

DEUS VULT · ANNO DOMINI



THE CASTLE KEEP

A Walkthrough Guide for New & Existing Members

— ◆ —

SIGN IN · EXPLORE · BELONG

MEMBER ONBOARDING · EDITION I

What this guide covers

Eighteen plain-language steps to enter The Castle Keep, find your way around, set up your profile, and use every part of the Order part of the Order — illustrated with screenshots from the platform itself.

I · ENTRY

1. The sign-in page
2. Continue with Google
3. Meet the sidebar

II · LIFE INSIDE

4. Brothers & Sisters
5. Dispatches
6. Gatherings
7. The Great Hall
8. The Temples
9. Ravens (DMs)

III · YOUR PROFILE

10. The Armory (profile)
11. The Media Room
12. Prayer Requests

IV · THE ORDER

13. Order Calendar
14. Chaplain
15. Sign-Up Sheets
16. Transgression
17. Gathering Notices
18. Templar Forge

The sign-in page

Your front door to The Castle Keep. Two ways in — Google, or an email and password.

- A. **Continue with Google** — fastest path. One tap, no password to remember.
- B. **Email & password** — type your address and password, then press *Sign in*.
- C. New here? Tap **Sign up**. Forgot your password? Use **Forgot password?**

TIP

Bookmark this page once you arrive — it's your daily entry point.

IMAGE 01

The image shows a mobile app sign-in screen. At the top is a circular logo with a castle tower. Below the logo, the text 'Welcome to The Castle Keep' is displayed in a bold, sans-serif font. Underneath, 'Sign in to continue' is written in a smaller font. A button with the Google logo and the text 'Continue with Google' is centered. A horizontal line with the word 'OR' in the middle separates this from the next section. The next section has an 'Email' label above a text input field containing 'you@example.com'. Below the email field is a 'Password' label above a password input field with masked characters. A large, dark blue 'Sign in' button is centered below the password field. At the bottom, there are two links: 'Forgot password?' and 'Need an account? Sign up'.

Sign in with Google

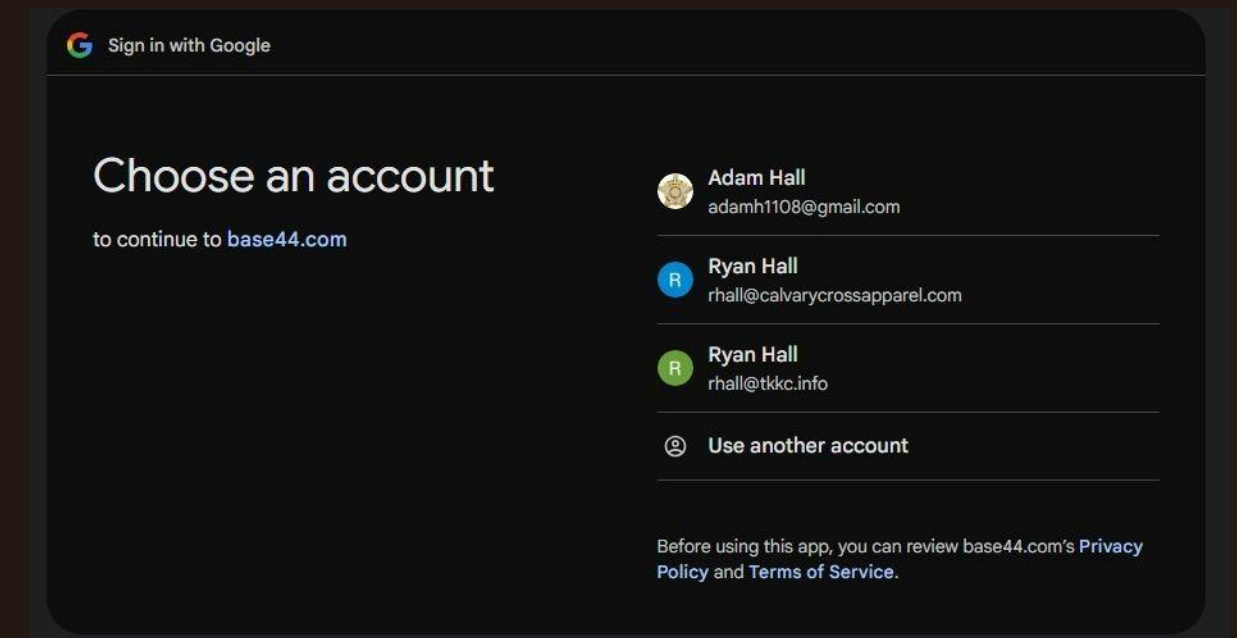
A familiar window will appear. Choose the Google account you want to use.

1. Pick the Google account you'd like to enter The Keep with.
2. If your account is missing, tap **Use another account**.
3. You'll be returned to The Castle Keep, already signed in.

TIP

Use the same Google account every time — your profile and history stay together.

IMAGE 02



Learn the sidebar

Once inside, every part of The Keep is one tap away from the left-hand menu.

THE GREAT HALL	Community posts	PRAYER REQUESTS	Ask & offer prayers
THE TEMPLES	Spiritual spaces	ORDER CALENDAR	Events at a glance
RAVENS	Direct messages	CHAPLAIN	Book counsel
BROTHERS & SISTERS	Member directory	SIGN-UP SHEETS	Share & speak
THE ARMORY	Your profile	REPORT A TRANSGRESSION	File a grievance
GATHERINGS	Events & meet-ups	ACADEMIC	Templar Forge Academy
MEDIA ROOM	Photos & videos		

TIP

Tap each sidebar item once — a five-minute tour and you'll know where everything lives.

