parkwayfellowship

MANAGING YOUR SMALL GROUP

with

Churchteams
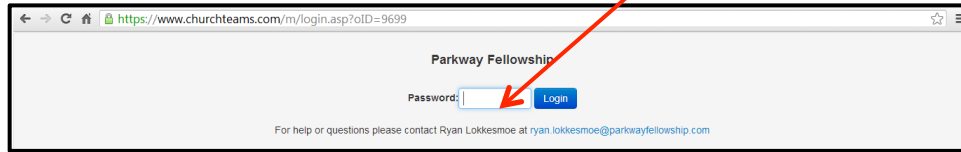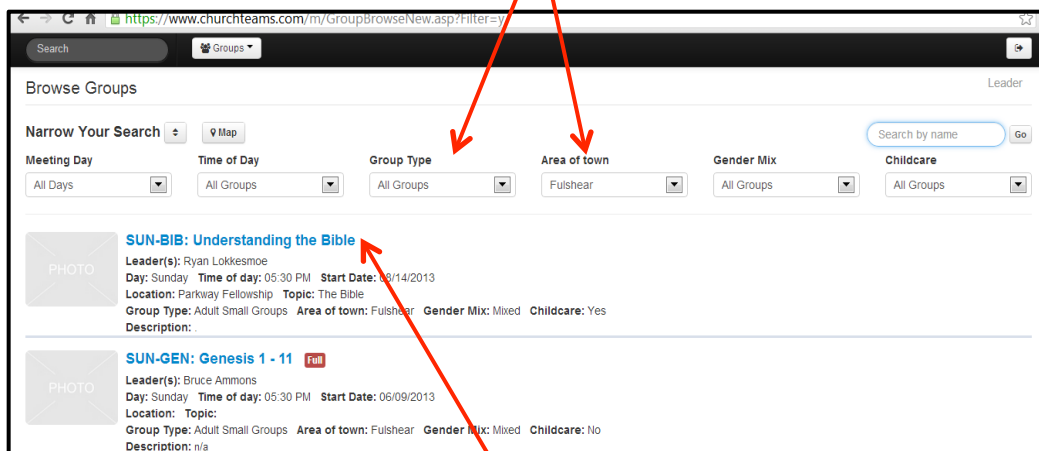
We will email you a link to the Church Teams login page.

Enter the first password: *thepark*

You will have to enter this password <u>every time</u> you log in.

After you log in to Church Teams, you will see the **Leader Main Menu**. Find your group by scrolling down the page, or **filtering** by the criteria at the top.

Click on your **group name** to log in.

Enter *thepark* again in the top box

Create/confirm a password for your specific group **in the bottom boxes,** and then click **Login**.
You will have to enter the **first password** (*thepark*), and this **second password** (specific to your
group) each time you log in to Church Teams.

You are now logged in to your group. From this page, you can edit your
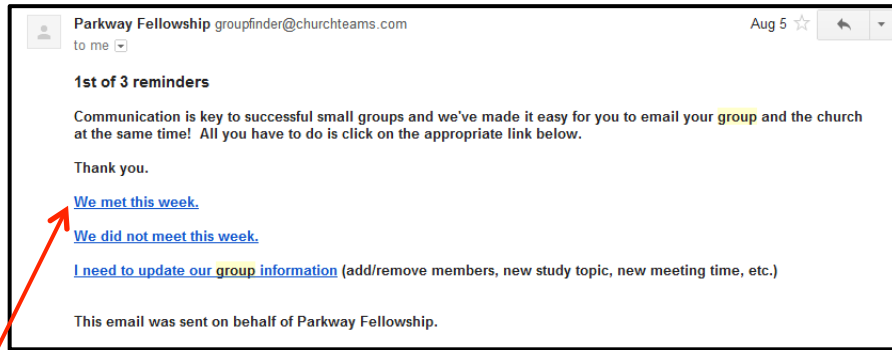**group settings**, monitor group **attendance**, and **contact** your group.

You can also **edit** the information of individual group members, and **add people** to your group.

Tracking attendance is easy and automatic. The night your group meets, you will receive an email that looks like this:

Simply **click on the appropriate link**, and you will be automatically logged in to your Small Group. You will not have to enter any password, and this can be done on your mobile device.

You will be brought to the **Group Meeting Report** page. The meeting date, topic and location will already be filled out for you.
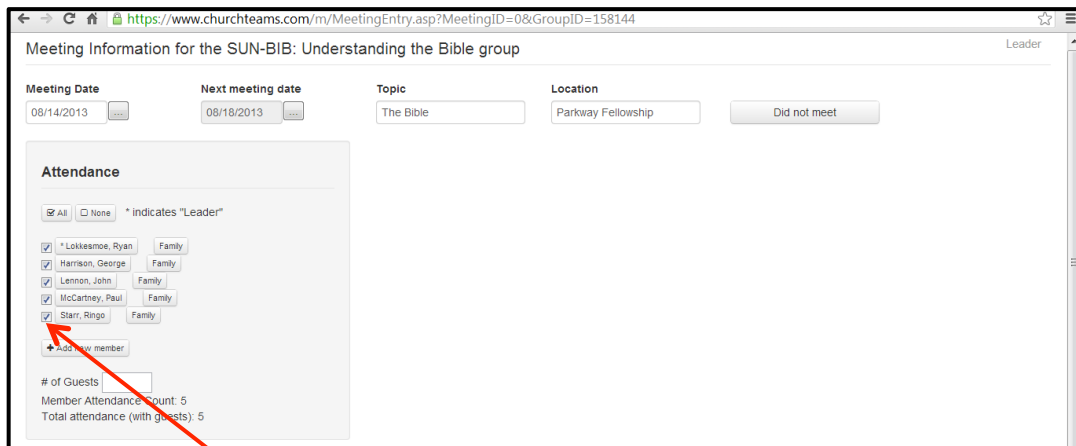
Simply **uncheck** all the people who were **not** in attendance.

You can also use this weekly attendance email to communicate with your group in the **Meeting Notes** and **Prayer Requests** sections farther down the page.

Toward the bottom, check the box that says **copy email to entire group**.

The members of your group can communicate with each other by hitting 'reply all' to *any* of these weekly attendance emails. This eliminates the need for your group members to log in to your group in order to communicate with each other.

Finally, click **Send/Save Report**.

NOTE: If you do not fill out the attendance form within 2 days, the software will begin sending you automatic reminders to do so.