



CL Dimensions PPT 1

How to:

- Log onto Staffnet and navigate to groups in Group Manager
- Find a specific group or groups

Use with Session 1

Last rev. 3-30-07

Staffnet and Group Manager orientation

Logging in to Group Manager

1. Go to <https://staff.saddleback.com/site/login/>
2. Type in your userID and Password from your Data Integrity Agreement. User ID _____ Password _____

Saturday, February 18, 2006

Welcome to Staffnet 2004

Please enter your login information below

User ID:

Password:

Login

Data Integrity Reminder:

1. Protect your staffnet password
2. Protect our integrity as a church
3. Protect the privacy of every person
4. I will take ownership for the accuracy of the data in our database

When you enter Staffnet, you'll see this screen. To go to Group Manager click on TEAMS > Small Groups > Leadership (Group Manager).

The screenshot shows the Staffnet 2004 website. At the top right is a 'LOGOUT' link. Below the header is a navigation bar with links: PEOPLE, TEAMS, RESOURCES, and TOOLS. A yellow arrow labeled '1' points to the 'TEAMS' link. Below this is a dropdown menu with various categories. A yellow arrow labeled '2' points to the 'Small Groups' link in this menu. To the right of the 'Small Groups' link is another dropdown menu. A yellow arrow labeled '3' points to the 'Leadership (Group Manager)' link in this second dropdown menu. On the left side of the page, there is a 'Welcome Ron Wilbur!' message and a 'Staff Birthdays for this week' table. At the bottom, there is a paragraph of text about 20th century songs.

STAFFNET 2004
Saturday, February 18, 2006

PEOPLE TEAMS RESOURCES TOOLS

Welcome Ron Wilbur!

Saddle Creek

Staff Birthdays for this week

| Birthday | Name |
|-------------------------|------------------------|
| February 12, Sun | Valencia, JP |
| February 13, Mon | Lopez, A - Lo |
| February 14, Tue | Williamson, David |
| February 18, Sat | Puffer, Liz |
| February 18, Sat | Crouse, Natalie |
| February 18, Sat | Nolte, Tim |
| February 19, Sun | Cunningham, Jennifer |
| February 20, Mon | Bresler, Steve |
| February 20, Mon | Morris, Matt |
| February 21, Tue | Moriarty, Charlotte |
| February 21, Tue | Cooper, Carol |
| February 22, Wed | Rustvold, Gordon |
| February 22, Wed | Ardis, Sharon |
| February 22, Wed | Woodhart, Stacey |
| February 22, Wed | McKnight, Jessica |

Childrens
Jr. High
High School
College
Membership
Small Groups
Maturity
Ministry
Missions
Music / Creative Arts
Pastoral Care
Celebrate Recovery
Executive
Technology
Graphics
Accounting
Operations

People to Connect
Leadership (Group Manager)
Health Assessments
Web Administration
Communication Lists
Small Groups Events / Trips
Small Groups Ministries
Uploaded Picture Approval
Small Groups Team Reports

e. Many thanks to all of you challenge. What a sharp

For those who wondered why we chose 20th century songs and not more contemporary tunes....call us old fashioned, but hits like, "Don't Phunk With My Heart" by the Black Eyed Peas just doesn't express romance the way they used to. In any case, here's the correct response to last week's quiz about a few simple love songs:

Finding a specific
group or groups

Entry screen to Group Manager

STAFF-NET

Saturday, February 18, 2006

▶ PEOPLE ▶ TEAMS ▶ RESOURCES ▶ TOOLS

LOGOUT

Small Group Management Tool

Vision - Why We Are Here

To see every person, from the core of our church to the ever-growing community, connected in a healthy small group.

Mission - What We Do

Help spiritual seekers become transformed believers who model Purpose Driven Lives and motivate others to do the same.

Welcome to Group Manager

Individual Search

Group Search

Start Browsing

You can select from the three choices shown above. The quickest choice is Individual Search.