IMAGE 21

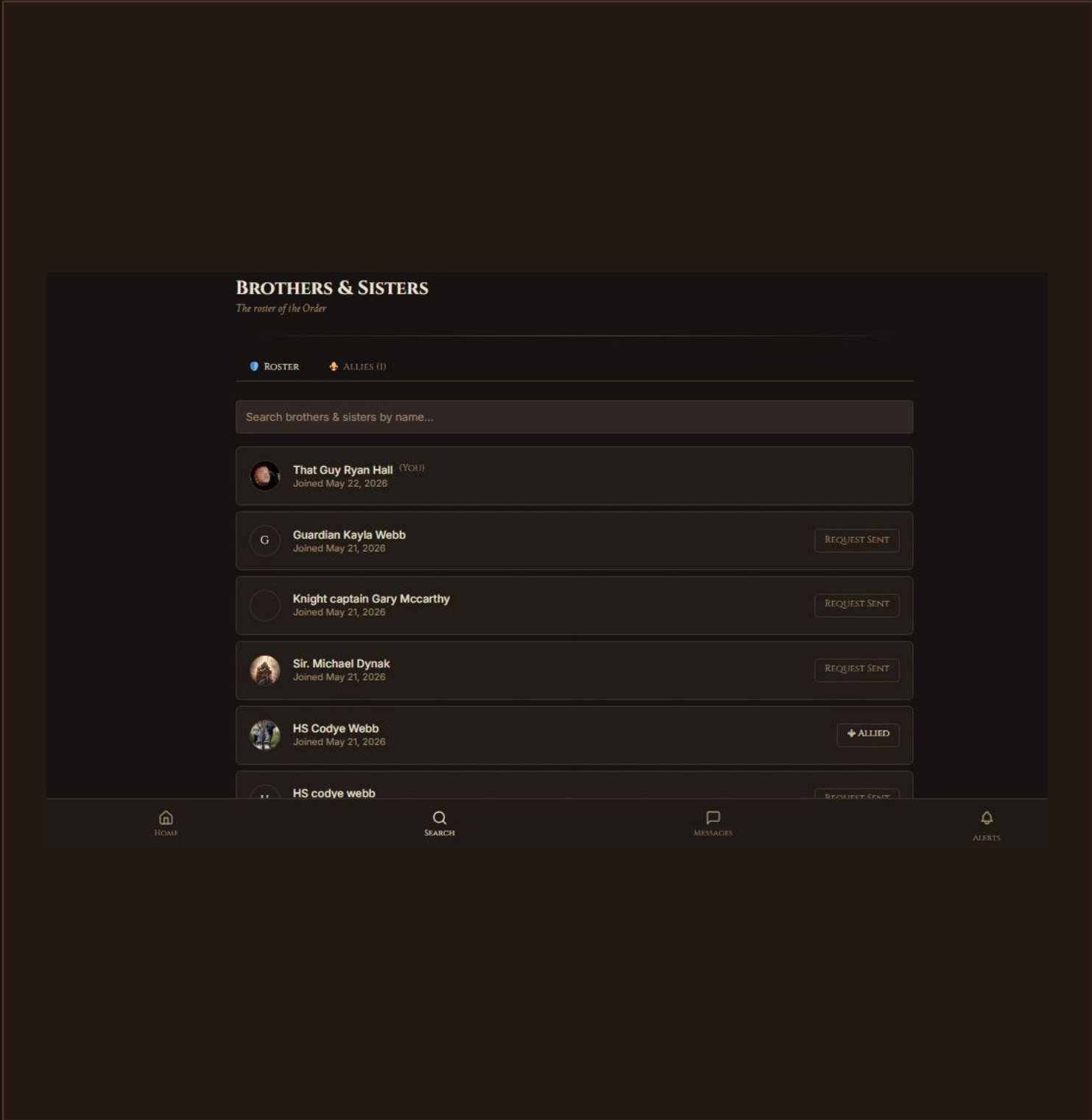


Brothers & Sisters

The member directory — see who is part of The Keep and find people you'd like to know.

- 1. Open **Brothers & Sisters** from the sidebar.
- 2. Browse the cards — each shows a member's name and rank.
- 3. Tap a card to view that member's profile.

IMAGE 04



TIP

A good first move — find one or two members and say hello.

Dispatches & notifications

Your inbox for everything happening in The Keep — new posts, replies, mentions.

1. Look for the bell or banner near the top of the screen.
2. A small dot signals something new awaits.
3. Tap to read each dispatch and jump to the matching post or thread.
4. Read dispatches fall away — only the new ones remain.

