SMALL GROUP
UNIVERSITY

CL Dimensions
PPT 1

How to:

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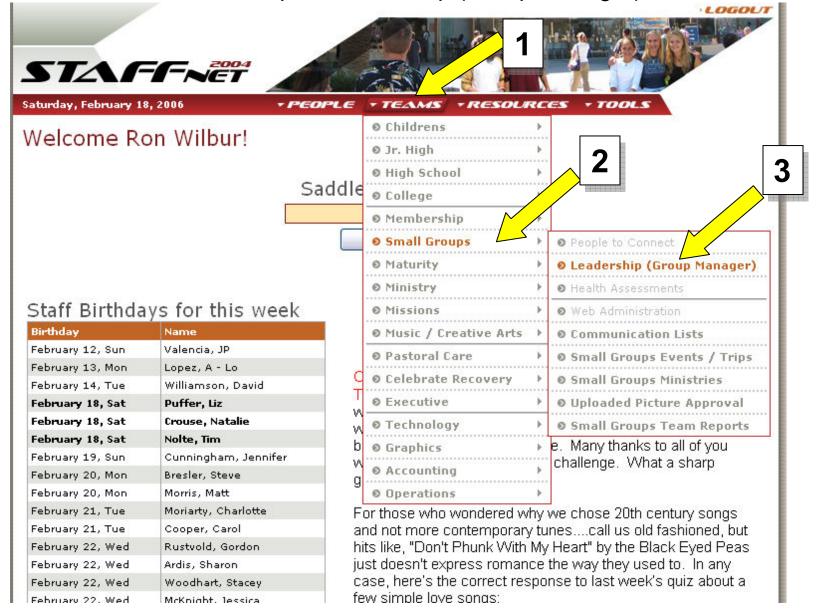
Staffnet and Group Manager orientation

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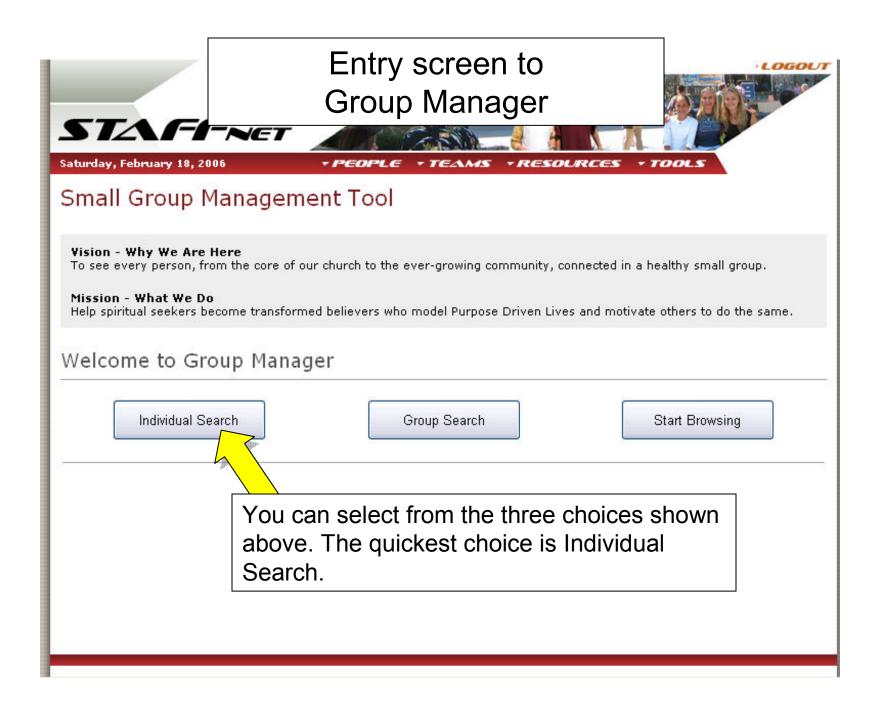
When you enter Staffnet, you'll see this screen. To go to Group Manager click on TEAMS > Small Groups > Leadership (Group Manager).

Finding a specific group or groups

Entry screen to Group Manager

STAFFNET

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, fror

Mission - What We Do
Help spiritual seekers bec

Individual Searc

- 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!

First Name:

Last Name:

Search

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?

Saturday, Febr

Small G

Vision - Wh
To see every

Mission - W
Help spiritua

Individu

First Name: Ron
Last Name: Wilbur

Search

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 : Brewington, Jim >> Coach : Smith, Carey >> Host : Wilbur, Ron

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

Internet

Note the summary information for each of these two coaches

Vision - Why We Are
To see every person, fr[...]   [...]roup.

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

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