

Group Leader

PHASE I

Hello and welcome to your step by step guide to getting started with iKnow Charity.

To help you get started and find your way around the programme, we've provided this guide.

Designed to work in tandem with our support tutorials and videos, just follow the links beside each area to be taken to the relevant guides. We offer completely free, unlimited help and support. If you get stuck and you can't find what you're looking for on our support site, don't panic. You can get in touch with us and our amazing support team will be happy to help you out.

EXPLORE THE DASHBOARD

<https://support.iknowcharity.co.uk/modules/dashboard/the-dashboard/>

- Change the layout of your Dashboard using the Dash Settings.
- Click on 'Me', upload a picture of yourself.
- Ensure that your details are correct and change your password to something personal and memorable.

GROUPS

<https://support.iknowcharity.co.uk/modules/groups/>

- From the Dashboard, select 'Groups'. Create an event within the groups calendar which reflects your small group's meeting arrangement. Set the start date a week in the past so that later on you can do the next step.
- Record attendance for your group for the previous meeting.