SCHEDULES info for team leaders

GENERAL **info**

- Admin Department will create schedules in MyNC at the beginning of each 2 month schedule rotation coordinating families together to serve on the same week.
- Team Leaders:
  - Will receive an email when their schedules are input and ready to review and be sent out.
  - **Manage declines** and make rearrangements when needed in the **Schedule Grid**.
  - Use the **ABCD Teams** shared Google Drive used by Coordinators & Team Leaders to reference where other family members are scheduled and coordinated. The Admin Department uses the Drive to create schedules.
  - **Communicate with Admin Deptartment** when someone is added/removed from the team.
  - Keep Team **Group Rosters** up to date with current Team Members.

VIEWING **schedules**

- Login to MyNC (Recommend using computer browser to view/send; Lead app to manage weekly).
- Go to **SCHEDULES** on the navigation menu located on the left-hand side of your MyNC page; Click on the 3 lines to expand the menu.
- Select the schedule you would like to view.
- This will bring you to the **Schedule Week List**.
  - To view one week at a time, click on the individual date/week.
  - To view all weeks at one time, click on **View All Schedules** under the Actions menu.
  - This will bring you to the **Schedule Grid.**
    - **Note:** Schedule Grid with all weeks can only be viewed from a computer browser. Lead app will view one week at a time and is ideal for managing volunteers week to week.

SENDING **schedule requests**

- From the Schedules Grid, click on the **Actions** button.
- Select **Send Requests to Volunteers**.
- Check the box(es) for those you want to send requests to.
- Click **SEND**.
  - NOTE: Requests will be sent for all weeks that are loaded onto your current Grid view/page.
  - If you would like to send requests for one individual week, back out to the Schedule Week List by clicking Done.
  - Then click on the individual week you want to send for to load that specific week onto the Grid.

MESSAGING **volunteers**

- Messaging Volunteers is an additional feature that allows you to communicate custom messages volunteers assigned to either one week, or everyone on a schedule.
  - ***Note:** Messaging is NOT the same as SENDING a schedule request.
- From the **Schedule Grid**:
  - Click on the **Actions** button.
  - Click on **Message Volunteers.**
  - Compose message and Send.

SWAPPING/REARRANGING **volunteers**

Team Leaders are responsible to manage rearrangements and declines in their schedule grid during the duration of the 2 month rotation.

ADD VOLUNTEERS:

- From the **Schedule Grid or Lead app**, click on **Add Volunteers** under the Position and Week you want to assign for.
- Check the box next to the name of the person you would like to assign, or search for people.
- Click **Add**.
  - New Assignments will be indicated by "*pending (not notified)"* next to their name.
- Click on the **Actions** button.
- Click on **Send Requests to Volunteers**.

DRAG and **DROP:**

- To move a person from one week to another using Drag and Drop, click and hold on the person you want to move.
- Click and hold the name while you Drag them over the **Add Volunteers** button on the Week and Position you want to add them to.
  - **Note:** To add only, you must hover & drop over the **Add Volunteers** button. If you hover over another name, it will SWAP the two people.

DRAG and **SWAP**

- To SWAP two people on different weeks using Drag and **SWAP**, click and hold on the person you want to swap.
- Drag that name and hover on top of the name of the person you want to swap them with.
- The two individuals will be swapped for those dates and assigned to replace each other.
- Send new requests to volunteers.

LEAD **app**

- The **Lead** app by Church Community Builder is available to Coordinators, Team Leaders, and Group Leaders.
- Use the Lead app to:
    - Communicate to your Group:
        - Go to the **Groups** tab.
        - Click on **Message** to send an email; Select the + sign to create a new message and send.
        - Click on **Send Group Text** to send a group Twext.
            - Twext will go to everyone with a mobile number and carrier in their profile.
            - Twext does not indicate the sender. Always address your team in your intro of the twext and put your name at the end of the twext for identification.
    - Update Group Rosters:
        - Go to the **Groups** tab.
        - Click on **Members**.
        - To Add a person, click on the plus sign (+) to search by name.
            - If you can't find the person to add, you may need to contact Admin Dept.
        - To Remove a person, swipe/click to left.
    - View or Send Schedules:
        - Go to the **Schedules** tab.
        - Click on any week to view.
        - Click on an individual name to call, text or email that specific person.
        - To **Send** new or pending requests, click on the **Arrow** icon in the top right-hand corner.
    - Update profile/contact info for your Team Members:
        - Go to the **Groups** tab.
        - Select Members.
        - Click on the name of the individual you want to update to open their profile.
            - Leaders can call, text or email from the profile.
        - To edit profile info:
            - Click on the **pencil icon** in the top right-hand corner.
            - Can edit phone, mobile carrier, address, email, or add a profile photo.