

FELLOWSHIP ONE COORDINATOR USER GUIDE

RELEASE 1.0 (USER GUIDE VERSION: 20150908)





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Contents

- Overview 4
- System Requirements 4
- Roster Capacities 4
- Activity Code 5
- Sign In to Fellowship One Coordinator 5
- Enter Activity Code and Choose Schedule 6
- View the Roster List 6
- Open and Close Rooms 7
- Increase or Decrease Roster Capacity 8
- Move Volunteers and Students 8



Overview

Fellowship One Coordinator is a web based application designed to make managing multiple classrooms intuitive and efficient. This unique tool allows service coordinators to see the roster capacity and the number of volunteers and students checked in to each class in real time. Fellowship One Coordinator also helps to alert service coordinators when a roster is approaching capacity. Roster capacities can be increased or decreased and rooms can be opened or closed to check-in at the touch of a button. In addition, service coordinators can easily balance class sizes and teacher to student ratios with the ability to move volunteers and students from one class to another. Once checked in, volunteers assigned to volunteer rosters rather than specific classrooms can easily be moved to the room they plan to serve in. Finally, users can easily move between Coordinator and other Fellowship One apps and websites by simply tapping the 9-dot navigation grid.

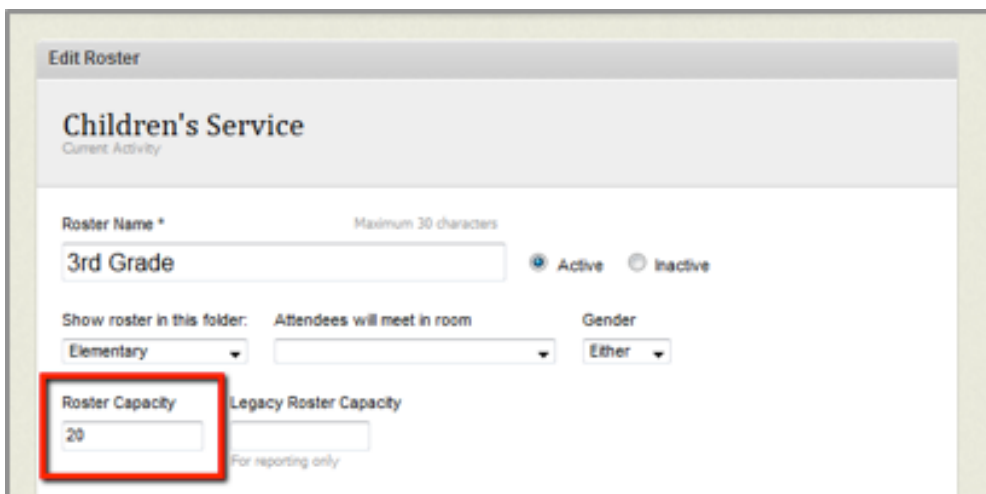
System Requirements

Fellowship One Coordinator is optimized for use on any mobile tablet device such as the Apple iPad or Microsoft Surface Pro. It may also be used with smart phones and desktop or laptop web browsers.

Roster Capacities

Fellowship One Coordinator displays roster capacities that are initially set up in the Fellowship One portal. To set up default roster capacities for each roster:

1. Login to Fellowship One Portal
2. Go to Ministry > Activities > View All
3. Select Activity to work with
4. Click on Rosters tab
5. Click the Gear to the right of a roster and click Edit
6. Enter Roster Capacity in the field provided



The screenshot shows the 'Edit Roster' interface for 'Children's Service'. The form includes fields for 'Roster Name *' (set to '3rd Grade'), 'Show roster in this folder:' (set to 'Elementary'), 'Attendees will meet in room' (empty), and 'Gender' (set to 'Either'). The 'Roster Capacity' field is highlighted with a red box and contains the value '20'. Below it is the 'Legacy Roster Capacity' field, which is empty and labeled 'For reporting only'. There are also 'Active' and 'Inactive' radio buttons.



Activity Code

Like the Check-in Application, Fellowship One Coordinator requires an Activity Code or Super Check-in Code.

To locate Activity Code:

1. Login to Fellowship One Portal
2. Go to **Ministry > Activities > View All**
3. Select Activity to work with
4. Locate **Code** in the **Check-in Settings** panel

Check-in Settings		Edit
Code	2692	New Code
Name Tag	✓	
Parent Receipt	✓	
Closed Room Override	✗	
Assignment Required	✗	

Sign In to Fellowship One Coordinator

To sign in to **Fellowship One Coordinator**, use your Fellowship One portal user credentials.

1. Open browser and navigate to coordinator.fellowshipone.com
2. Enter your portal **Username**, **Password** and **Church Code**
3. Click **Authenticate Church**

You can also access Fellowship One Coordinator through the new Fellowship One Launchpad if you have the appropriate rights.