IMAGE 05

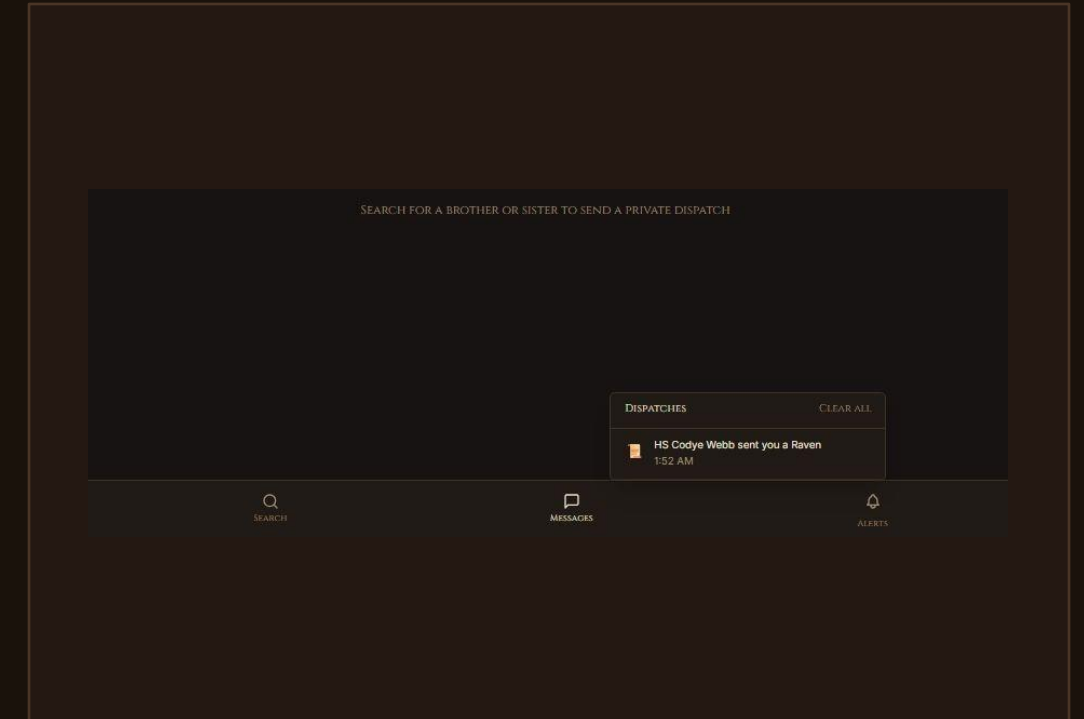
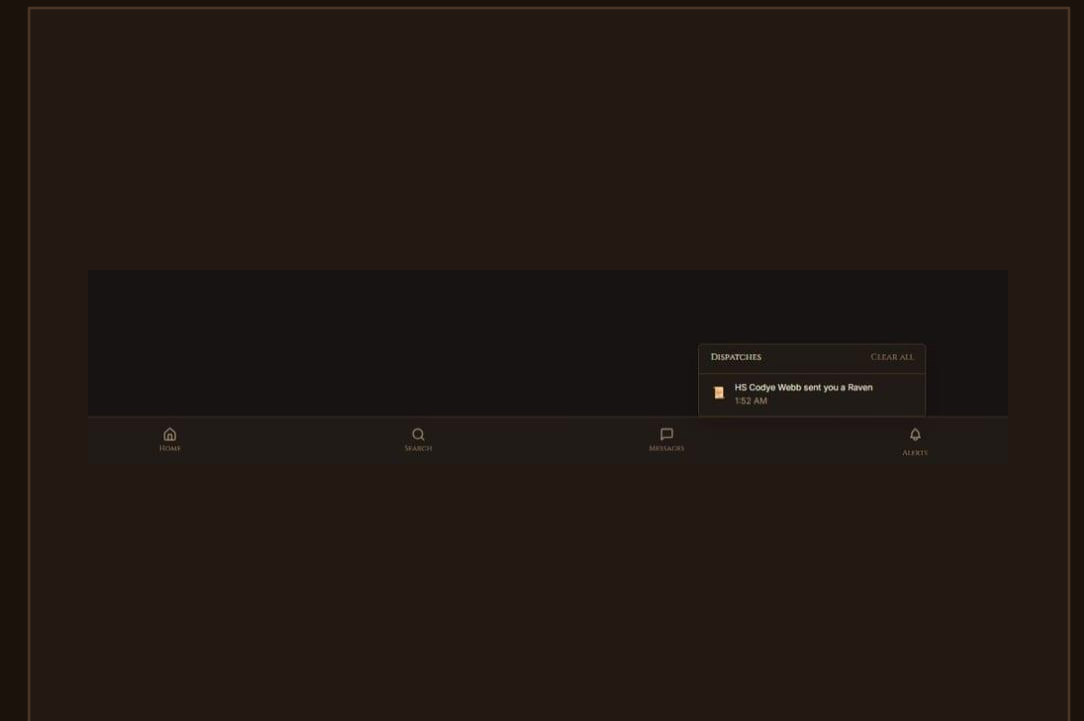


IMAGE 07

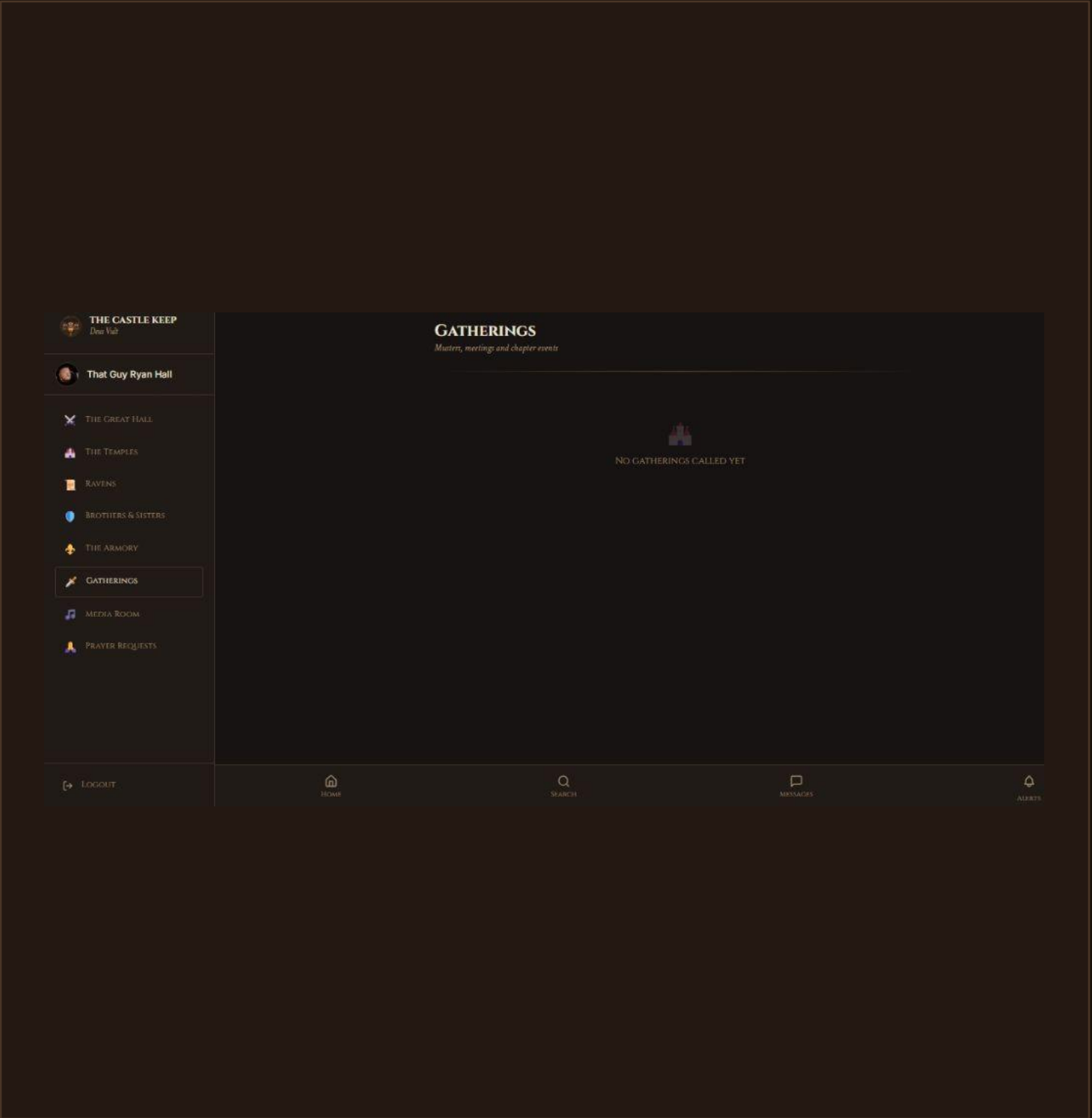


Gatherings

See upcoming events and meet-ups across The Keep — and mark the mark the ones you'll attend.