STAFF

Saturday, February 18, 200

Small Group M

Vision - Why We Are H
To see every person, from

Mission - What We Do
Help spiritual seekers bec

Individual Search

First Name:

Last Name:

Search

- Want to see if someone's in a group?
- Want to quickly jump to someone's group?
- This choice allows you to find any small group member or host by name.
- Just type their name, or part of their name in the fields.
- Not sure if it's Bill or William? Type "%ill%" in the first name and their whole last name. The % sign is a wildcard.
- Not sure of the correct spelling of the last name? Type just a few characters of their last name and then type %.
- If you get no results, make sure you didn't hit the space bar after the first name. The system will look for that first name with a blank space after it, and there will be none in the system!

By looking at the choices you get back, you can easily select the one you want.

Ron Wilbur as Coach

Ron Wilbur as Host

Ron Wilbur as Area Leader

Hint: what do you think happens if you click on
Community Leader: Wilbur, Ron?

The screenshot shows a web browser window with a search results page. The browser's address bar and toolbar are visible at the top. The page has a sidebar on the left with navigation links like 'Small G', 'Vision - Wh', 'Mission - W', and 'Individu'. The main content area displays search results for 'Ron Wilbur'. The search form at the top has 'First Name: Ron' and 'Last Name: Wilbur' entered, with a 'Search' button. Below the search form, there are three identical result entries, each featuring a profile picture of Ron Wilbur and a list of roles: 'Root : Unassigned >> Pastor : Gladen, Steve >> Area Leader : Wilbur, Ron >> Community Leader : Wilbur, Ron >> Coach : Wilbur, Ron'. The bottom of the browser window shows the taskbar with the 'Internet' icon.

First Name:

Last Name:

Ron Wilbur - ronwi@saddleback.net
Root : Unassigned >> Pastor : Gladen, Steve >> Area Leader : Wilbur, Ron >> Community Leader : Wilbur, Ron >> Coach : Wilbur, Ron

Ron Wilbur - ronwi@saddleback.net
Root : Unassigned >> Pastor : Gladen, Steve >> Area Leader : Wilbur, Ron >> Community Leader : Wilbur, Ron >> Coach : Smith, Carey >> Host : Wilbur, Ron

Ron Wilbur - ronwi@saddleback.net
Root : Unassigned >> Pastor : Gladen, Steve >> Area Leader : Wilbur, Ron

Note the summary information for each of these two coaches

vision - Why We Are
To see every person, fr group.

Mission - What We Do
Help spiritual seekers become transformed believers who model Purpose Driven Lives and motivate others to do the same.

Ron Wilbur's Coach

[Add Coach](#) | [Excel](#) | [Email](#) | [Home](#) | [Back Up](#)



Ron Wilbur
(949) 589-2635
ronwi@saddleback.net

| | | | |
|--------------------|-----|------------------|----|
| Host: | 29 | Mens: | 0 |
| Co Host: | 9 | Womens: | 0 |
| Future Host: | 0 | Mens Womens: | 28 |
| Participant: | 196 | Singles: | 0 |
| Interested: | 2 | Couples: | 18 |
| Ministry Champion: | 1 | Singles Couples: | 10 |
| PEACE Champion: | 13 | | |
| Mens Champion: | 0 | | |
| Womens Champion: | 0 | | |
| Worship Champion: | 1 | | |
| Group: | 28 | | |
| Total People: | 251 | | |
| Staff Verified: | 27 | | |

Excel Email Transfer View



Ron Wilbur
(949) 589-2635
ronwi@saddleback.net

| | | | |
|--------------------|----|------------------|---|
| Host: | 3 | Mens: | 0 |
| Co Host: | 0 | Womens: | 0 |
| Future Host: | 0 | Mens Womens: | 3 |
| Participant: | 18 | Singles: | 0 |
| Interested: | 0 | Couples: | 2 |
| Ministry Champion: | 0 | Singles Couples: | 1 |
| PEACE Champion: | 1 | | |
| Mens Champion: | 0 | | |
| Womens Champion: | 0 | | |
| Worship Champion: | 0 | | |
| Group: | 3 | | |
| Total People: | 22 | | |
| Staff Verified: | 3 | | |

Excel Email Transfer View

Note the kind of information shown for each group



Group ID: 105724
Group Leader:

Wilbur, Ron
(949) 589-2635
ronwi@saddleback.net

Group Members: 24

Longest Interested:

Staff Verified: Yes

Last Contacted: 10/25/2006

Contacted via: Personal

Excel

Transfer

View