ChurchTeams Instructions

*__*__*If you don't know your password(s) please contact your Area Administrator or Sarah White at swhite@citychurchfamily.org.*

1) To access ChurchTeams you must go to City's website (www.citychurchfamily.org). Scroll to the bottom of the page and click on 'Resources.'

2) To the right of the Resources page is where you can "Log into ChurchTeams."

3) Enter the ChurchTeams password that was given to you by your Area Administrator or Church Secretary.

4) Click on 'Select a Group'.
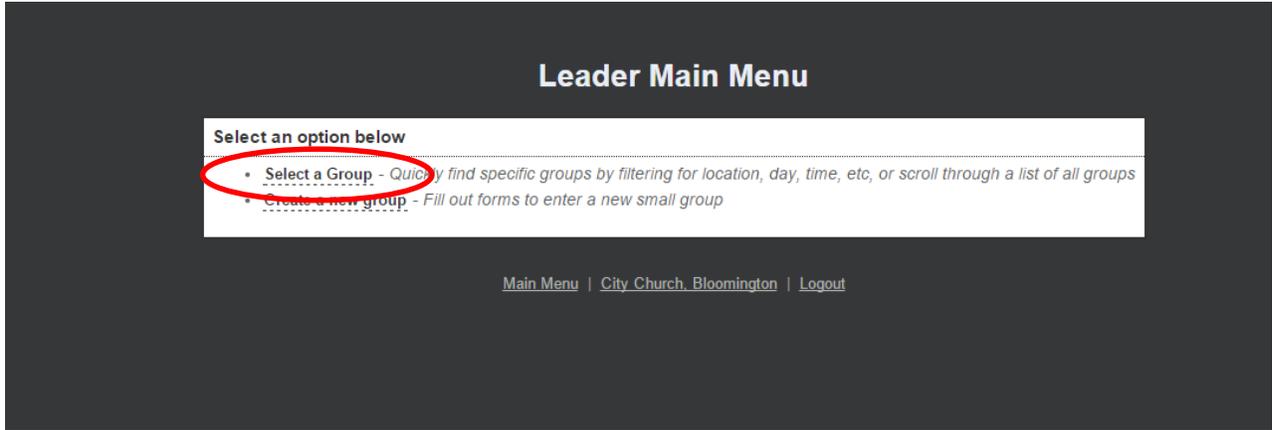
5) You will then be taken to a list of all groups and teams in our ChurchTeams database. At the top of that page, you can either type in the name of your group in the search box or scroll down until you reach your group's title. All group/team titles are in alphabetical order.

6) Once you've selected your group's name you will be prompted to enter your password. You should have received the password from your Area Administrator or Church Secretary.

