

# Managing a Sunday Club Group

The church database allows members to manage their own details and also to have control over any groups which they may be leading.

As a Sunday Club Group Coordinator, you are able to manage your Sunday Club Group on the system. We are hoping that all coordinators can take responsibility for keeping their list of children up-to-date. This means liaising with those in the groups above and below yours when there is a 'going-up' Sunday, so you know who will be new in your group, and who you will be passing on to the next group.

The things you can do are:

1. Add someone to your group.
2. Delete someone from your group.
3. Print a group register or group details list.

Select 'ADMIN > Group Manager'. You will see a selection of groups in the left-hand panel, depending on what roles you have in the church. One of them will be your Sunday Club Group.

Click on a group name to expand it. Under your Sunday Club Group you should see: Coordinators, Leaders, Helpers and Members. If you click on 'Members' you should see a list of all the children in your group.

## To add someone to the group:

1. Click on the button marked 'Add new member'.
2. A lookup box appears. Type into the box part or all of the person's name and click OK.
3. One of three things will happen:
  - i. You will get a 'Person not found' message. This either means that you have typed the name in wrong or that the person you want to add is not on the system. Try again with perhaps a shorter version of the name (you can use just a first name or just a surname). If you don't think the person is on the system, email the church office or the Church Secretary asking them to add them. You'll need to include a few details.
  - ii. You will get a list of people whose names correspond to what you typed in. Choose the appropriate one. If they're not in the list, again either you have mistyped the name or they're not on the system. See above.
  - iii. If the name you have typed in is unique, that person will automatically be added to the group. No message will appear. Check the list to make sure it's the person you wanted.

## To delete someone from the group:

1. Use the 'remove' link on the right of the person's entry in the list.
2. You'll get a message asking you to confirm. Click OK.

## To print a group register:

1. Use the 'Quick Report' button.
2. Select 'Attendance\_sbc1'.

3. This will download a document in the ODT format, which can normally be opened by Word.

**To print a group details list:**

1. Use the 'Quick Report' button.
2. Select 'Sunday\_club\_group'
3. Again, this will download a document in ODT format, with contact details for each child.