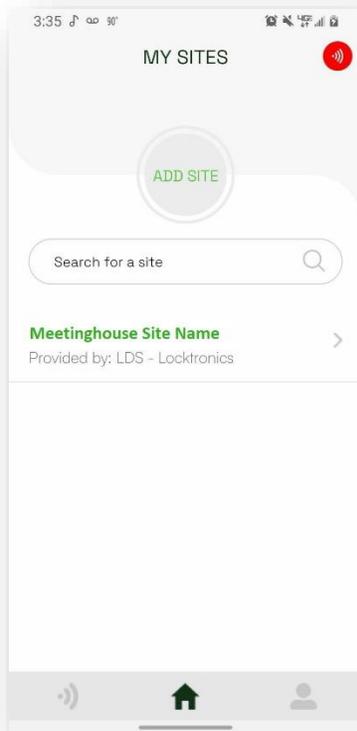


Church Account Verification

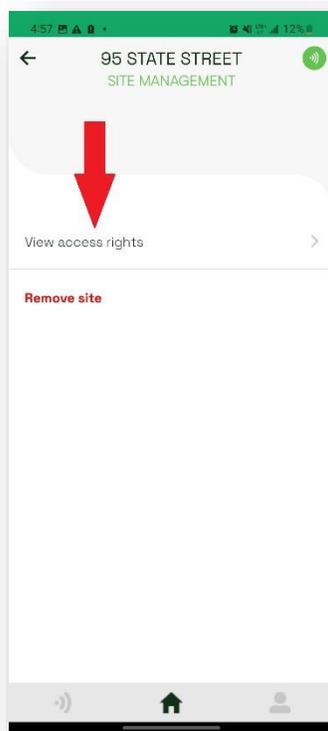


Device Verification Screen

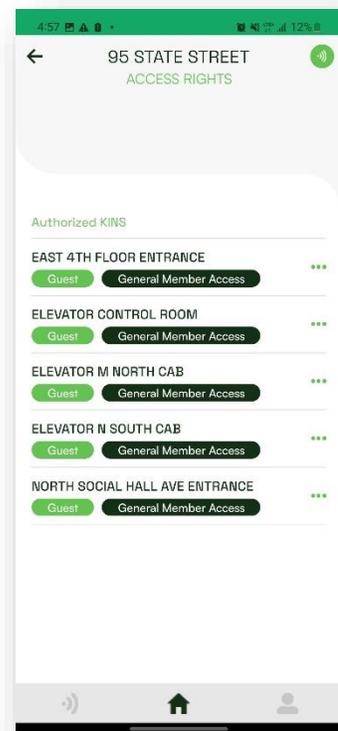
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Home Screen

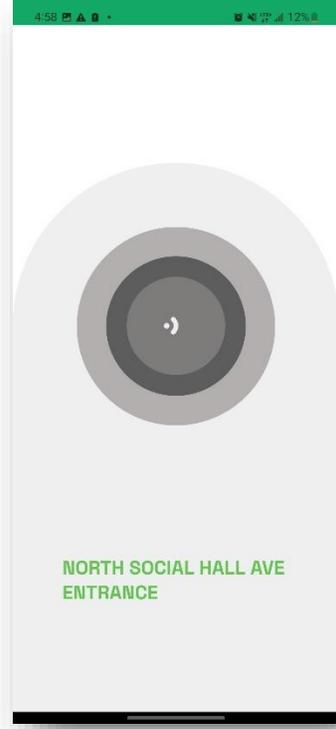
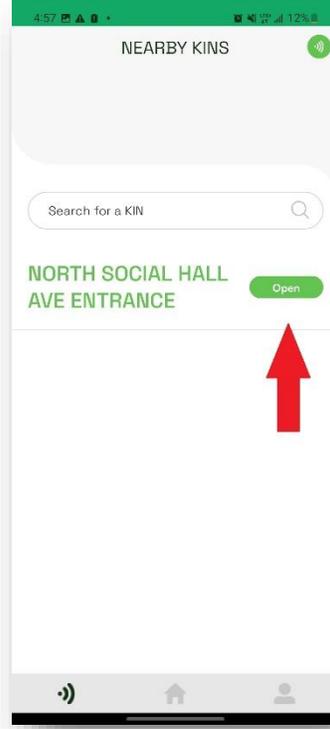
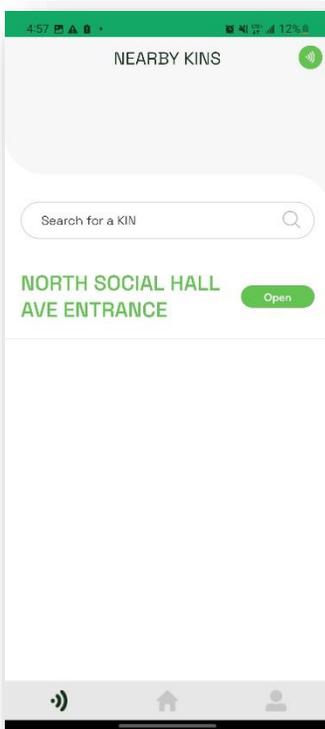


View Access Rights



Access Points List

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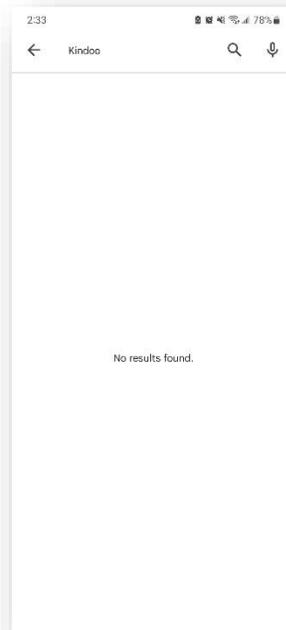
Support

If you have any issues accessing or downloading the KINDOO application, please report the issue to the mission office.

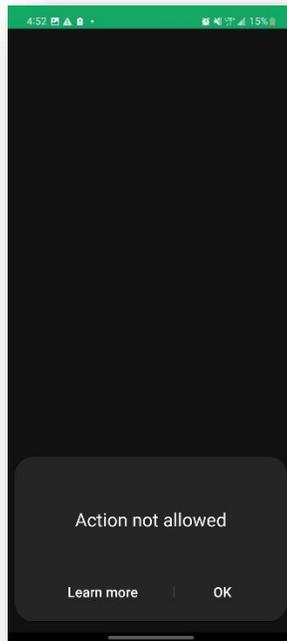
If you have any issues accessing the building, please report any issues to the stake building representative. Your local leader will be able to assist you in contacting the stake building representative.

Common Issues

- ❑ **Cannot find the KINDOO application in the Maas360 App Catalog** – Your mission has not been approved to use KINDOO at this time. Please contact the mission office to report if you believe this is in error



- **You installed KINDOO but are unable to verify your account (Chrome will not open)** – You have not set your default web browser. Please refer to the beginning of this document and complete the set up. You can use copy/paste for the URLs, but it is simpler to set up your default browser. Please contact the mission office to report if the issue persists.



- **When trying to authenticate you receive a message that the web address has been blocked** – Your mission has not been approved to use KINDOO at this time. Please contact the mission office to report if you believe this is in error