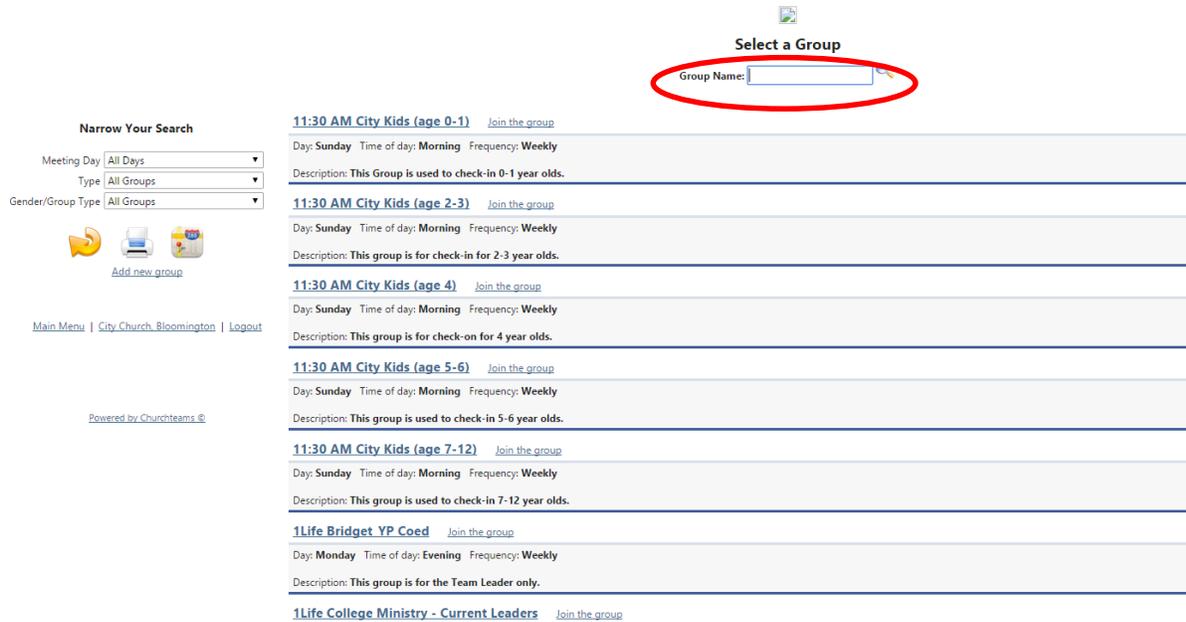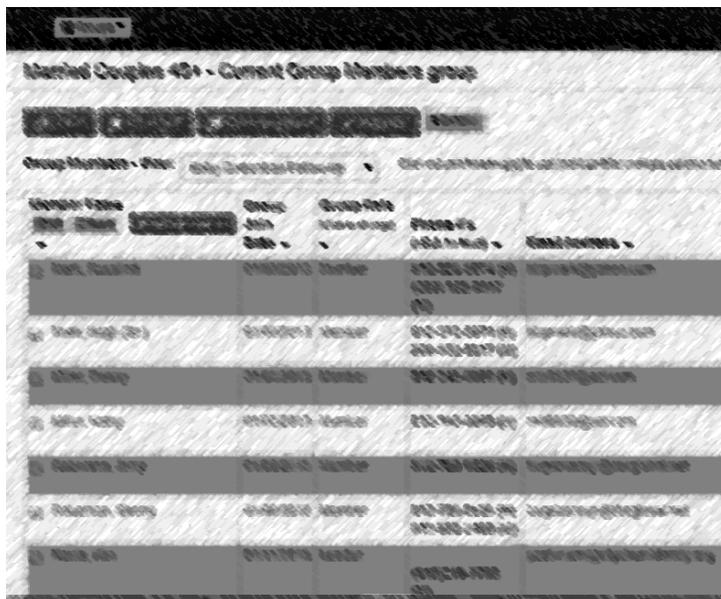7) Once in this group you will be able to see everyone listed in this group. You can add notes, email the group from this page, add and remove members as necessary, and create meeting reports.

8) Click to "Add note" in the team/life group follow-up column for each individual.

9) Enter your note and then click to save it. **(When entering the note please include the name of your group as well as your name - this will help distinguish the follow-up for people who express an interest in more than one group)** - For example, your follow-up comment may be something like this: "Single Parents--E-mailed invitation with details to him. –Sarah".

10) Several times a month we put together a list of all requests for information that have not received any follow-up. When you type out a note, it alerts us that you have indeed followed-up on that person's inquiry about your team.

11) To create a meeting report, at the top of your group's page, click on "Reports" and then click on "Meetings". From there you can click on "Add Meeting" and enter any information about your meeting.
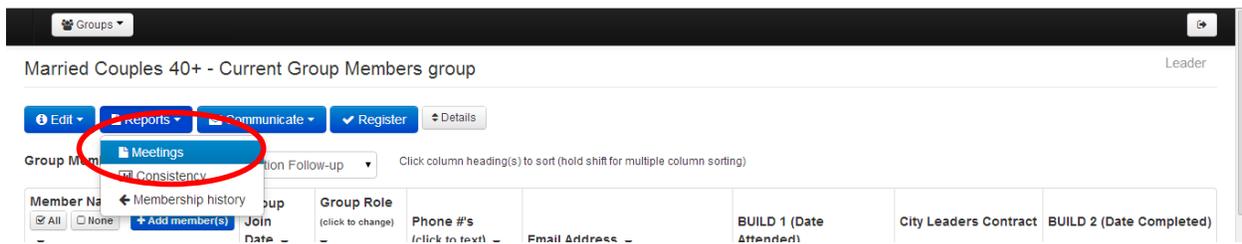
Who are "potential members"?

- In the potential member section of your specific group/team the Team Leader is always listed.
- Anyone who fills out a communication card; goes on our website and requests more information; or has a desire to join your group/team.
- When someone signs up on the communication card on Sunday, they get added to the potential group by Monday.

Why is this section important?

- We want to make sure that we follow-up with each person who expresses an interest in joining a team or a life group.
- We want people connected at City Church through teams and/or groups.

What are the 3 goals?

1. To have each person who signs up for a team/group listed in the potential members section of your group/team;
2. To have NOTES posted in ChurchTeams stating that each person received some type of communication from the team leader about the team (with the date and type of follow-up described); and
3. To have Team Leaders transfer a person's name from the Potential List to Current Members list, after the individual has taken the necessary steps for applying and/or being approved to join your group/team.