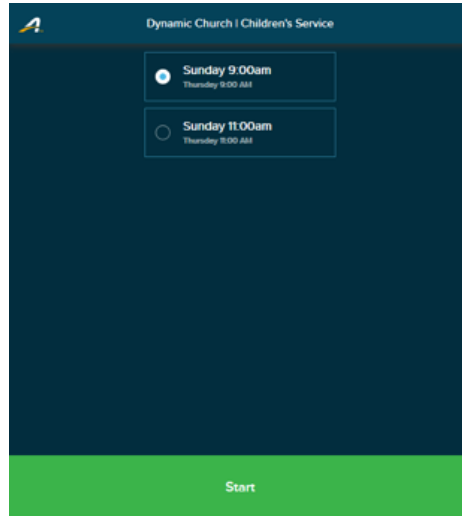
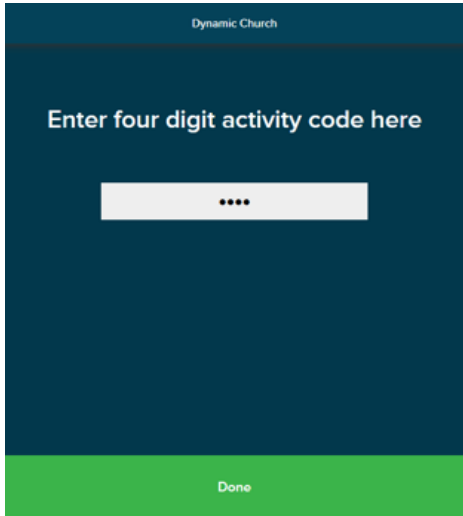
ACTIVE FellowshipOne



Enter Activity Code and Choose Schedule

Enter 4-digit **Activity Code** and click **Done**

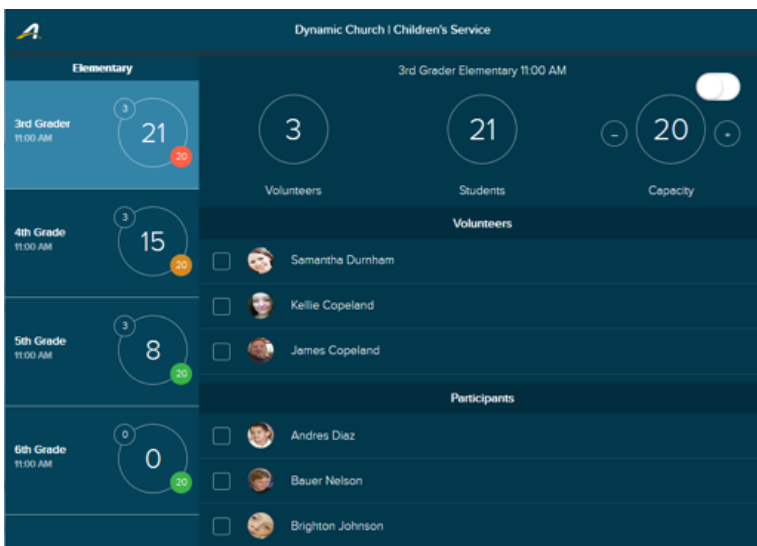
Select **Activity Schedule** and click **Start**



To change the **Activity** or **Activity Schedule**, tap the **back arrow** on your browser from any screen. Enter a new **Activity Code** to change activities or enter the same activity code to simply change the activity schedule.

View the Roster List

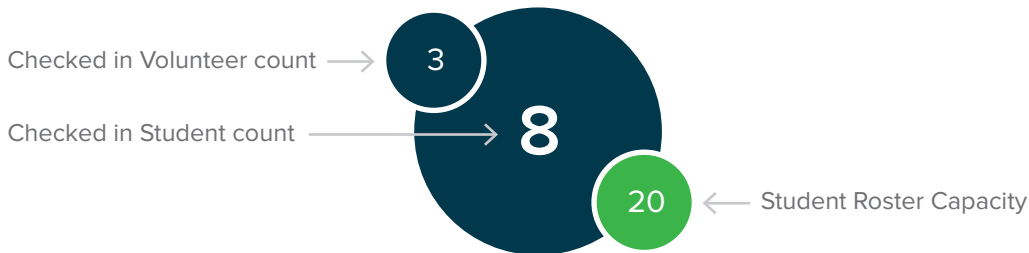
the roster list includes a list of all of the rosters associated with the selected activity. tap the roster to view volunteers and students checked into the roster.



Note: On devices with small screens, such as smart phones, the list of rosters may appear as a separate page. Tap the roster to view occupancy information specific to that roster. Tap the back arrow to return to the roster list.



