ChurchTeams Reference For Leaders

Contact Karen Mitchell if you have any questions: 746-4303
or kmitchell@mccag.org

To Login:

Address: www.churchteams.com
Find Mechanicsville Christian Center on drop down menu;
Password: *If you are a new leader or haven't set up your own, personal password, please email Karen at kmitchell@mccag.org.*

To Create a new group:

1. Click the "Groups & Events" button (top left) and choose "*Create"*.
2. Fill in the Basic Group Info.
    - Group names are easy to find if you use your last name.
    - Group description helps people identify your group distinctives.
    - When max group size is reached your group will be marked full.
    - Please choose "roster visible to members" unless there is a specific reason not to (i.e. anonymous groups like 'recovery', etc.)
    - Select 'Next' to continue
3. Enter *Leader Information.*
    - Select the appropriate leader option.
    - If your name isn't listed, fill out the form.
    - Select 'Continue'
4. Enter *Group Preferences.*
    - Pick the response most like your group.
    - People will select groups based on these criterion.
    - Choose "Yes" for the last question: Displays at main search link.
    - Select 'Save'.
5. Add group members.
    - Add members with the button on the bottom of the chart.
    - Enter today's date or the date the individual committed to the group
    - Be certain to select the correct name from the list if the individual is already in the database.
    - For members not in the list box, click the link below the search box and you will be given the opportunity to add the new member's information.

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To Update your group information:

An option to do this is offered in the weekly attendance report email you will receive, but it can also be done as follows:

1. Browse existing small groups to find your group.
2. Click on your group name.
3. Click 'Edit' to add or change the information that needs updated for your group.
4. Click 'Save' to retain your changes.

To Email your group:

1. At the bottom of your group info page, click the 'Action' button.
2. Choose either the option to:
   > Email the group from your email account (not currently available)
   > Email the group via GroupFinder within Churchteams.

To Enter weekly meeting information/reports:

After your group begins meeting, an automated email will be sent to you asking for a meeting report. This is a very simple procedure that will take no more than 30 seconds to complete.

Another way to submit a meeting report or to change information about a previous meeting follows:

1. Click the *Browse existing small groups* link from the main menu.
2. Click on your group name.
3. Click the 'Reports' button
4. Choose "Meetings' from the menu
5. To update / view info about a past meeting click on the date.
6. Add the additional or changed information about the meeting.
7. Enter your next meeting date in the field provided.
8. Click 'Save / End Report' button.
9. Normal meeting reports will be emailed as usual (to your group, if selected) and to church groups staff.

For a Member directory & information:

1. Click on the "Reports" button at the bottom of your group's browse page.
2. Choose "Roster/Other" to generate a unique report based on member information.