

# Administrator

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.
- Head into 'Settings' from the Dashboard and open the 'Dictionary'. Change the Vocabulary under the Global Dictionary to match your Church language so as to avoid any confusion for other leaders when they start using iKnow Church too.

## PEOPLE

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

- Add five single people within the People Module with mixed journey items.
- Add a Family, Two Parents and 2 Children in the same Address.
- Add another person and use a different email address which you have access to. This will be helpful for when you're exploring Admin Groups as well as other areas within the programme.

## EVENTS

<https://support.iknowchurch.co.uk/events/adding-events>

- Set up a Public Series event in the Events Calendar for your regular Sunday Service. Set this to repeat every week and for the repetition to 'Never End'. Where possible, enter the first event of this series in the past so that you can record attendance later on. If this event has already been added, try adding another of your regular events into the Calendar.

## SETTINGS

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

- From the Dashboard, head into Settings. Make sure that the Programme is using your Church's vocabulary in the 'Dictionary' area.
- Check that your Churches location is correct and the address is complete in the 'Campuses' area.
- In the 'Admin Groups' area, check that you're happy with the level of Access and permissions for the Five default admin groups. Create another Admin group for 'Office Staff', give them the relevant access and permissions.
- Create a Team and a Group for your Church from the relevant areas.
- Check that the 'Journey' area accurately reflects the Pastoral / Discipleship journey of your Church and that the landmarks are relevant for you.
- Upload 2 images to the Church Scroller.

---

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-church-admin/>