

# Team Leader

## Phase 2 implementation.

This can either be done immediately after phase 1, or at a later date. However we would advise that the Church has all of their people data in the system before this.

### TEAMS

<https://support.iknowchurch.co.uk/modules/teams>

- Complete a rota for your team. Fill in all the relevant roles with the relevant team members. Hopefully, if you haven't already, you'll see how the clash and holiday's features interact within rotas.
- Save one event's occurrence as a 'Set'.
- Populate another occurrence using the saved sets.
- Send an email to a particular set to inform them of any event details.

### PEOPLE

<https://support.iknowchurch.co.uk/modules/people>

- Within the 'People' module, search for a member of your team or select your team from the options on the left hand side.
- Adjust their responsibilities in your team. Maybe they're a deputy team leader or a sub-team leader and need further abilities. Be sure to save any changes.

