

Minister

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/dashboard/the-dashboard>

- Add a Prayer request or a Praise Report.
- Click on 'Me', upload a picture of yourself
- Ensure that your details are correct and input any holiday dates you've already booked in 'Unavailability'
- Head into 'Settings' from the Dashboard and open the 'Dictionary'. Change the Vocabulary under the Global Dictionary. Make sure that this matches your Church's 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.

METRICS & ABACUS

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

and <https://support.iknowchurch.co.uk/abacus/the-abacus>

- From the Dashboard, head into Metrics and then set up the 'Metrics Collection Series' for a Sunday Service within the 'Settings' tab.
- Set up Collection series for 'Adults', 'Youth - Teenagers', 'Children', and 'Infants' for your Sunday Service
- Within the Abacus, record the attendance for at least one previous Sunday Service.
- Have a look at how this is displayed back within Metrics.

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-minister/>