



Churchteams User Guide

Logging On

1. Login to Churchteams (<http://tinyurl.com/fccgroups-beta>) with the password for group leaders (note that this is not the same password as the one you set for your group).
 - a) Need help with this password? Contact smallgroups@firstdecalur.org
2. Click “Browse Small Groups”
3. Click on your group name
4. Type in your group password – you may have set this previously or it may have been sent to you via email.
 - a) Need help with your group password? Contact smallgroups@firstdecalur.org
5. You will be taken to a page where it lists the members of your group. From here you can do many things from the various menus you will see on that page.

 Details

The “Details” button provides an overview of the group information and settings, all in one place. Clicking on this button expands (displays) the group information. This is just for review only; you cannot change any of the fields here.

If you need to change any of the information displayed here, you will need to use the other options (listed below).

 Edit

Clicking on the small arrow on the right of the ‘Edit’ button displays a submenu of items (shown in blue below) that can be changed (edited) about group in Churchteams.

The items set in the Group Information and Group Profile sections affect what is displayed in the Group Browse listing displayed on the iPads on the Grow Together wall (which is also accessible from the www.firstdecalur.org website (under Connect – Adults – Get Connected)).

“Group Information”

- **Group name**
 - The ‘Group Name’ is set by the *Grow Together leadership team*, based on information you provided. This name is also used on the cards on the Get Connected wall.
 - Please do not change this unless approved by Pastor Brian or Tim Revis
- **Meeting date, frequency, time, and/or location**

- **Study Topic**
 - Basic information about the current topic the group is studying (e.g., prayer, discipleship, missions, etc.)
 - It is suggested you keep this updated, as studies the group is focusing on changes
- **Group Start date** (self explanatory)
- **Group Size**
 - The maximum size you want your group to get (defaulted to 10), when the number of people in the group reaches/exceeds this number the group will be automatically flagged as “full.”
 - It is recommended that small group size be limited to a maximum of 12 (more than 12 or so can have unwanted side effects that affect group dynamics; more than 12 is no longer “small”)
 - Please do not adjust this down below about 10 simply to make the group appear *closed*, unless approved by Tim Revis or Pastor Brian Talty.
- **Password change**
 - If/when you change this, you might want to write it down (in a secure place)

“Group Profile” – Allows you to select the attributes that most closely match your group

- **Area of Town**
 - Select an Area of Town that *best* describes your meeting location.
 - This setting can be used by people looking for a group to join to easily locate a group(s) in their location (if location is an important consideration for the person)
- **Gender Mix**
- **Group Type**
 - Small groups should be set to “Grow Together,” and service/mission groups should be set to “Serve Together” – please leave this set accordingly (i.e., you should never need to change this)
- **Childcare Available**
 - Some groups provide childcare at/during meetings, others may make other arrangements
 - The availability of childcare is sometimes an important consideration for people seeking to join a group
 - If you’re unsure how to handle this, contact Tim Revis or Pastor Brian for help/ideas about how to handle this
- **Lifestage**
 - Select the range that *best* describes your group (mix age/generational groups should use “All Welcome”)

“Group Photo”

- This is typically a pic of the leader(s) of the group
- Please send photos to the smallgroups@firstdecatour.org if/when you want to update the photo for your group (this allows to ensure consistency in the photos used)

“Group Links” – allows you to save links to websites

“Service Project” – do not use this option at this time

Reports

Various types of reports are accessible from this menu.

“Meetings” – to view/edit your past meeting reports or create a new report

“Consistency” – a quick view of meeting history/consistency by various members

“Roster/Other” – a variety of reports related to your group can be run from here

Communicate


You can use this menu to send email to all the members of your group at once. Options are available for the email to be generated by the Churchteams system itself or your own personal email client on your computer. Please note that the “your email” option may not work if you are solely using ‘web-based’ email, such as Yahoo.com, Gmail, AOL, Hotmail.com/Live.com, etc.

Your Group Member List Options

Clicking on a member’s name will allow you access all the details about a member of your group (including home address, phone numbers, email address(es), etc.).

+ Add member(s) Add new members to your group

1. Click the “Add Member(s)” button
2. Select the date that they first came to your group.
 - a. If you cannot remember, today’s date is fine
3. Type their name into the field to see if they are already in the Church Teams database
 - a. If yes, then click on their name when it shows up as you are typing. You can add multiple people at one time.
 - b. If no, then click on the link “Add member who was not found in the list”
 - i. Please fill out as many fields as you know, however all that is required is first name, last name, church member type (if unknown just click “Unknown”) and either an email address or phone number.
 - ii. Click “Save Information” at the top or bottom of the page to submit the information.
 - iii. Please add each member individually vs as a couple

The following items are available from the  button at the bottom of the member listing when you first logon. These actions can be applied to one or more members you select.

“Transfer” – Available from the “Action” button; If you know that a member has gone to (or is going to) a different group

1. Check the box next to the member(s) that you want to transfer
2. Click the “Transfer” button
3. Click “Ok” on the popup
4. Select the group they transferred to in the drop down
5. You’re done!

“Copy” – if you want to copy a member to another group

1. Check the box next to the member(s) that you want to copy
2. Click the “Copy” button
3. Click “Ok” on the popup
4. Select the group you want to copy them to in the drop down
5. You’re done!

“Remove” – If you want to remove a member from your group

1. Check the box next to the member(s) that you want to remove
2. Click the “Remove” button
3. Click “Ok” on the popup
4. You’re done!

“Email” – If you want to email selected members

1. Check the box next to the member(s) that you want to email
2. To select the whole group, to the left of the “Transfer” button click “All”
3. Click the “Email” button
4. Click “Ok” on the popup
5. Fill out the email fields and then click “Send” when you are finished.

“Text” – This feature is not enabled

More Questions or Need Help?

Contact: smallgroups@firstdeatur.org