Each roster in the roster list displays a summary of its occupancy.



20

A green circle denotes that the number of students checked into the class is less than 75% of the room's capacity.

20

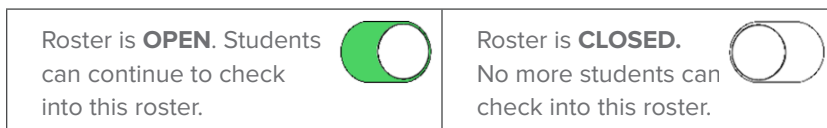
A yellow circle cautions the coordinator that the number of students checked into the class is greater than or equal to 75% of the room's capacity.

20

A red circle lets the coordinator know that the number of students checked into the roster is at 100% of the room's capacity and the room is automatically closed to further check-ins.

Open and Close Rooms

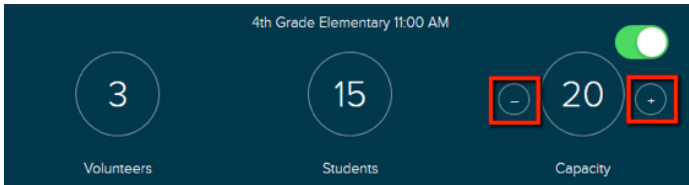
The status of a roster is shown by the slide switch:



- + Fellowship One check-in automatically closes a roster when the number of students checked in equals the roster capacity.
- + Service coordinators can manually close a roster by sliding the switch into the CLOSED position.
- + Service coordinators manually open a closed room by sliding the switch into the OPEN position.



Increase or Decrease Roster Capacity



Service coordinators can temporarily decrease or increase the roster capacity.

- + Tap plus button to increase roster capacity
- + Tap minus button to decrease roster capacity

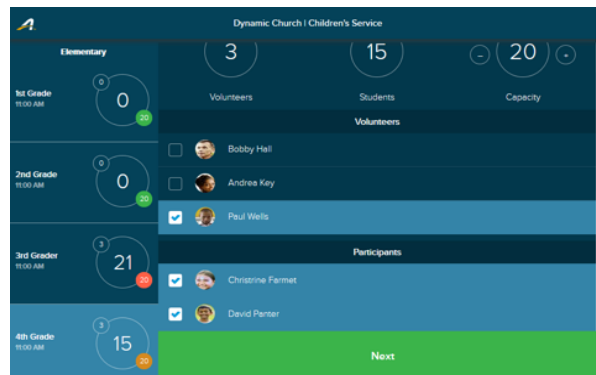
Note: Once the service has ended the capacity returns to the default roster capacity value that is stored in Fellowship One.

Move Volunteers and Students

Service coordinators can move volunteers from one roster to another to provide assistance in rooms where more help is needed. They may also move students from one roster to another to help balance class sizes or improve the volunteer to student ratio.

To move volunteers/ students from one roster to another:

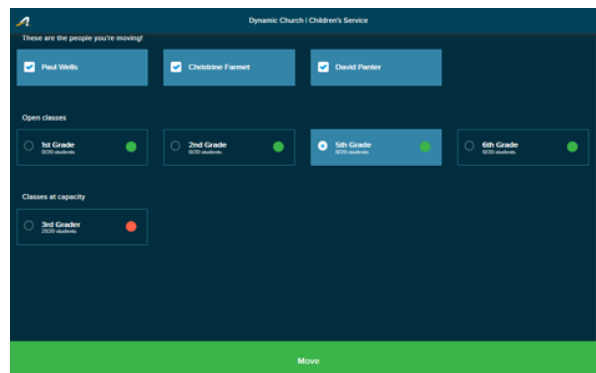
1. Select the checkboxes next to the individuals you wish to move
2. Tap **Next**
3. Select the roster you want to move the individuals to
4. Tap **Move**



Note: Each roster shows its current student count and capacity

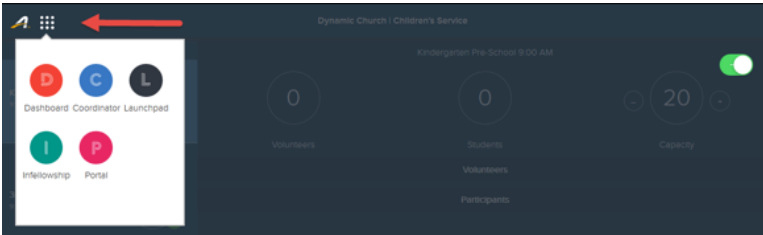
If you decide not to move a particular individual, unselect the check box next to their name.

Tap **X** to cancel the Move.




Navigate Between Apps, Websites and Launchpad

1. Tap  to open the quick navigation menu from Fellowship One Coordinator



2. Tap the required icon.

Tap  to close the quick navigation menu.