- 1. Open **Gatherings** from the sidebar.
- 2. Browse the list of upcoming gatherings and read the details.
- 3. Tap a gathering to learn the time, place, and who's attending.

IMAGE 06



TIP

A gathering is the easiest way to put faces to names — pick one each month.

The Great Hall

The public square — read what others share, and post your own messages for everyone.

- 1. Open **The Great Hall** from the sidebar.
- 2. Scroll the feed to read posts from the community.
- 3. To share something, type into the post box at the top.
- 4. Press **post** — your message appears in the feed for all to see.

IMAGE 08

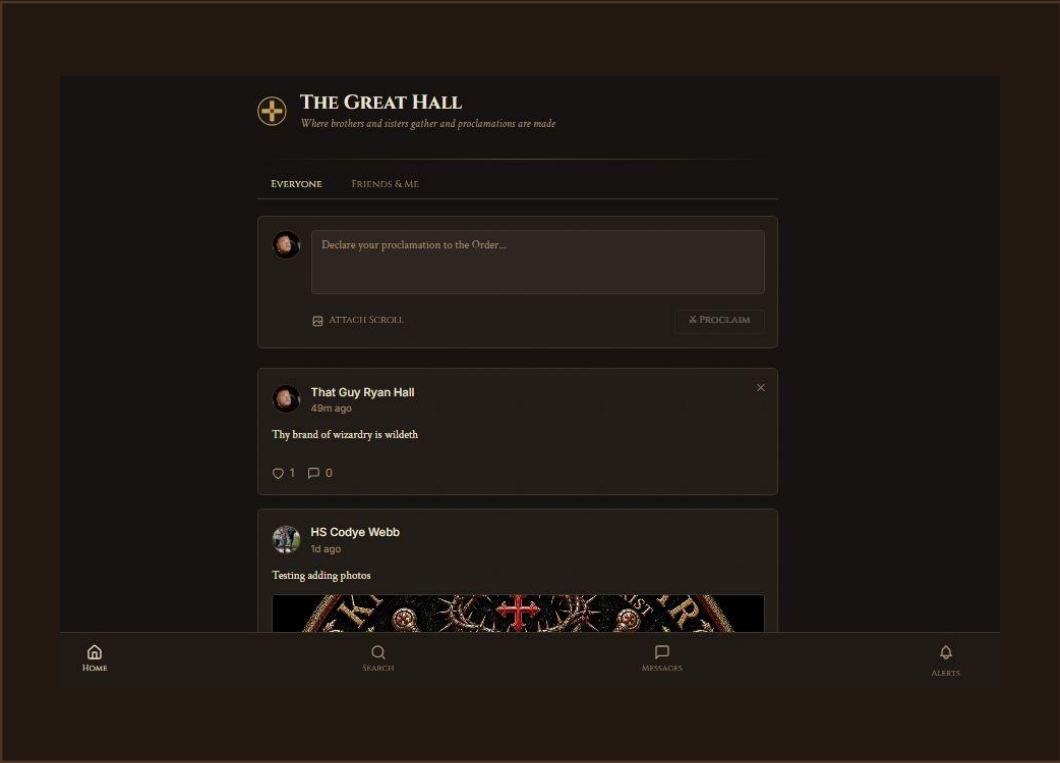
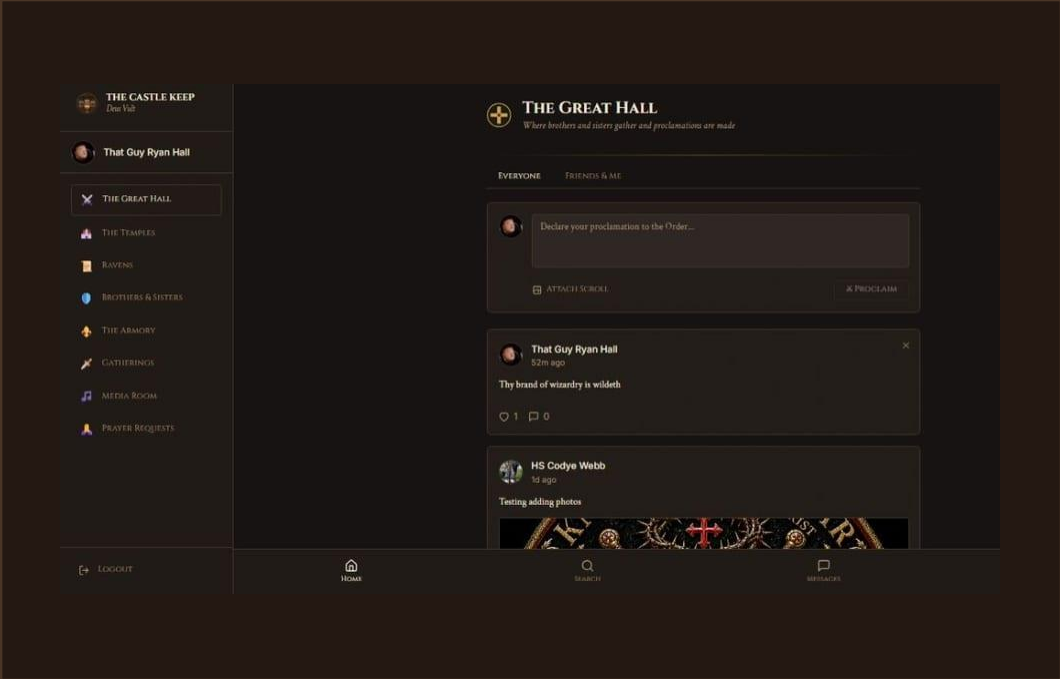


