

GROUPS TRAINING

infoodle
oodles of info



MANAGING GROUPS
STUDENT HANDBOOK

1
LEVEL

www.infoodle.com
Phone: (+64) 579 3085
Email: sales@infoodle.com

STORE

MANAGE

CONNECT

TRACK

INFOODLE GROUPS TRAINING

Structure

Groups are set up in such a way so that you can have different levels of groups. Eg. Parent groups and Sub groups.

In the example shown here the Parent group is **Sunday Music Team.**

A sub group of this group is **Creative & Music.**

A further sub group of the sub group is **Music Team.**

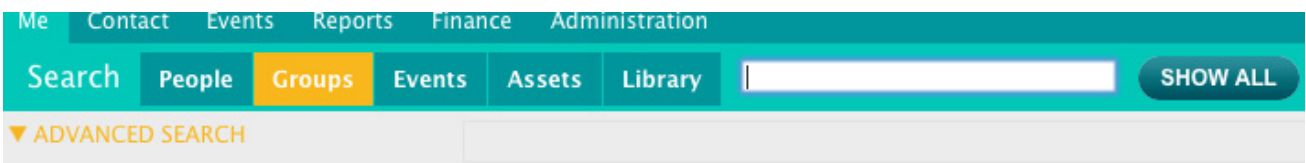
Service groups
Cafe Team
Sunday Music Team
- Creative & Music
- Music team

Group Types

List the group types in your organisation:

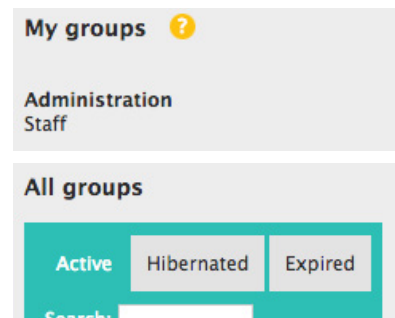
Finding Groups

1. From the search bar



My groups:

All Groups:



2. From persons profile page

This example shows information in regard to the persons position and permission.

	Permission	Skills	Function	Health & Safety	Joined	Hrs
Sunday Music Team / Creative & Music	Full member		Leader	Yes	11 Apr 2014	Edit
Creative & Music / Music team	Full member	Bass, Guitar, Vocals		No	11 Apr 2014	Edit
Administration						
Regular Attendees	View only				6 May 2014	Edit

By clicking on a group name you will be taken to that groups page.

Managing Groups

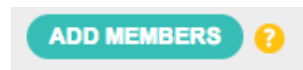
If you have permission in your group as an administrator you can: edit the details of the group, change permissions, contact the group, print out a list of group members, and add new members.

Group page details

The group page shows all the groups this person is a part of. By clicking on **show past memberships** you can see what groups he was a part of.

Add members

Then start typing the name of the person you want to add into the white box. A pop up of a possible people will appear, simply click on the person you want to add



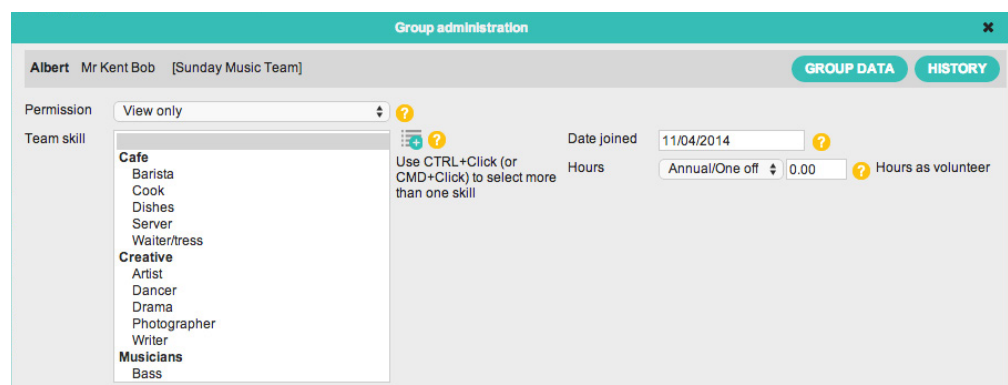
Changing permissions

Administrator:

Full member:

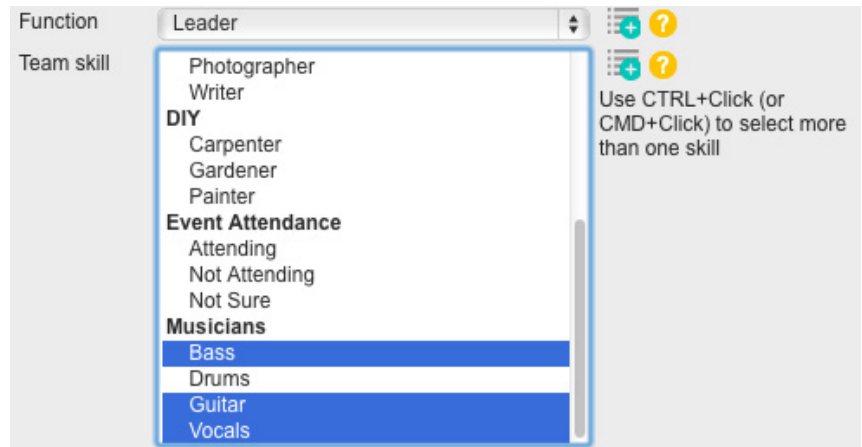
View only:

Past member:



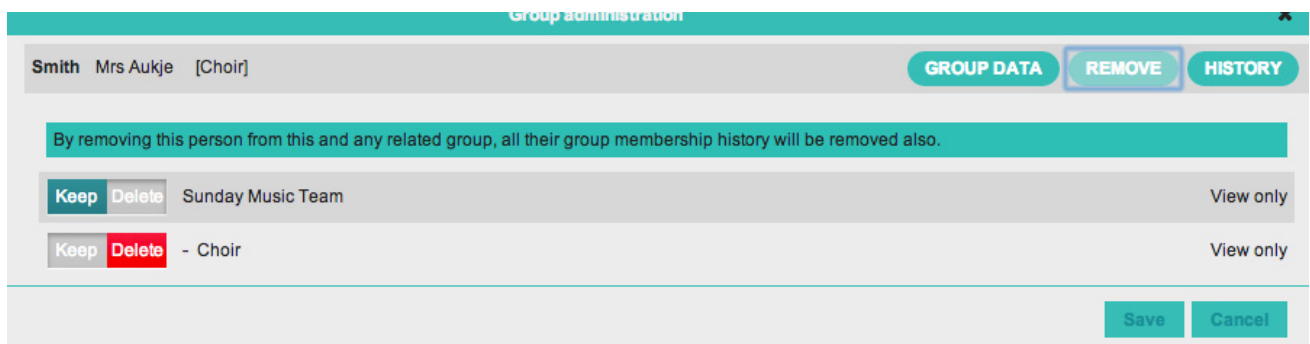
What is a Function?

What is Team Skills?



Other Details:

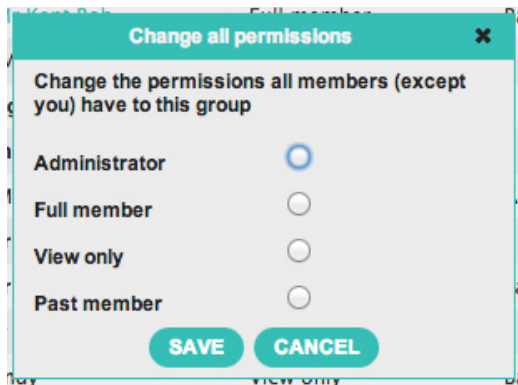
Removing people



Contact a group



Export a group



Edit a group

Change the name.

Name of the group

Change the type of group. i.e. Administrative, ministry, service or program.

Type of group

Enter details about the group. i.e. Purpose of the group, location of meeting, how often they meet.

Purpose of the group

Can the group be hibernated and then brought out of hibernation later when required again?

Hibernation date

Will you only need this group for a short period and can then expire?

Expiration date

Admin only

Please only tick the **admin only** box *if this is a strictly private group e.g. Pastors or Elders*.

Group Usage	
Admin only	<input type="checkbox"/> Can only be edited by administrators of this group
Tasks	<input checked="" type="checkbox"/> Can have tasks assigned
Content	<input checked="" type="checkbox"/> Can see content

SAVE **CANCEL**

If this is ticked the group can only be managed by the administrator of this group. Even if you are the Infoodle administrator (have Administrator permission in your role) you cannot add members etc

Tasks and Content

Group Usage	
Admin only	<input type="checkbox"/> Can only be edited by administrators of this group
Tasks	<input checked="" type="checkbox"/> Can have tasks assigned
Content	<input checked="" type="checkbox"/> Can see content

SAVE **CANCEL**

Selecting **tasks** enables this group to perform actions such as being rostered, access to the library and others.

In the same way when **content** is selected, the group is able to see the content of emails and texts that have gone out to members of this group. Only if this is made visible when creating the email or text. Remember to **save**.

Congratulations you have now completed

infoodle groups training Level 1 - Managing Groups

Further groups training is available for download at www.infoodle.com

Groups Training Level 2

Groups Training Level 3

Why do we use Infoodle?

Infoodle is a tool that not only has cool features but is used to equip you and your organisation to do the job you are required to do. That is to care, include and encourage everyone in your community.

In the church setting this means, infoodle is a tool to help equip the saints to fulfil their ministry and to build up the church. Ephesians 4:12



www.infoodle.com
Phone: (+64) 579 3085
Email: sales@infoodle.com

STORE

MANAGE

CONNECT

TRACK

Certificate of Completion

has successfully completed

**infoodle groups training
level 1**