Churchteams Reference For Leaders

Address: https://www.churchteams.com/m/login.asp?oID=9251

Login: smallgroups

Password: cell number (-minus area code and dashes). You can change your password after logging in for the first time.

Update your group
Search for your group on this page. Click on your group name to:
1. Add or update any group information including picture and links by clicking the edit dropdown.
2. Add, update info on, remove or transfer members with the Add and Action buttons on the bottom of the chart.
3. Email or text members from the communication button.
4. See membership history and consistency under reports.
Note: You will also have access to this page from the weekly reminders emailed to you. Just click Update Group Information.

Create a new group
1. Click the Groups button on the black bar, then select Create.
2. Fill in the Basic Group Info.
   • Group names are easy to find if you use your last name.
   • Group description helps people identify your group distinctives.
   • When max size is reached your group will be marked full.
   • Please allow browsing of your group unless there is a specific reason not to.
3. Select *Next to Group Leader Information.*
   • Select the appropriate leader option.
   • If your name isn't listed, fill out the form.
4. Select *Next to Group Preferences.*
   • Pick the response most like your group.
   • People will select groups based on these criterion.
   • Select *Save Group Profile.*
5. Add group members.
   • Add members with the button on the bottom of the chart.
   • For members not in the list box, click on the *Add member who is not in the list* link and enter their information. You'll need address, phone, and e-mail.

Email your group
1. The weekly reminder emails give you the option to email the weekly reports to your group as well as staff.
2. From your group's page click communication and email to send an email to the entire group.
3. You can select certain members of the group to email by checking the box by their name and then the email option under the Actions button.

Text your group
1. Texting requires both mobile numbers and mobile carriers of your group members. You can collect these from your groups by sending them an email. The system will attach the link to allow them to update just their information. Click the Communicate button then select Evite to update personal info.
2. You can update mobile numbers and carriers on your weekly meeting reports by clicking the person's name.
3. To send a text use the Text Message option under the Communicate button or the Action button (bottom of chart).