THE **RIDGE**
COMMUNITY CHURCH

How to Schedule Your Team.

Click on the name of the group you lead.
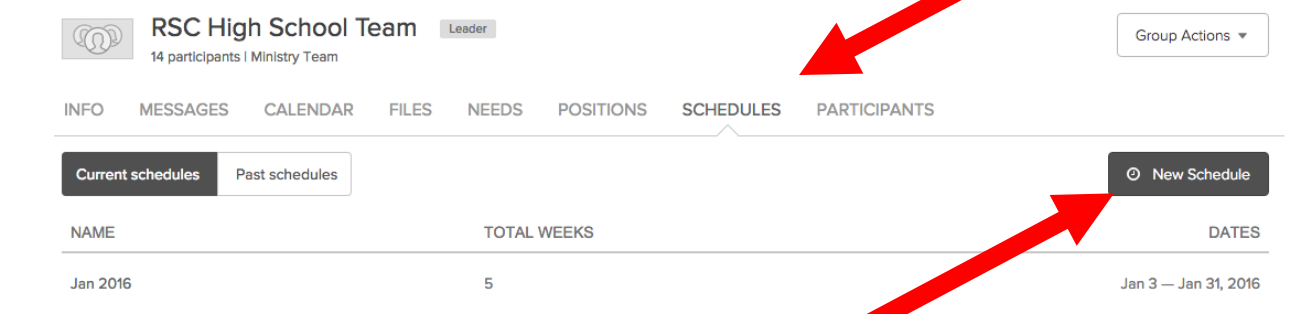
Click on the "Schedule" tab.

Click on *New Schedule.*

The Ridge Community Church

🔍 🔔 📅 📄 | 👤 Tyler Volkers

| Step 1 Select service times | Step 2 Select other times | Step 3 Copy schedule | Step 4 View summary |

Select the services in this schedule

☐ Sunday 8:30 AM
☐ Sunday 9:45 AM
☑ Sunday 11:05 AM
☐ Sunday 5:00 PM
☑ *Custom...*

| Weekday | Start Time | End Time |
| Sunday | 6 : 00 PM | *to* | 8 : 00 PM | ✖ ➕ |

How do you schedule your people?

🔘 A different group of people serve for each service in the schedule (most children and host/greeter teams fit this scenario)

⚪ The same people serve in all services in the schedule (most worship teams fit this scenario)

Cancel   Go Back   Next Step

1. Check the box next to the services you are scheduling for.
2. If your schedule meets outside of the service times, select custom and then input the times you are scheduling for.
3. Select whether you are scheduling a different group of people for each service or if the same group is serving throughout the entire day.
4. Select "Next Step."

THE RIDGE COMMUNITY CHURCH

How to Schedule Your Team.

Step 1 Select service times | **Step 2** Select other times | **Step 3** Copy schedule | **Step 4** View summary

| Sunday 11:05 | Sunday 6:00 |

Select Other Times
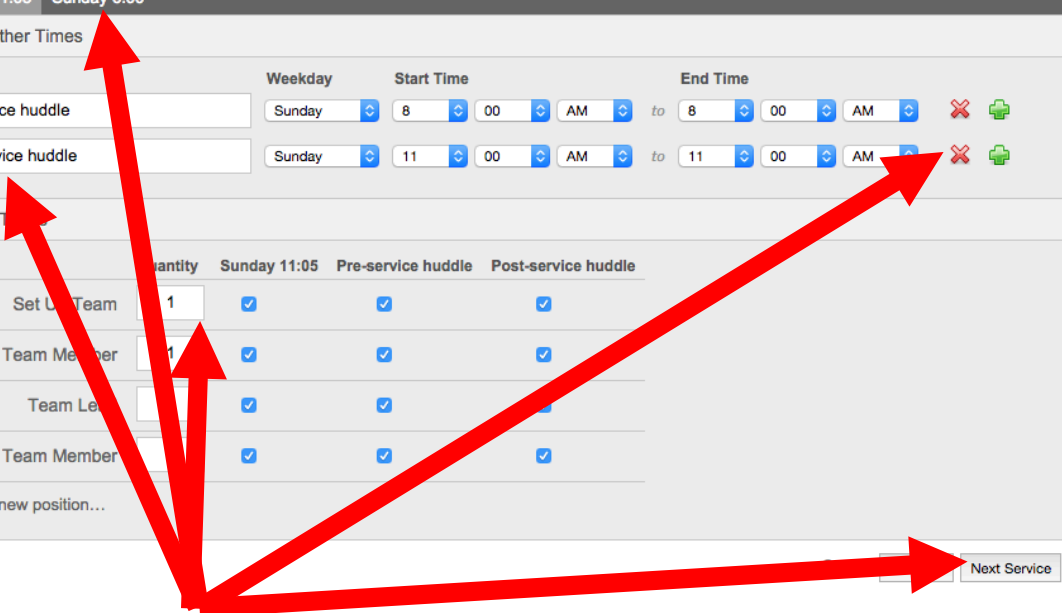
Name		Weekday	Start Time				to	End Time						
Pre-service huddle		Sunday	8	00	AM		to	8	00	AM		✖	➕
Post-service huddle		Sunday	11	00	AM		to	11	00	AM		✖	➕

