



parkwayfellowship

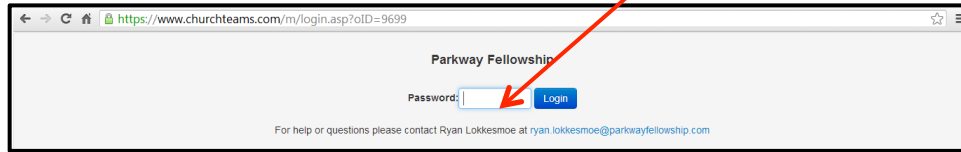
MANAGING YOUR SMALL GROUP

with



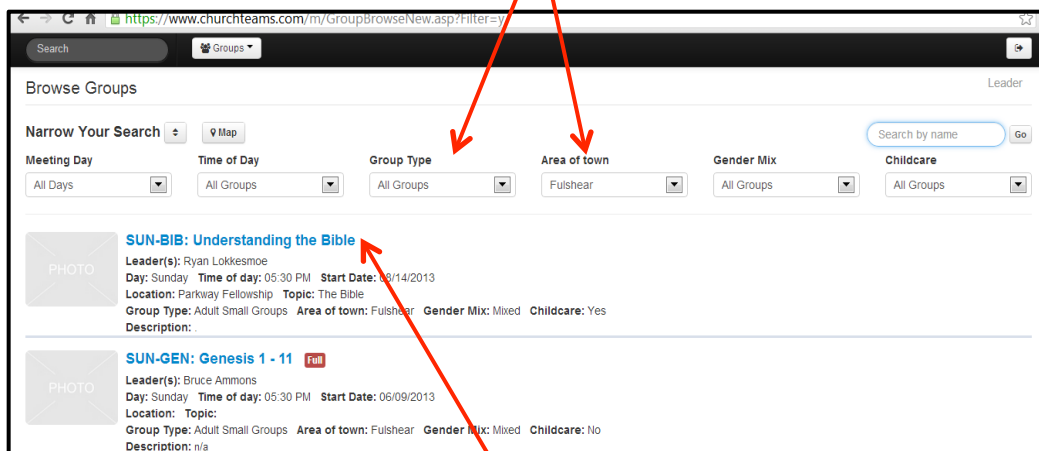
We will email you a link to the Church Teams login page.

Enter the first password: **thepark**



You will have to enter this password every time 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

Group Login - SUN-BIB: Understanding the Bible

Password:

Contact Ryan Lokkesmoe at ryan.lokkesmoe@parkwayfellowship.com for password help.

Change Password (optional)

New Password:

Confirm Password:

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.

SUN-BIB: Understanding the Bible group

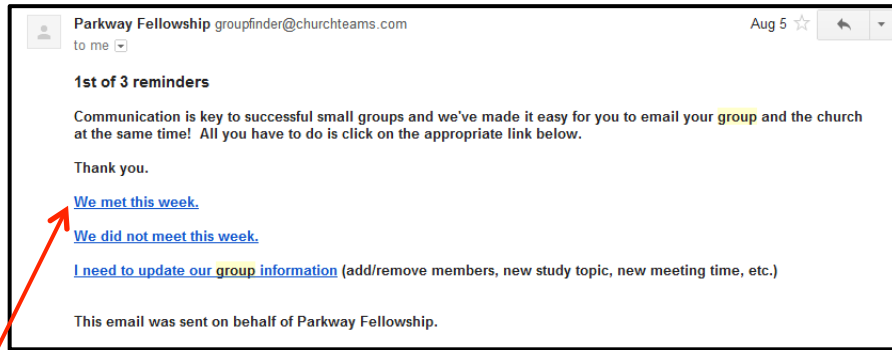
Click column heading(s) to sort (hold shift for multiple column sorting) Group Members

Member Name	Date Last Attended	Group Join Date	Group Role (click to change)	Completes Meeting Reports	Phone #'s (click to text)	Email Address	Member Photo
<input type="checkbox"/> Lokkesmoe, Ryan		08/14/2013	Leader	Yes	832-538-5314 (H) 832-538-5314 (M)	ryanlokkesmoe@gmail.com	
<input type="checkbox"/> Harrison, George		08/14/2013	Member	No		george@sgtpepper.com	
<input type="checkbox"/> Lennon, John		08/14/2013	Member	No		John@fabfour.com	
<input type="checkbox"/> McCartney, Paul		08/14/2013	Member	No		paul@abbeyroad.com	
<input type="checkbox"/> Starr, Ringo		08/14/2013	Member	No		ringo@strawberryfields.com	

All None Action

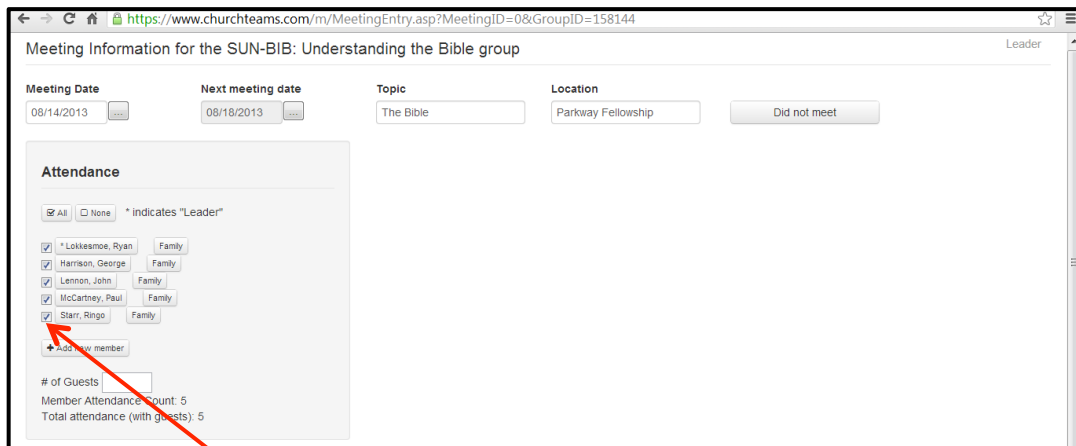
You can also **edit** the information of individual group members, and **add people** to your group.

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 screenshot shows a web form with two text input fields at the top: "Meeting Notes" and "Prayer Requests". Below these is a label "Enter your email address" followed by an email input field. To the right of the email field is a checkbox labeled "Copy email to entire group". A red arrow points from the top right towards this checkbox. At the bottom of the form are two buttons: "Send / Save Report" (green) and "Cancel" (red).

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.



This screenshot is identical to the one above, showing the "Meeting Notes", "Prayer Requests", email field, "Copy email to entire group" checkbox, and "Send / Save Report" and "Cancel" buttons. A red arrow points from the bottom right towards the "Send / Save Report" button.

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.