IMAGE 16



The Temples

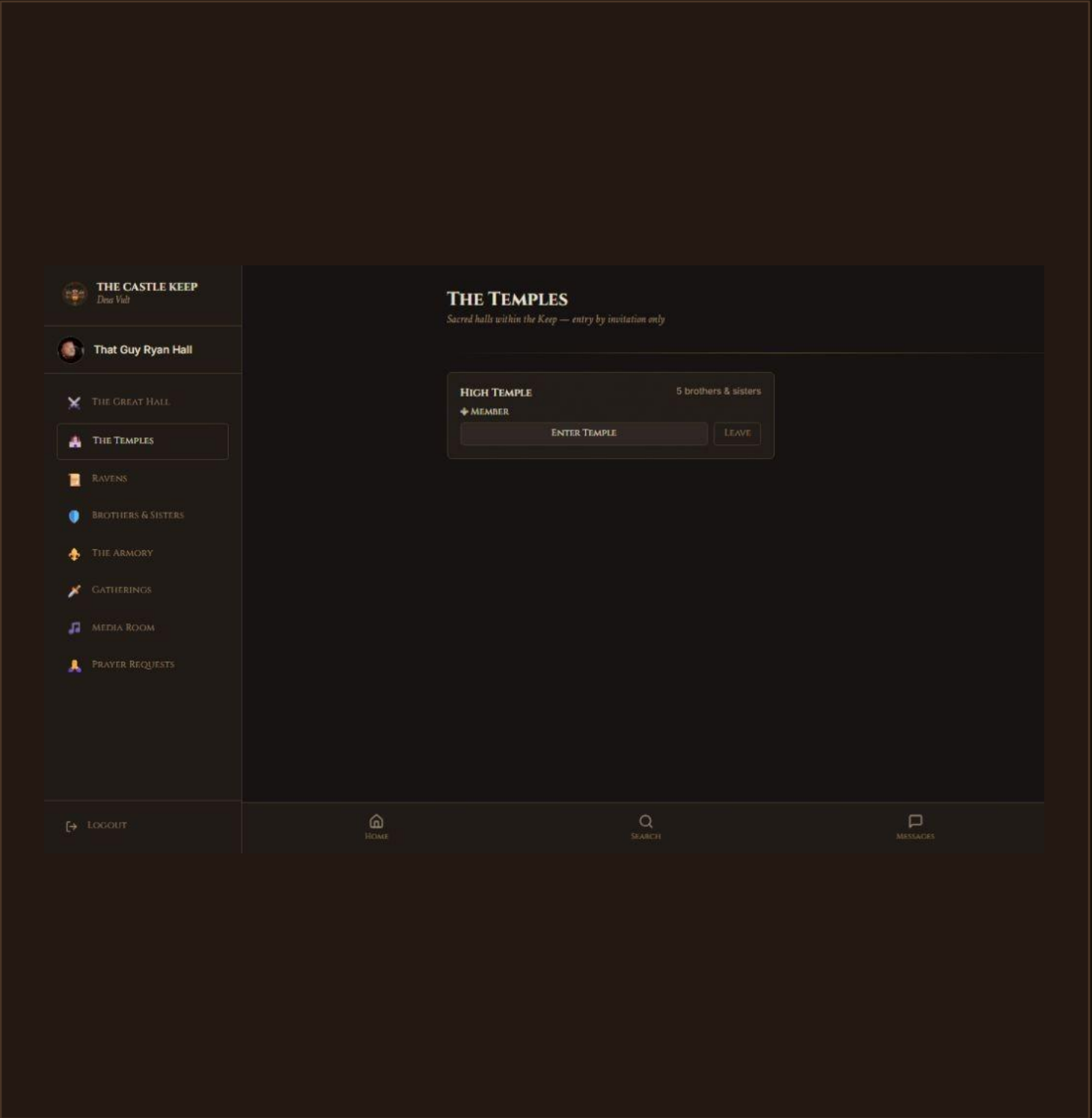
Step inside the spiritual spaces of The Keep — quieter rooms for rooms for reflection and conversation.

- 1. Open **The Temples** from the sidebar.
- 2. Choose a temple to enter.
- 3. Read what's inside, and add your voice when moved to.

TIP

Temples are slower spaces — read before you write.

IMAGE 09



Ravens — direct messages

Private conversations between you and one other member — like sending a letter by raven.

- 1. Open **Ravens** from the sidebar.
- 2. Pick a conversation from the list — or start a new one.
- 3. Type into the message box and send. Only you and your recipient see it.
- 4. Replies appear in the same thread.