Position T...

	uantity	Sunday 11:05	Pre-service huddle	Post-service huddle
Set U.. Team	1	☑	☑	☑
Summit Team Me..ber	1	☑	☑	☑
Team Le...		☑	☑	
Team Member		☑	☑	☑

Create a new position…

[Next Service]

5. If your team meets for a prayer huddle, enter the the times for that in the Pre-Service Time. <u>If your team does not meet for a pre huddle or post huddle, click the X boxes next to those options.</u>
6. Create and enter the number of positions that you need. (Examples "Team Lead" "Team Member" "Usher" "3rd Grade Small Group Leader" and check the events you want that person to attend. (Service time, pre huddle, post huddle, etc.)
7. Click Next Service and repeat until all services are completed. Then click NEXT STEP.

The Ridge Community Church

Step 1 Select service times
Step 2 Select other times
Step 3 Copy schedule
Step 4 View summary

Copy the weekly outline

When do you want this schedule to start?

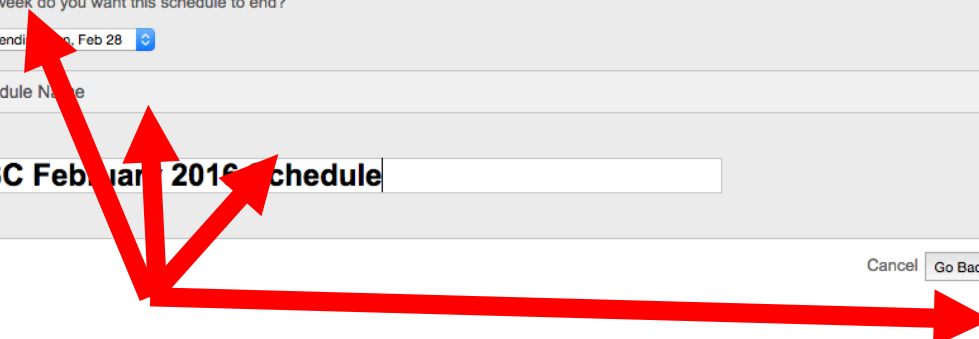2016 | Feb | week ending Sun, Feb 7

What week do you want this schedule to end?

week ending Sun, Feb 28

Schedule Name

RSC February 2016 Schedule

Cancel | Go Back | Next Step

8. Select the week that you want your schedule to start.
9. Then select the week that you want your schedule to end.
10. Name your schedule.
11. Click Next step.

Step 1 Select service times
Step 2 Select other times
Step 3 Copy schedule
Step 4 View summary

RSC February 2016 Schedule
Week range: Sun, Feb 7 - Sun, Feb 28
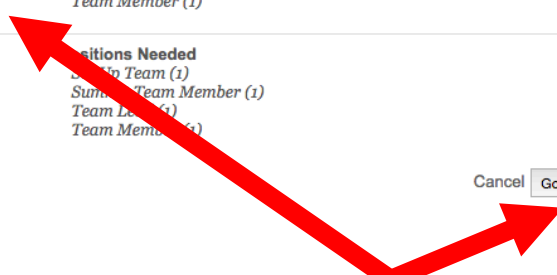
Service Time
Sunday 11:05AM

Other Time(s)

Positions Needed
Set Up Team (1)
Summit Team Member (1)
Team Lead (1)
Team Member (1)

Service Time
Sunday 6:00pm

Other Time(s)

Positions Needed
Set Up Team (1)
Summit Team Member (1)
Team Lead (1)
Team Member (1)

Cancel | Go Back | Create Schedule

12. Confirm if the details of your schedule is correct. (Check dates, service times, other times, Positions needed and amount.
13. If something is incorrect, click "Go Back" to return to previous screens and edit. If it everything is correct, click "Create Schedule."

How to Schedule Your Team.

