

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: <u>www.churchteams.com</u>.

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 t	o register a group. Please comple	ete all 3 steps. (* = Required Field)			
- Group Name	* Meeting Day Select the day of the week	* Time of Day Select the time of day	* Meeting Frequency Select the meeting frequency	• 02/19/2014	Date Last Updated
* Group Description (We're a group seeking to gr each. We're striving to know one another more deeph support one another as we walk through life together,	ow authentic biblical community with God and y. Accept those in our group unconditionally; and allow ourselves to be developed by viewing	Торіс	* Maximum Size		
Jesus through the eyes of one another. }					
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"

STEP TWO

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.

Host Name/Address/Co	ontact Inf	ormation - Step 2 of 3 to register	a small group. Please complete all	3 steps.		
Select Host names from	the lists a	and click Continue				
Select Host Names from Select Person 1 Able, George - 530 W Love Rd Able, Sizame - 530 W Love Rd Able, Sizame - 530 W Love Rd Adurgan, Marisa - Adamson, Crystal L - 23249 S 2020h St Adurgan, Chris - 4997 E del	informa	tion below if your names are n	ot in the above lists: FamilyHousehold Role: Adut	Please note this Church Member Type Explanation: This Member Type is a churchVorganization member type such as Member for church members, or Regular Attender. This is separate from the Group Member Type which is the role as person	Business and (optional):	
Mailing Address:		Address Line 2:	city:	holds in their small group (i.e. Leader, Member, Host, etc.) and is selected when a person is addeed to a small group. "Church Member Type: State/Province:	Zip/Postal Code:	
Email Address:		Home Phone:	Work Phone:	Mobile Phone:	Mobile Carrier: Gives consent to receive	
					Unknown	
Age Category:		Gender:				
Unknown	•	Unkinown				
Person 2						
"First Name:		"Last Name:	Family/Household Role:	Please note this Church Member Type Explanation: This Member Type is a	Business Name (optional):	
			Adut	church/organization member type such as Member for church members, or Regular Attender. This is separate from the Group Member Type which is the role a person holds in their small group (or Leader, Member, Host, etc.) and is selected when a person is added to a small group. "Church Member Type:		
a			1000 - 10 - 10	•	5.5. B. M	
Same address as Person 1		Mailing Address:	Address Line 2:	City:	State/Province:	Zip/Postal Code:
Email Address:		Home Phone:	Work Phone:	Mobile Phone:	Mobile Carrier: Gives consent to receive	

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".

STEP THREE

			LITESLAGE		Gender Mix	
Select Group Type 🔹	Select Area of town	•	Select Lifestage	•	Select Gender Mix	•

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".

O Edit → La Reports → Scorr Croup Members - View: Small Grou	imunicate - up - Cli	¢ Details ck column headir	ig(s) to sort (hold shift for r	nultiple column sorting)				
Member Name ⊠All □None + Add member(s) +	Date Last Attended	Group Join Date	Group Role (click to change) 👻	Completes Meeting Reports	Phone #'s (click to text)	Email Address	Facebook	Member Photo
Collins, Carrie		02/19/2014	Host	Yes	619-818-7834 (M)	markandcarriecollins@yahoo.com		
Collins, Mark A.		02/19/2014	Host	Yes	865-566-1055 (M)	mark.collins@rockpointchurch.com		
All None Action A	member(s)							

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.

Upload Group Photo	
Choose File No file chosen	
Click Browse/Choose File to locate a photo on your computer/phone an	d then click Upload.
2 Upload	

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: <u>www.churchteams.com</u>. 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:

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O Edt • Reports • Small Group	Details ck column heading	ig(s) to sort (hold shift for r	multiple column sorting)				
O Edt • Its Reports • Its Communicate • Group Members • View: Small Group • • Member Name • • • Member Name • • • •	Details Croup Join Date	ig(s) to sort (hold shift for r Group Role (click to change) →	Completes Meeting Reports	Phone #'s (click to text)	Email Address	Facebook	Member Photo
Celle Reports Scornmunicate Communicate Sroup Members View: Small Group Date Last Add member(s) to the Collins, Carrie Add new member(s) to the	Croup Join Date	ig(s) to sort (hold shift for r Group Role (click to change) - Host	Completes Meeting Reports Yes	Phone #'s (click to text) 619-818-7834 (M)	Email Address markandcarriecolins@yahoo.com	Facebook	Member Photo

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.*

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23	24	25	26	27	28	29				
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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".

First Name	" Last Name	" Family/Household Role	* Church Member Type	Business Name (optional)		
		Adult	Unknown			
Address 1	Address 2	City	State/Province	Zip/Postal Code		
imail Address(es)	Home Phone	Work Phone	Mobile Phone	Mobile Carrier / texting consent		
				Unknown		
Gender	* Age Category					
Unknown •	Unknown	•				
Birth Date	Marital Status	Facebook				
Birth Date	Marital Status Unknown	Facebook				
Sinh Date	Marital Status Unknown	Facebook •				
Sinth Date	Marital Status Unknown Emergency Contact	Facebook	Video Testimony	Spiritual Gifts		
Simh Date CIDS Villergies / child notes	Marital Btatus Unknown Emergency Contact	Guick Check Code	Video Testimony	Spiritual Cirts Select one or more Spiritual Grits		
Alinistry Interests	Marital Btatus Unknown Emergency Contact	- Quick Check Code	Video Testimony	Spiritual Citts Beliect one or more Spiritual Citts		
linth Date CIDS Ulergies / child notes Ilinistry Interests States one or more Ministry Interests	Marital Btatus Unknown Emergency Contact Campus Unknown	Guick Check Code	Video Testimony	Spinitual Cirts Select one or more Spinbal Cirts		

REMOVE GROUP MEMBERS

Open web browser and enter the following into the URL: <u>www.churchteams.com</u>.

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: <u>www.churchteams.com</u>.

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"**.

Select a group to transfer member(s) into	Select a group to transfer member(s) into	The members(i) were transformed to the selected group $$^{\times}$$
Select group	Anderson's Group	↓ ·
Select group	Select group member type	OK
Anderson's Group	Retain same group member type as current group	
Andrea's Group	Select a new group member type for all transferred members	
Andree's Group		
Beebe's Group		
Campa's Group		
Chandler-Gilbert Single Parent's Group		
Deanna's Mother's Group	Continue	
Deitch's Group		