

# Group Leader

Hello and welcome to your step by step guide to getting started with iKnow Church.

To help you get started and find your way around the programme, we've provided this guide.

Designed to work in tandem with our support tutorials and guides, just follow the links beside each area to be taken to the relevant guides. We offer completely free, unlimited help and support. If you get stuck and you can't find what you're looking for on our support site, don't panic. You can get in touch with us and our amazing support team will be happy to help you out.

## EXPLORE THE DASHBOARD

<https://support.iknowchurch.co.uk/modules/dashboard/the-dashboard>

- Change the layout of your Dashboard using the Dash Settings.
- Add a Prayer request or a Praise Report.
- Click on 'Me', upload a picture of yourself
- Ensure that your details are correct and change your password to something personal and memorable.

## GROUPS

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

- From the Dashboard, select 'Groups'. Create an event within the groups calendar which reflects your small group's meeting arrangement. Set the start date a week in the past so that later on you can do the next step.
- Record attendance for your group for the previous meeting.

## PROCESSES & MY TO DOS

<https://support.iknowchurch.co.uk/modules/settings/processes>

- Within Settings, create a Process with a Manual Trigger for when someone wants to join your Group.
- Set yourself as responsible for the first step of this Process and give it a 0 day delay for now.
- 'Trigger' this process on a Team Member's profile so you can see how it looks.
- Return to the Dashboard and head to 'My To Dos'. See how your tasks will be set out for yourself and how you respond to them.



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Now that you've completed this stage, you should have a good idea of how iKnow works. Of course, there's always more to learn and more to do. At this point, feel free to explore the system as you need and really get it working for your Church. Alternatively, we have a Phase 2 guide to take you further. Before progressing to this, we'd recommend that you have all of your Church Member's data added to the system. You're able to do this through a data import to save time if you wish.

Download the Phase 2 stage here: <https://support.iknowchurch.co.uk/i-am-a-gl/>