14. It's now time to assign volunteers. Click on the "Assign Volunteers" button.

15. This is the general matrix for scheduling. Note the positions listed on the left, the positions needed in each cell, and the services selected at the top of the matrix. (You can only schedule 5 services at a time).
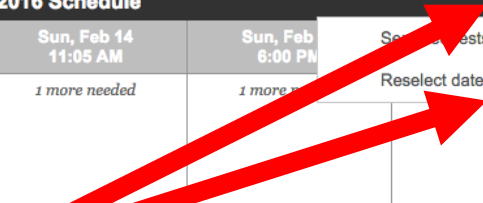
16. Click on any position needed.
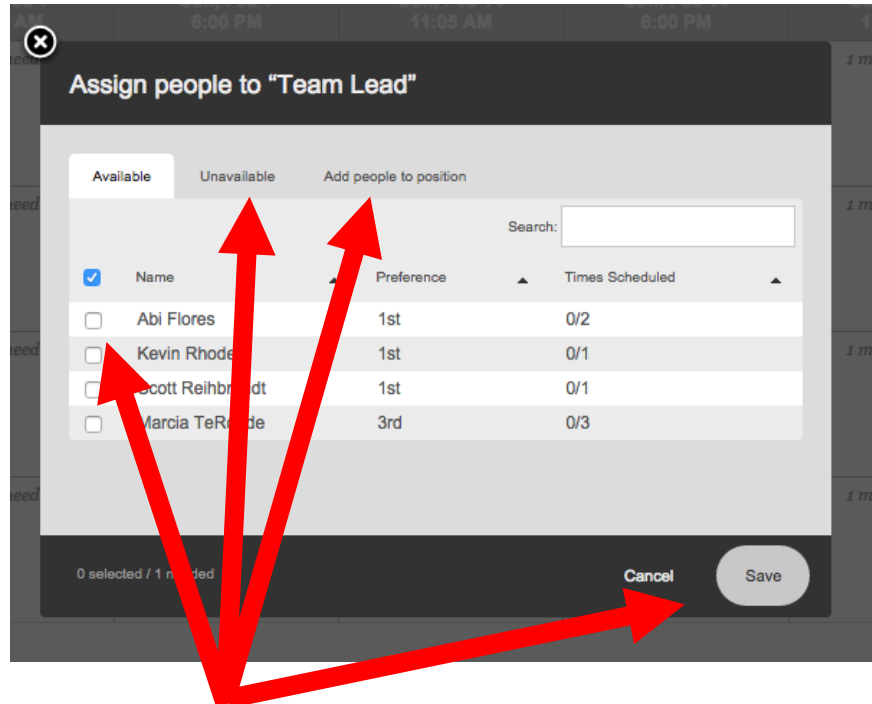
17. If someone is listed as "available" click the square next to their name if you wish to schedule them.
18. If someone is listed as "Unavailable" it may be for 2 reasons. 1 is they blocked that time off (Don't schedule then). 2 is it may say they have served their max preference. If you still wish to schedule that person check their square and click save to override. (Most people don't update their serving preferences, and the default is 1).
19. If someone is new to serving on your team, they need to be added to your team position. Click on "Add people to position" and type that person's name in the box. If you are unable to do this, please contact your Coach or leader. Your admin rights may need to be adjusted. Once you add that person to the position, they should be listed in "Available" or "Unavailable."
20. When you are finished, click save.
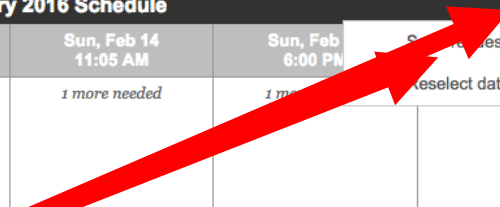21.

RSC HIGH SCHOOL TEAM   ‹ back to schedules

| RSC February 2016 Schedule				Actions ▾
	Sun, Feb 7 11:05 AM	Sun, Feb 7 6:00 PM	Sun, Feb 14 11:05 AM	Sun, Feb 6:00 PM
Set Up Team	1 more needed	1 more needed	1 more needed	1 more n

22. Once you have scheduled your five services, click on "Actions" and then "Reselect Dates and Times" where you can select 5 more additional times to schedule. (Note you have to deselect the times already highlighted by clicking on them before you can select more.)
23. Helpful Hint: You can drag and drop names of people from one service to another to schedule them for another service. You can also drag and drop entire services by selecting the date (For example, Sun February 7) and then dragging it to another date. (Sun, Feb 14)
24. Repeat the steps to assign volunteers to all of your created positions and services.

RSC HIGH SCHOOL TEAM   ‹ back to schedules

RSC February 2016 Schedule				Actions ▾
	Sun, Feb 7 11:05 AM	Sun, Feb 7 6:00 PM	Sun, Feb 14 11:05 AM	Sun, Feb 6:00 PM
Set Up Team	1 more needed	1 more needed	1 more needed	1 m