IMAGE 10

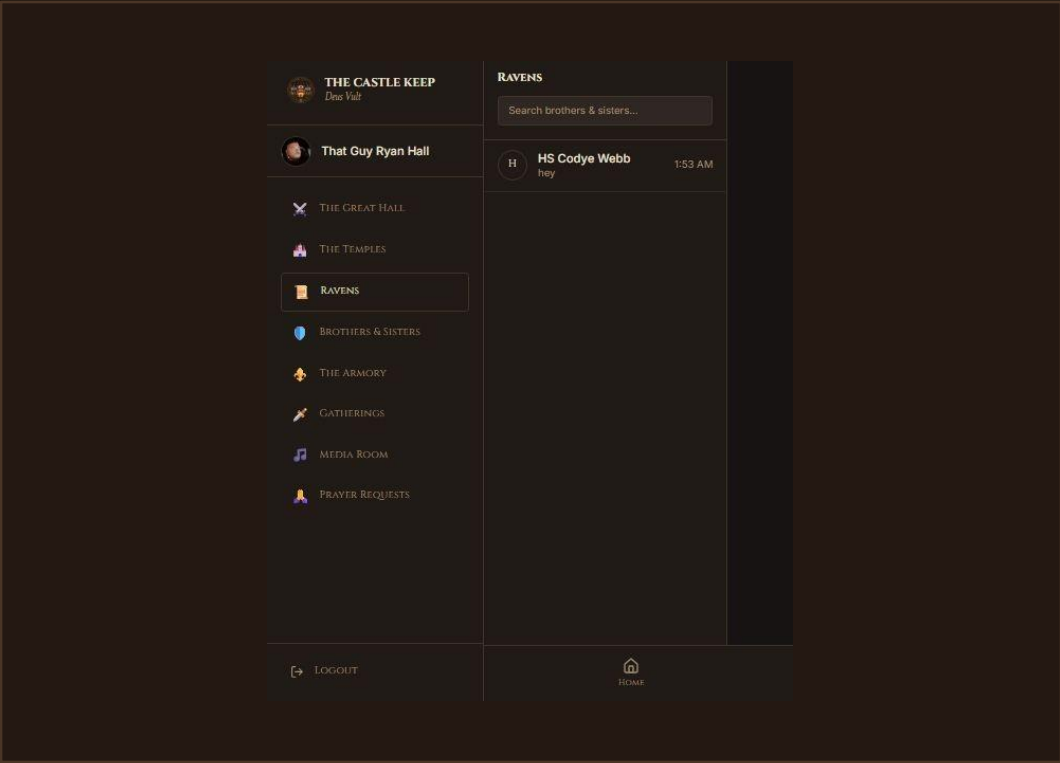


IMAGE 11



The Armory

Set up your profile & Order's settings

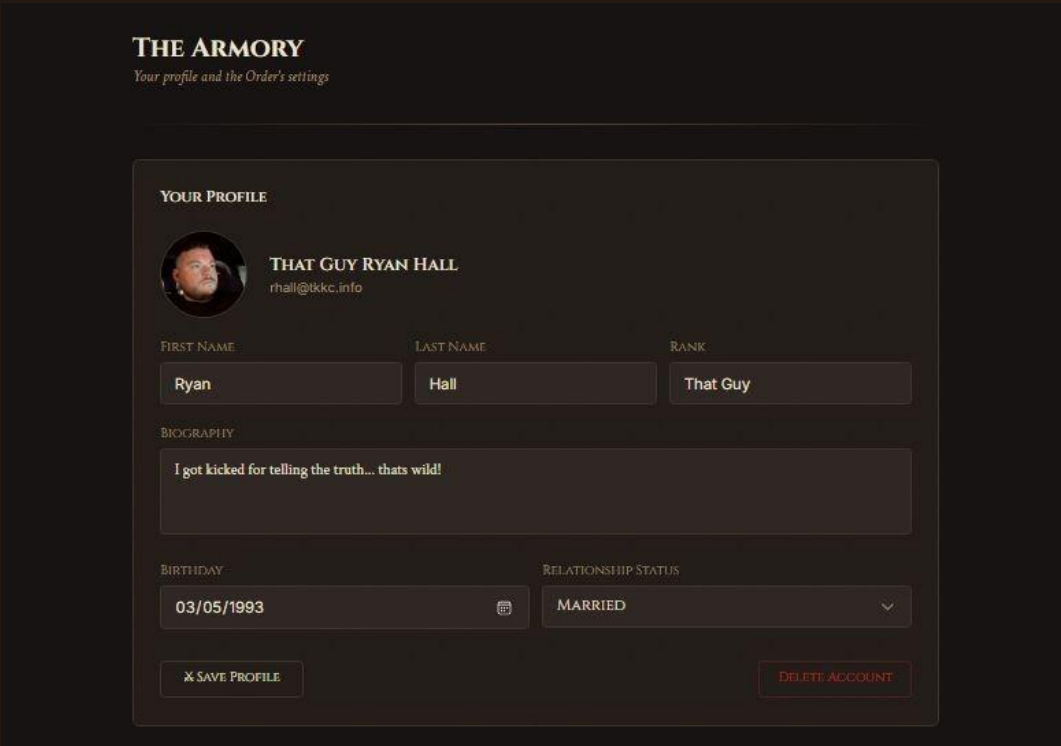
Open **The Armory** from the sidebar. This is the most important stop for new members — it's how others will recognize you.

FILL IN, IN ORDER

- ◆ **FIRST NAME** — how you're addressed
- ◆ **RANK** — your standing in The Order
- ◆ **BIRTHDAY** — the day to celebrate you
- ◆ **LAST NAME** — your family name
- ◆ **BIOGRAPHY** — a short note about you
- ◆ **RELATIONSHIP STATUS** — if you'd like to share

FINAL STEP

Press ✕ **Save Profile** at the bottom. Without saving, your changes are lost.



