CHURCH TEAMS ONLINE FOR A GROUP HOST

A GUIDE TO…

- **Create a Group**

- **Add Group Members**

- **Remove Group Members**

- **Transfer Group Members**

CREATE A GROUP

Open web browser and enter the following into the URL: www.churchteams.com.

In the far upper right corner **click "Login"**.

Enter organization: "ROCK POINT CHURCH" from the pull down menu.

Enter password: "RPC_2200".

From the top menu **select "Groups"**, **then "Create"** from the pull down menu.

STEP ONE

Group Information - Step 1 of 3 to register a group. Please complete all 3 steps. (* = Required Field)

* Group Name	* Meeting Day	* Time of Day	* Meeting Frequency	Start Date	Date Last Updated
	Select the day of the week	Select the time of day	Select the meeting frequency	02/19/2014	

* Group Description (We're a group seeking to grow authentic biblical community with God and each. We're striving to know one another more deeply. Accept those in our group unconditionally; support one another as we walk through life together, and allow ourselves to be developed by viewing Jesus through the eyes of one another.)

Topic	* Maximum Size
	17

Location / Classroom	Meeting Address	Meeting City	State/Province	Zip/Postal Code

☐ Roster visible at member security level

[Next] [Cancel]

Enter the Group Name (ex: Cooper's Group, Mike & Mindy's Group).

Select the Meeting Day, Time of Day, Meeting Frequency.

Enter the start date (ex: the first day the group meets).

Enter Topic: (ex: Twisting the Truth by Andy Stanley, Book of James)

Enter Max size of your group, which is the most you want or the most your home can comfortably hold. Ideally, 8 couples is good.

Enter Group Description: This should include the following details…

- Who you want to join you (parents with elementary age kids, single mothers, empty nesters).
- Childcare options (childcare is available or no childcare provided).
- In home pets (Allergies? We have dogs, cats, birds).

Enter Location: (ex: The Cooper's Home, Seville Neighborhood)

Enter the address of the study.

Roster available at member security level: This means that only members (not guests or attenders) would be able to see the roster of names on your roll. You may leave it blank if anyone is ok viewing it.

Click 'Next"

Host Option - select couple or individual. If more than two you can add other hosts individually once the group is set up.

Host Information – using the pull down you can **Search** for or scroll to your information and select continue. If your information is not there use the PERSON 1 fields to provide your detail, then **Select "Continue"** at the bottom.

* Business Name leave blank.

Enter Name.

Enter Household Role.

Enter Church Member Type: Guest, Regular Attender *(not a member)*, or Member. It is ok to ask the person if they have joined the church by attending the Membership Dessert. If not, list them as a Regular Attender or Guest (*which could be a co-worker, neighbor or other non-RPC attender).*

Leave Business Name blank.

Enter Address, City, State, & Zip.

Enter Email Address: this will be how you communicate with that person so a personal one is better than a work one.

Enter Phone Numbers & Mobile Carrier. The system allows you to group text if the carrier is listed.

Enter Gender, Age Category, Birthdate, Marital Status & Kids info if known. **Click "Save".**

Enter Group Type: Small Group

Enter Area of Town: where the study will be held.

Enter the LifeStage: that best fits your desired group.

Enter Gender Mix: that bests fits who you are looking for to join your group.

Select "Save".

Update Information - click on your name and **review all detail** to be sure it is current. You may update it and save it at this point.

Select "Edit" from the blue button, then **"Group Photo"** in the pull down, to add a picture to your profile. The best photo will be a close up head/shoulder shot with bright background. You can return to this area to change your photo at any time.

Click on "Choose File". Then click on your .JPG photo file and "Open". Then click on **"Upload"**.

Click "Browse" and **"Groups"** from the top of the screen to return to all groups and see how your final product looks. If you want to make changes, click on the "group name" then "Edit" whatever section needed.

ADD GROUP MEMBERS

Open web browser and enter the following into the URL: www.churchteams.com.

In the far upper right corner **click "Login"**.

