

# SCHEDULES info for team leaders

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## GENERAL info

- Staff will create schedules 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 be sent out.
  - Edit/work within schedules.
  - 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. Keep this in mind when moving people.
  - Communicate with Admin Dept. when someone is added/removed from the team.
  - Keep Team Rosters up to date for Team and Team Captain groups.
- Team Captains can view schedules to know who they will be serving with on their week.

## VIEWING schedules

- Login to MyNC.
- 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**.
  - This will bring you to the **Schedules Grid**.

## 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.
  - If you would like to send requests for an 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.

**Contact Admin Dept with any questions on Schedules:**

(Wiggins & Long Beach - admin@northwood.tv) (Gulfport - schedules@northwood.tv)

## MESSAGING volunteers

- Messaging Volunteers is an additional feature that allows you to communicate custom messages to either one week, or everyone on a schedule.
  - Note: Messaging is NOT the same as SENDING a schedule request.
- From the **Schedules Grid**:
  - Click on the **Actions** button.
  - Click on **Message Volunteers**.
  - Compose message and Send.
- From **Teams & Positions** tab
  - Go to your Schedules Week List
  - Click on **Teams & Positions**.
  - 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 **Schedules Grid**, 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 to 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.
- Click and hold the name while you swap.

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- *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.

## **LEAD app**

- The **Lead** app by Church Community Builder is used by for all Coordinators, Team Leaders, and Small Group Leaders.
- Use the Lead app to:
  - Communicate to your Group:
    - Go to the **Groups** tab.
    - Click on **Message** to send an email.
    - Click on **Text** to send a group Twext.
      - Twext will go to everyone with a mobile carrier in their profile.
      - Always address your team in intro of 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.

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