The Media Room

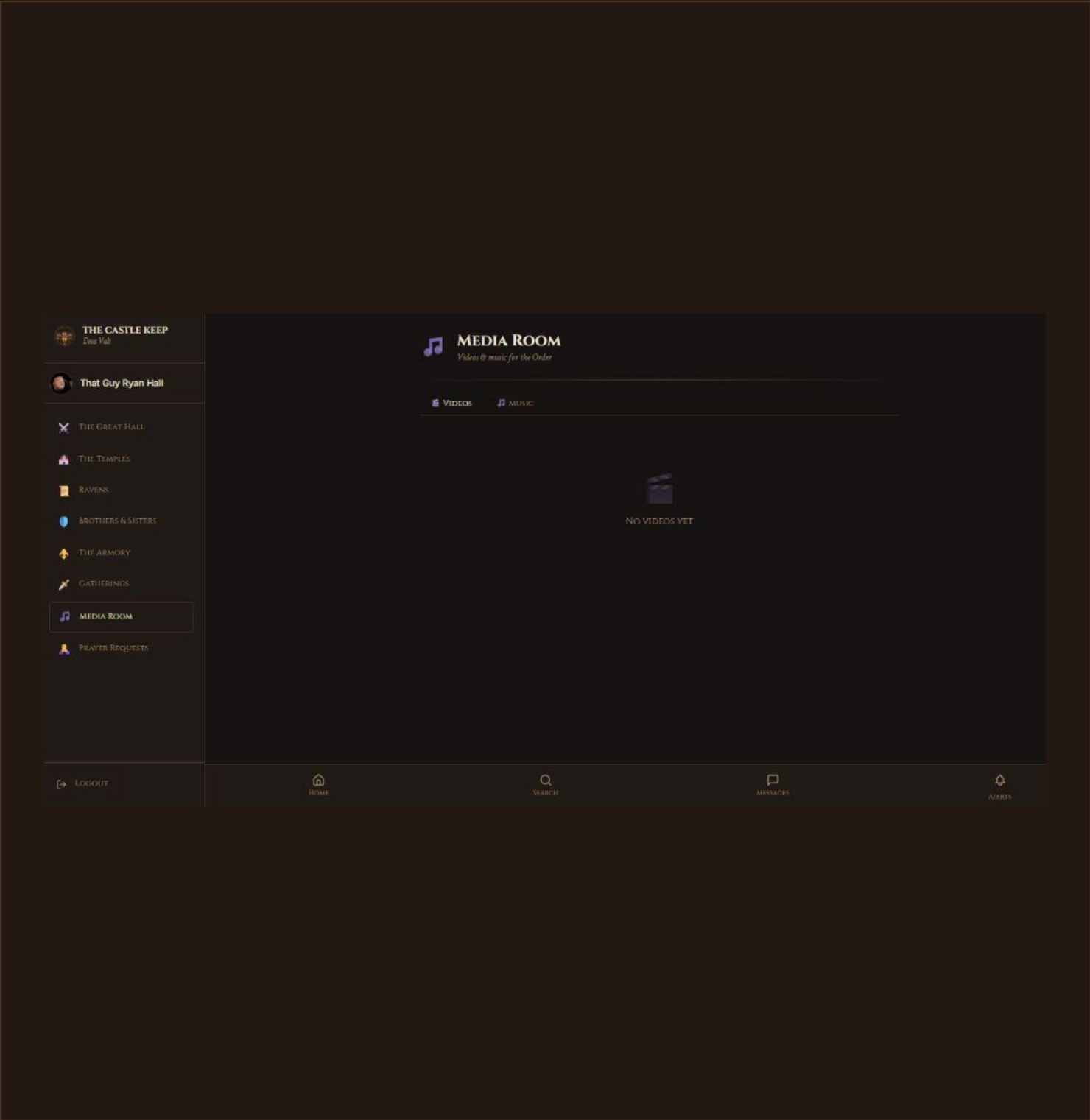
A shared gallery for photos and videos from across The Keep.

- 1. Open **Media Room** from the sidebar.
- 2. Browse photos and videos shared by members.
- 3. Tap any item to view it full size.

TIP

Check the Media Room after every gathering — memories live here.

IMAGE 13



Prayer Requests

Ask for prayer, or pray for others — a quiet, supportive part of The Keep.

- 1. Open **Prayer Requests** from the sidebar.
- 2. Read existing requests — and offer your prayers where moved.
- 3. To share your own, fill in the request form.
- 4. Submit it — and members will see your request appear.

IMAGE 14

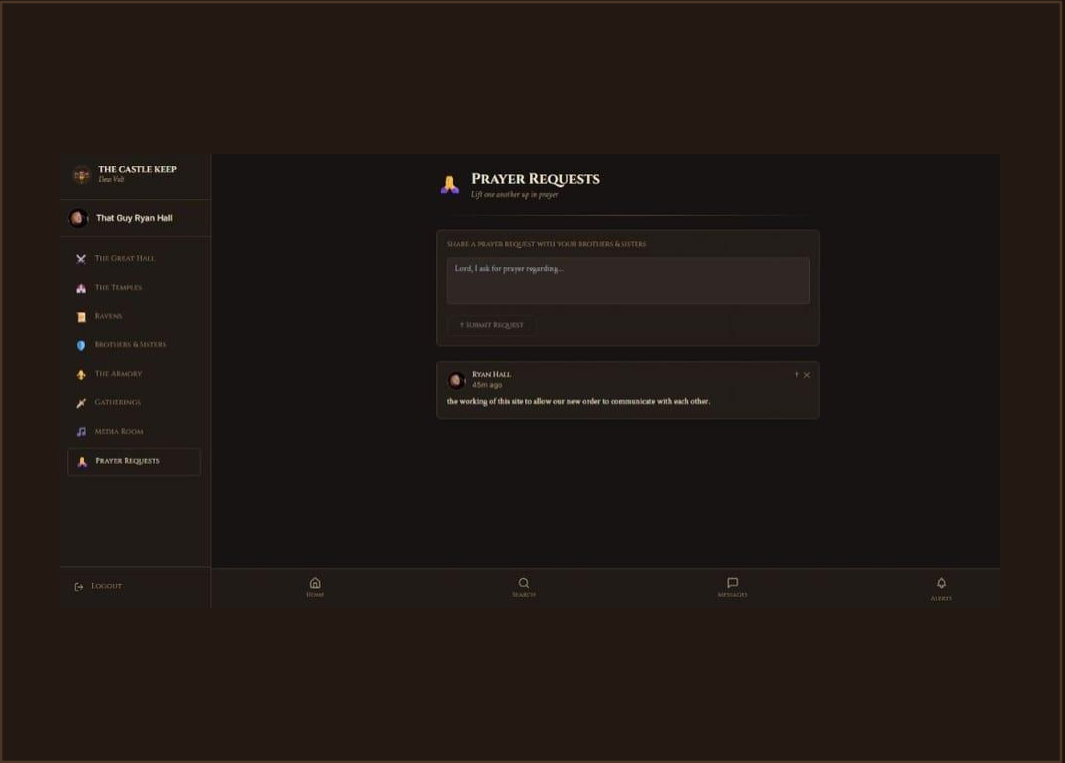
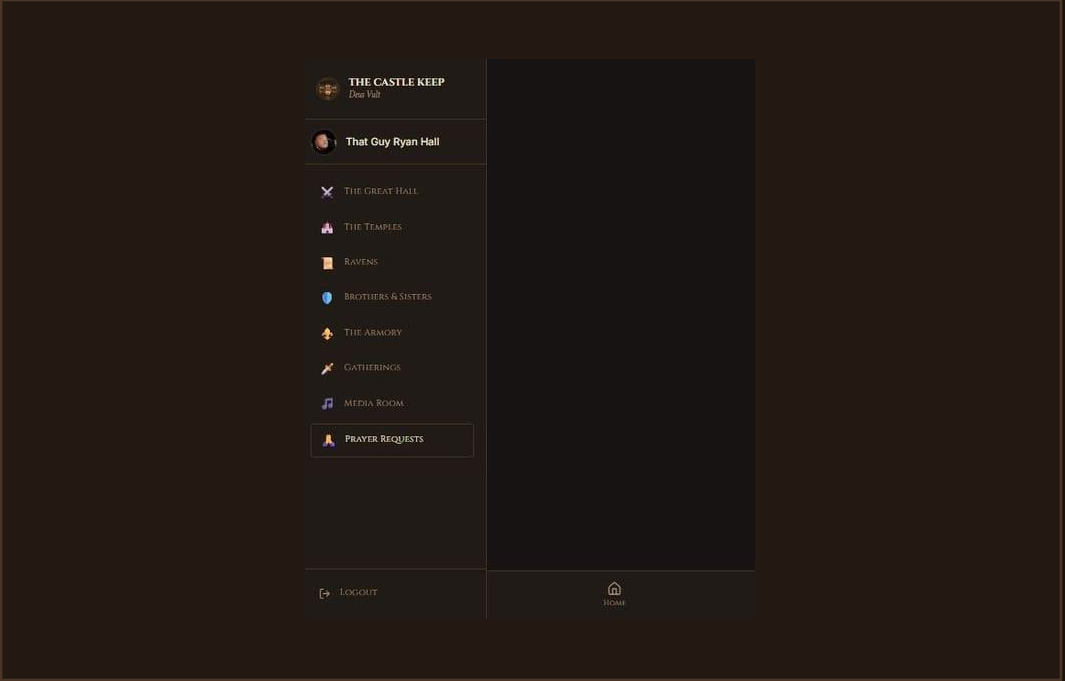