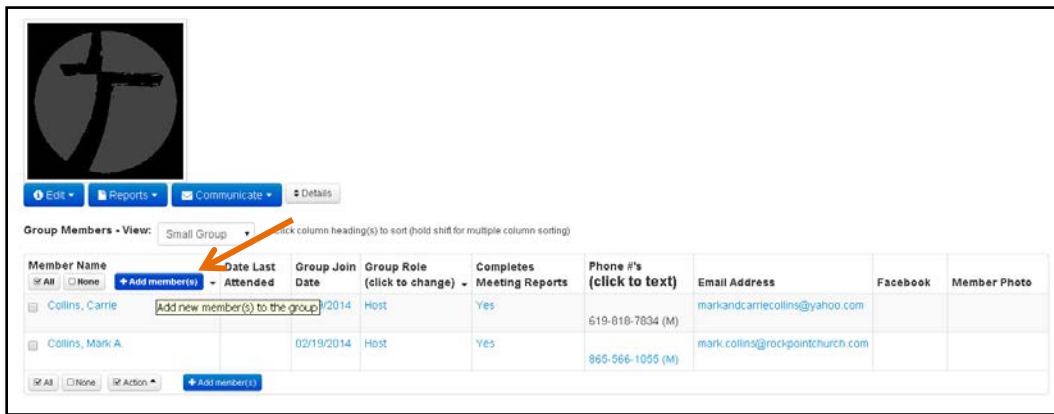**Enter organization:** "ROCK POINT CHURCH" from the pull down menu.

Enter password: "RPC_2200".

From the top menu **select "Groups"**, **then "Browse"** from the pull down menu.

Locate your group and click on the **"Group Name"**.

STEP ONE

**Click on the blue "Add Members" button:**

A pop-up window will appear requesting the **"Add Date"** of the new group member. This should be the starting date of a new study where the new group member begins attending. *This date is important for running reports by RPC staff.*
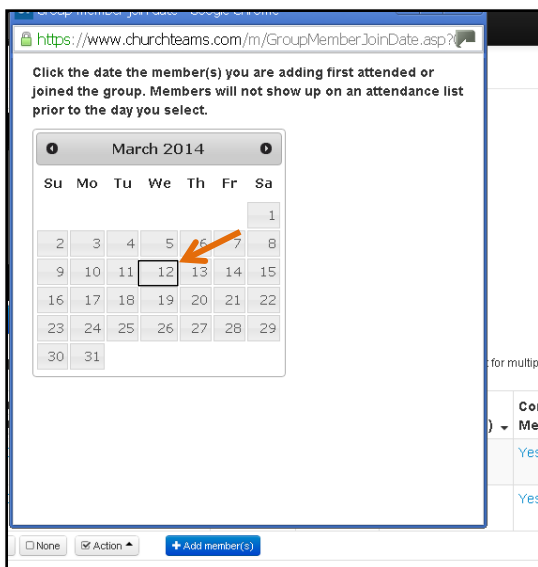
Next, your pop-up window will provide a **"Search"** function to locate the new group member.

Enter the "last name" of the new group member and any matches will appear.
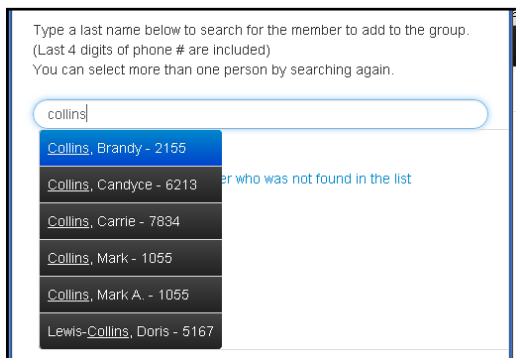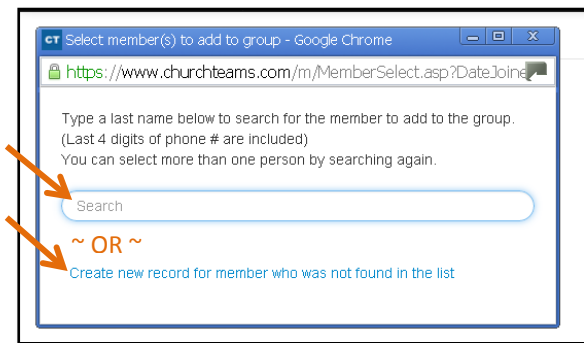
or…

Click on "Create new record for member". Then you will add all the detail you have for this new person.

Enter Name.

Enter Household Role.

Enter Church Member Type: Guest, Regular Attender *(not a member)*, or Member. It is ok to ask the person if they have joined the church by attending the Membership Dessert. If not, list them as a Regular Attender or Guest (*which could be a co-worker, neighbor or other non-RPC attender).*

Leave Business Name blank.

Enter Address, City, State, & Zip.

Enter Email Address: this will be how you communicate with that person so a personal one is better than a work one.

Enter Phone Numbers & Mobile Carrier. The system allows you to group text if the carrier is listed.

