

Group 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.

GROUPS

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

- Access your house group and record attendance for any previous meetings.
- Initiate a Conversation within iShare, upload a document to your Conversation.
- If you record named attendance for your Sunday gatherings too, you should do this within your house group too.

PEOPLE

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

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