25. Now it's time to send the schedule to your team. Click on "Actions" and then select "Send Requests."

How to Schedule Your Team.
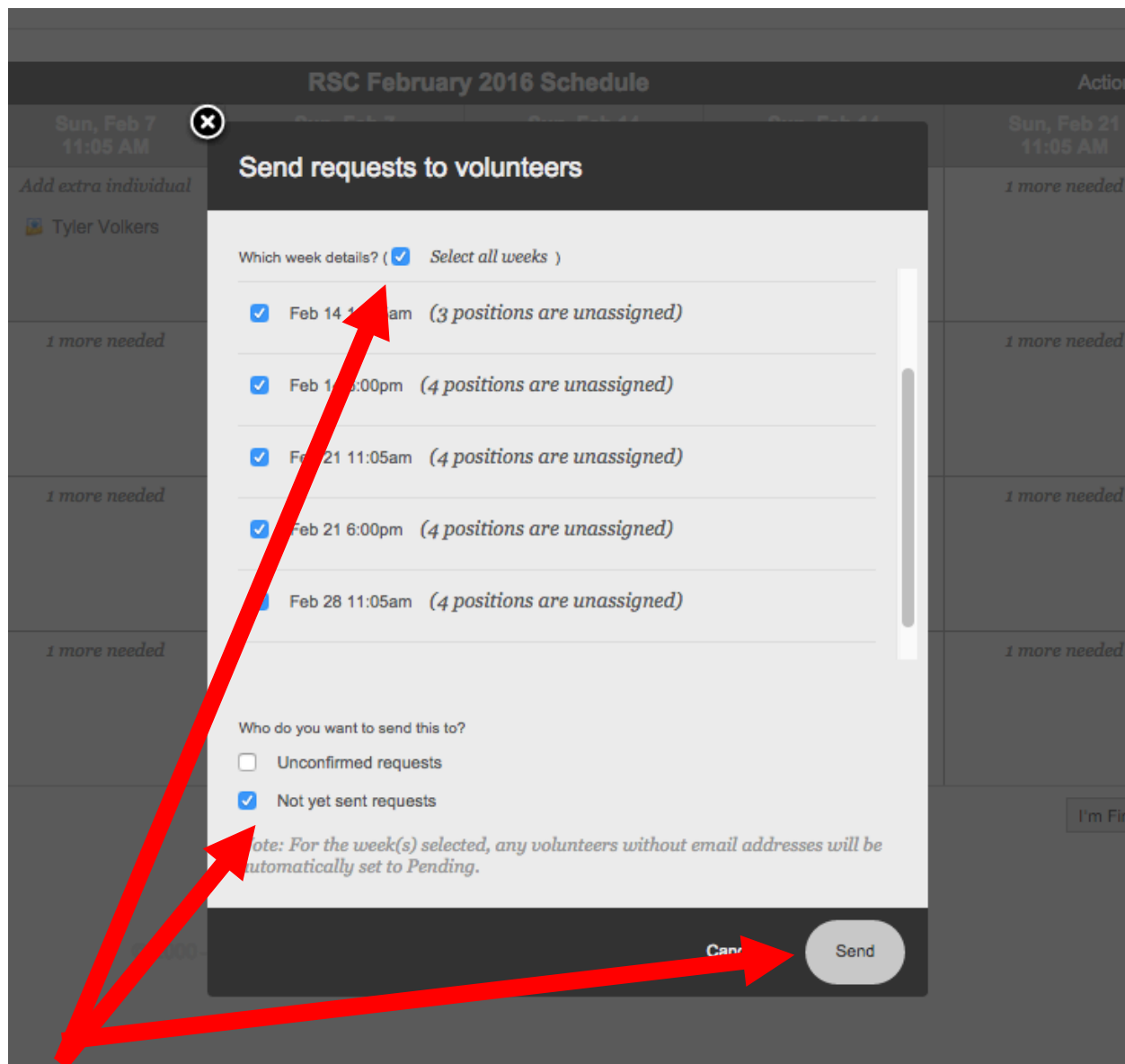
26. Select the dates that you wish to send out to your team. (Check the box "Select all weeks" if you wish to send out your entire schedule).
27. Select whether you wish to send to those who have not responded or those "Not Yet Sent Requests." (Typically you would select Not Yet Sent.)
28. Click the Send Button for your team to receive the requests.
29. Your team members will now receive an email saying they have been placed on the schedule and are prompted to respond.

If you need help, email Tyler at tyler@theridgecc.com.

RSC FEBRUARY 2016 SCHEDULE ‹ back to group

Week 1 send email reminder

Sunday, February 7, 2016

Sun, Feb 7
Service: 11:05 AM

⚠️ **Still Needed**

Summit Team Member (0/1)
Team Lead (0/1)
Team Member (0/1)

Sunday, February 7, 2016

Sun, Feb 7
Service: 6:00 PM

⚠️ **Still Needed**

Set Up Team (0/1)
Summit Team Member (0/1)
Team Lead (0/1)
Team Member (0/1)

Add another…

Week 2 send email reminder

30. After the schedule is sent out, you can then check on responses by clicking on your schedule in the schedules tab on your group page. You can then click on the date to see responses.
31. If needed, go back and assign volunteers for needed dates.
32. Otherwise, you are done!! =-)