Enter Gender, Age Category, Birthdate, Marital Status & Kids info if known. **Click "Save".**

REMOVE GROUP MEMBERS

Open web browser and enter the following into the URL: www.churchteams.com.
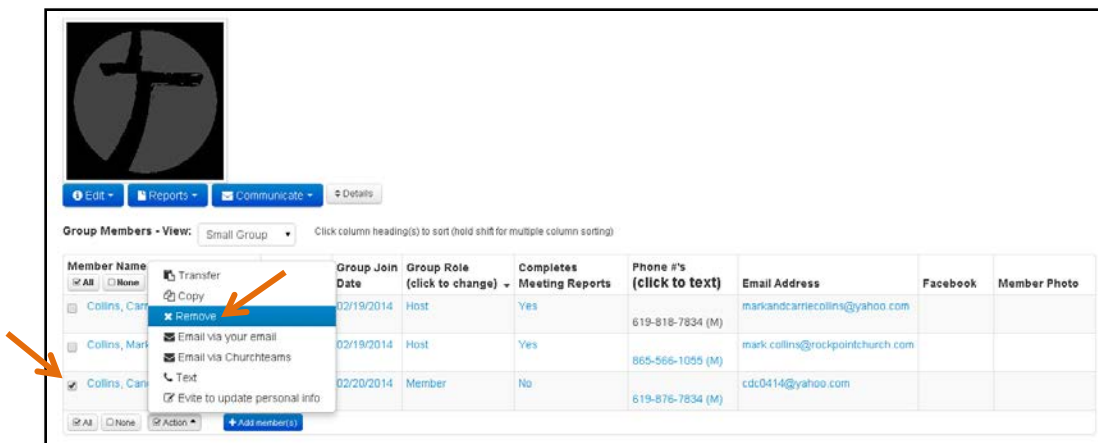
In the far upper right corner **click "Login"**.

Enter organization: "ROCK POINT CHURCH" from the pull down menu.
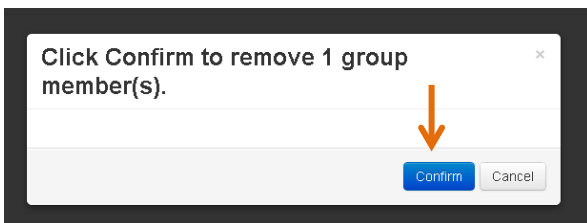
Enter password: "RPC_2200".

From the top menu **select "Groups"**, **then "Browse"** from the pull down menu.

Locate your group and click on the **"Group Name"**.

Click the square for the group member you want to remove. Then **Click the "Action" button. Select "Remove".**

A pop-up will ask you to cancel this request or confirm it is to be removed.

TRANSFER GROUP MEMBERS

Open web browser and enter the following into the URL: www.churchteams.com.

In the far upper right corner **click "Login"**.

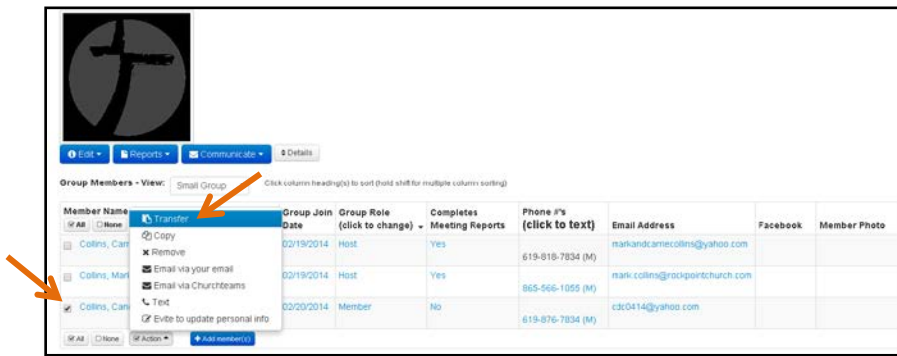**Enter organization:** "ROCK POINT CHURCH" from the pull down menu.

Enter password: "RPC_2200".

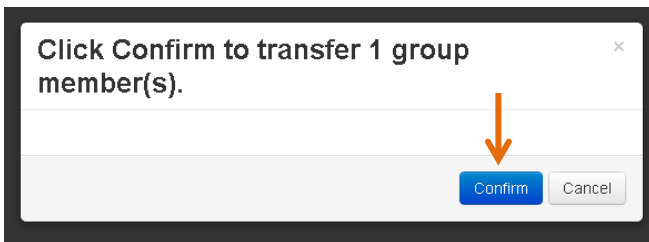From the top menu **select "Groups"**, **then "Browse"** from the pull down menu.

Locate your group and click on the **"Group Name"**.

Click the square for the group member you want to remove. Then **Click the "Action" button.**

Select "Transfer".

A pop-up will ask you to cancel this request or confirm it is to be transfered.

Click to Search Group Names: Using the pull down, **select the group** your member will be moving to, then **"Continue".**
A pop-up will confirm the transfer has been made, **Click "OK"**.