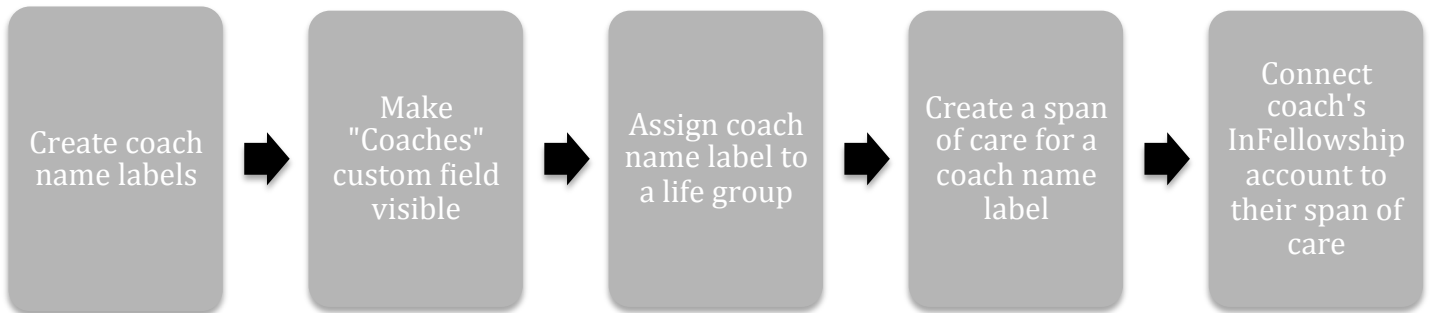


Creating Span of Care Recap Page



Creating All Coach Name Labels for Your Campus

1. Log in to portal.fellowshipone.com
2. Click the GROUPS tab at the top of the page and select CUSTOM FIELDS from its drop down menu.
3. Click the settings gear button to the right of the page for your campus coaches field.
4. Select EDIT USER CHOICES from its drop down menu.
5. Enter in the names for every coach at your campus by clicking ADD ANOTHER and filling in the fields.
6. Once finished adding all the coach names, click the SAVE CHANGES button.

Making the "Coaches" Custom Field Visible

1. Click the GROUPS tab at the top of the page and select GROUP TYPE from its drop down menu.
2. Click your campus life groups.
3. Under the ACTIONS section toward the right of the page, click CHANGE CUSTOM FIELDS.
4. Check the box for your campus coaches. *(All of your coaches will appear as check boxes under your campus, but do not select specific names. Only select the check box that says "(your campus) coaches".)*
5. Click the SAVE CHANGES button at the bottom of the screen. *(This now makes the coaches you just created visible from each life group to start selecting their coaches.)*

To Assign a Coach Name Label to a Specific Life Group

1. Click the GROUPS tab at the top of the page and select VIEW ALL from its drop down menu.
2. Narrow down the list of life groups to just those in your campus by clicking the GROUP TYPES AND CUSTOM FIELDS link toward the right of the page.
3. Select the "(your campus) life groups" check box, and click the SEARCH button under that section.
4. Select the group you would like to assign a coach to.

5. Under the ACTIONS section toward the right of the page, click VIEW GROUP SETTINGS.
6. On the next page, click MANAGE CUSTOM FIELDS to the right of the page to select the coach.
7. Click the check box for each coach for that group. *(This check box is just a label indicator for the life group admin—and not the coach themselves—for the admin to know to attach that coach's InFellowship account to that life group later.)*

Creating a Span of Care for a Specific Coach Name Label

1. Click the GROUPS tab at the top of the page and select SPAN OF CARE from its dropdown menu.
2. Click ADD+ at the top right corner of the spans of care list, toward the right of the page.
3. Type in the name of the span of care for that coach. The name of a span of care must be ordered campus, space, dash, space, and coach name. (Example : "GLR – Kelsey Payton")
4. Select the NEXT button.
5. On the following screen, for the group type, select the check box for the campus in which this person will be a coach, and click the NEXT button.
6. Select the campus again, then click NEXT.
7. When the next screen asks for the custom field, check the box "(your campus) Coaches" AND check the box next to that person's name.
8. Click NEXT.
9. On the next page, click the SAVE THE SPAN OF CARE button. (The following screen will show a yellow warning box saying an owner for that span of care has not been selected. Click there to assign an owner.)

Connect a Specific Coach's InFellowship Account to a Span of Care (Selecting an Owner to a Span of Care)

1. While in that coach's span of care from the previous step, on the page with the yellow warning box saying that span of care does not have an owner, click ADD ONE NOW.
2. Type in that coach's name and click SEARCH.
3. Select the bubble next to the appropriate coach and click SAVE.