

Children's Leader

PHASE 1

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.

Now that you've completed this stage, you should have a good idea of how iKnow works. Of course, there's always more to learn and more to do. At this point, feel free to explore the system as you need and really get it working for your Organisation. Alternatively, we have a Phase 2 guide to take you further. Before progressing to this, we'd recommend that you have all of your Charities contact's data added to the system. You're able to do this through a data import to save time if you wish.

To download the Phase 2 stage, click [here](#)

EXPLORE THE DASHBOARD

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

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

SETTINGS - CHILD CHECK IN

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

- Set up an event in the Event's Calendar for today. Make sure that it is running at the current moment. (if you're not able to do this, speak to your administrator who'll either give you access to this, or do it for you).
- From Settings, select 'Child Check-in'.
- Set up the 'Custom Questions' to match the information you'll need from your Children.
- Set up a Class for your Sunday Children's activity and attach it to the event which you have just created.
- Set up your Global Supervisors and other Children's Leaders (It's important to note that Children's Leaders are leaders of the ministry, not people who serve on the team).
- Assign supervisors and Children to the class you've just created. You're effectively creating the register and selecting the Children which can attend this class.

CHILD CHECK IN

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

- Hopefully, if the event you previously set up is still running, you'll be able to launch Check In.
- Check Four Children in with different parents. Try this by typing the Parents name. If you'll be using the Scanner and Barcode system, try using this too.
- Click on 'Find a Child' and search for one the Children which you've just checked in.
- Check the Children out of their class.
- Check another child in with a parent as a guest. See how this operates differently.
- Check this guest child out of the class too.
- Set up any remaining Classes for your Children's Groups.