

# Team 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>

- 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'

## TEAMS

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

- From the Dashboard, Select 'Teams' from the tool-bar or drop down menu. Select your team from the options. If you can't see it on the list, you may need to speak to the System Administrator.
- Initiate a Conversation within iShare, upload a document to your Conversation.
- Create a Rota for your Sunday Service, Add Roles to the Rota. Add yourself onto the rota, once more people have been added to your team, you'll be able to add them to the Rota too. Test out the Holiday and Clash Warning system by adding yourself to multiple roles and booking yourself some time away within 'Me' (From the Dashboard)

## 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 Team.
- 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 guide here: <https://support.iknowchurch.co.uk/i-am-a/tl/>