IMAGE 15



Order Calendar

Everything happening across the Order — events, gatherings, study gatherings, study sessions, and meetings — in one view.

- 1. Open **Order Calendar** from the sidebar.
- 2. Move between months with the ‹ and › arrows.
- 3. Each day shows what's scheduled — e.g. *RoundTables* or *Bible Study*.
- 4. Tap a day to see the full details of that event.

IMAGE 17



TIP

Check the calendar weekly — it keeps the whole Order on the same page.

Chaplain Scheduling

Need some personal time with the chaplain? Book one-on-one time with our men of the cloth.

- 1. Open **Chaplain** from the sidebar.
- 2. Stay on **Book a Chaplain**, or check **My Appointments**.
- 3. Read each chaplain's brief — pick the one you'd like to meet.
- 4. Choose an open time on their schedule and confirm.

IMAGE 18



TIP
Counsel is held in confidence — speak freely.

Sign-Up Sheets

Want to speak at a gathering? Share your testimony, a funny story, or simply tell us about you and your life — let us know.



SHARE A TESTIMONY

Tell the Order how your faith has carried you you — others draw strength from it.



TELL A FUNNY STORY

Lighter moments are welcome too — laughter laughter binds brothers and sisters.



INTRODUCE YOURSELF

A short bit about your life, your work, and and what brought you here.

HOW TO SIGN UP

Open **Sign-Up Sheets** from the sidebar → pick the upcoming slot you'd like → enter your topic and submit. We'll be in touch.

Report a Transgression

Wronged by another member? Report it. Our manual is clear on how we view and handle these matters.

- 1. Open **Report a Transgression** from the sidebar.
- 2. Choose **Submit Grievance** — or revisit **My Submissions** and **Received Notices**.
- 3. Fill in **Complaining Party** — your name, rank, temple, contact.
- 4. Fill in **Member or Officer Complained Against**.
- 5. Describe what happened, then submit.

IMAGE 19

REPORT A TRANSGRESSION

Governed by Articles XIII, LXVII, LXX, and LXXI–LXXVIII of the Order Manual

✕ SUBMIT GRIEVANCE

■ MY SUBMISSIONS

📄 RECEIVED NOTICES

2. COMPLAINING PARTY INFORMATION

FULL NAME *

RANK / OFFICE

TEMPLE / COMMANDERY

PHONE / EMAIL

3. MEMBER OR OFFICER COMPLAINED AGAINST

FULL NAME *

RANK / OFFICE

UNDER THE ORDER MANUAL
Governed by Articles **XIII, LXVII, LXX, and LXXI–LXXVIII.**

JUSTICE · REPORT A TRANSGRESSION

Gathering Notice Page

Alongside the Calendar — a dedicated board for upcoming gatherings, round tables, and general meetings.

- 1. Open **Gatherings** from the sidebar.
- 2. Read the notice — title, date, time, and meeting link.
- 3. Mark **Going** or **Can't Attend** so the Order knows who's in.
- 4. On the day, click the link in the notice to join.

IMAGE 20



PAIRED VIEWS

Use the Calendar for the month-at-a-glance — and this page for full details on the next event.



Academics — Templar Forge Academy

A dedicated link from inside The Keep to the Academy's full site — easy access, no searching required.

1. Open **Academic** from the sidebar.
2. You'll see the Academy welcome page.
3. Press **Enter the Forge** to visit the full site.

FROM THE FORGE

Knights Templar of the Kingdom of Christ™

Disce • Perfice • Servi

Your first day in The Keep

A simple six-stop path — about ten minutes — to feel at home.

1

SIGN IN

Use Continue with Google for the fastest entry.

2

SET UP THE ARMORY

*Name, rank, biography, birthday —
— then Save Profile.*

3

MEET THE SIDEBAR

*Tap each item once — get a feel for
for the rooms.*

4

VISIT BROTHERS & SISTERS SISTERS

Find one or two members you'd like to know.

5

SAY HELLO IN THE GREAT HALL

A short post is plenty — introduce yourself.

6

PICK A GATHERING

*Mark Going on the next gathering —
gathering — check the Calendar
weekly.*

A few last tips



CHECK DISPATCHES DAILY

A small dot near the bell means means new news. A two-minute minute habit keeps you connected.



KEEP THE ARMORY CURRENT

Update your biography and rank rank as life changes. Always press Save Profile.



USE RAVENS FOR PRIVATE TALK

The Great Hall is public. For a a private word, send a raven. raven.



SHOW UP IN PERSON PERSON

The Keep grows stronger when when members meet at Gatherings. Pick one.

NEED HELP?

Reach a brother or sister through **Ravens**, or post your question in **The Great Hall**. Someone in The Keep will answer.