the Pathway
Serving Team Guide
## June 2016

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Getting Started

To get started and get the most out of the Pathway as a tool for connecting with others at Carmel United Methodist Church, we recommend you take 10 minutes to do the following basic things:

1. Verify your personal info under your profile by selecting your name in the upper right corner of the screen and edit any info that is inaccurate. Make sure you indicate your mobile carrier if you want to receive text messages from any groups you belong including serving teams or the children's ministry if you have children that are in the children's ministry.
2. Set up your communication preferences (page 8)
3. Set up your privacy settings (page 9)
4. Upload a photo of yourself, each family member and a family photo to your profile under "edit profile"
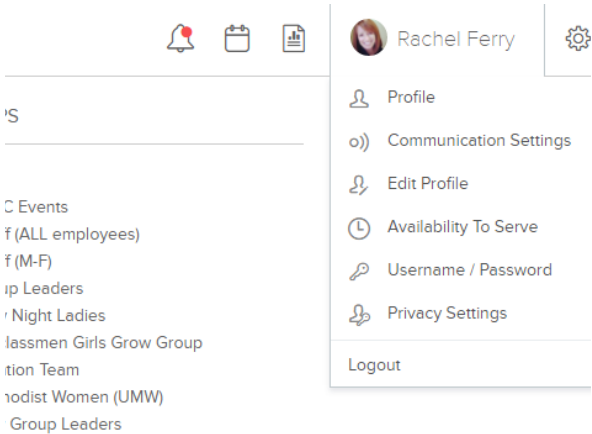
Accessing the Pathway

You can access the Pathway at carmelumc.org/pathway

If you have never logged in, you can hit "Sign Up" and request access to The Pathway. If your email is in the system, you will immediately get a login activation email. If your email does not match the one in our system, the administrator will send you an activation link.

Setting Your Availability to Serve

Click your name and choose "Availability to Serve"
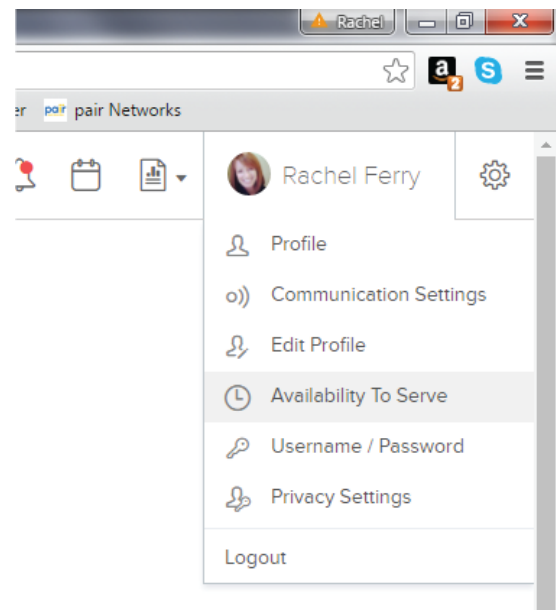
This will put you on a screen that offers 4 options at the top; you'll primarily use the 1st two:

1. My Schedule – Two options: a. Set Block Out Dates & Edit Serving Preferences.
2. Requests – accept or decline outstanding scheduling requests.

Click "My Schedule" to get to the following screen:

Block Out Dates You Are Unavailable

From here, you can click the tab to "Set Block Out Dates" in order to mark dates that you are unavailable to serve. You can go as far out as you want. So if you know you'll be gone for Christmas, on Spring Break, or next summer, you can block it out now.

To block dates, simply click the date and it will change to "unavailable." If you accidentally blocked a date, click it again to remove the block.

Once you block a date, it will block it for all current and future teams you serve on that are using the Pathway for Scheduling. Blocking dates eliminates the need to communicate availability to multiple leaders if you serve on more than one team, and it allows you to block dates well in advance instead of having to wait and notify ministry leaders when they are making a monthly schedule.

Setting General Availability

Click the "General Availability" at the top of the screen to set your general availability preferences. Each team you serve on that uses the Pathway for scheduling and the position you serve in will be listed.

You will need to indicate/change the following things:

1. **Overall Availability**: This is how many times you are willing to serve across all teams. For example, if you serve on Hospitality and in the Children's Ministry and you want to serve twice in the children's ministry and once on Hospitality, you would want to indicate 3 times/month.
2. **Group Availability:** For each team, indicate how many times/month you want to serve on that team.
3. Indicate which **weeks** you are available to serve. If you are flexible and mark all 5, you will only be scheduled a maximum of what you indicated in times/month.
4. Indicate which **services** you are available to serve.
5. If you serve in more than one **position**, drag the positions in the **preferred order** – ie list the one you prefer to serve in the most to the first item on the list.

Note: You can go in any time and adjust these preferences.

Responding to Scheduling Requests

When you are scheduled to serve, you will receive an email request to accept or decline the request. **It is very important to respond to this request**. If you accept, you will automatically get a reminder on Thursdays that you are scheduled to serve. If you decline, it lets the leader know they need to schedule someone else.
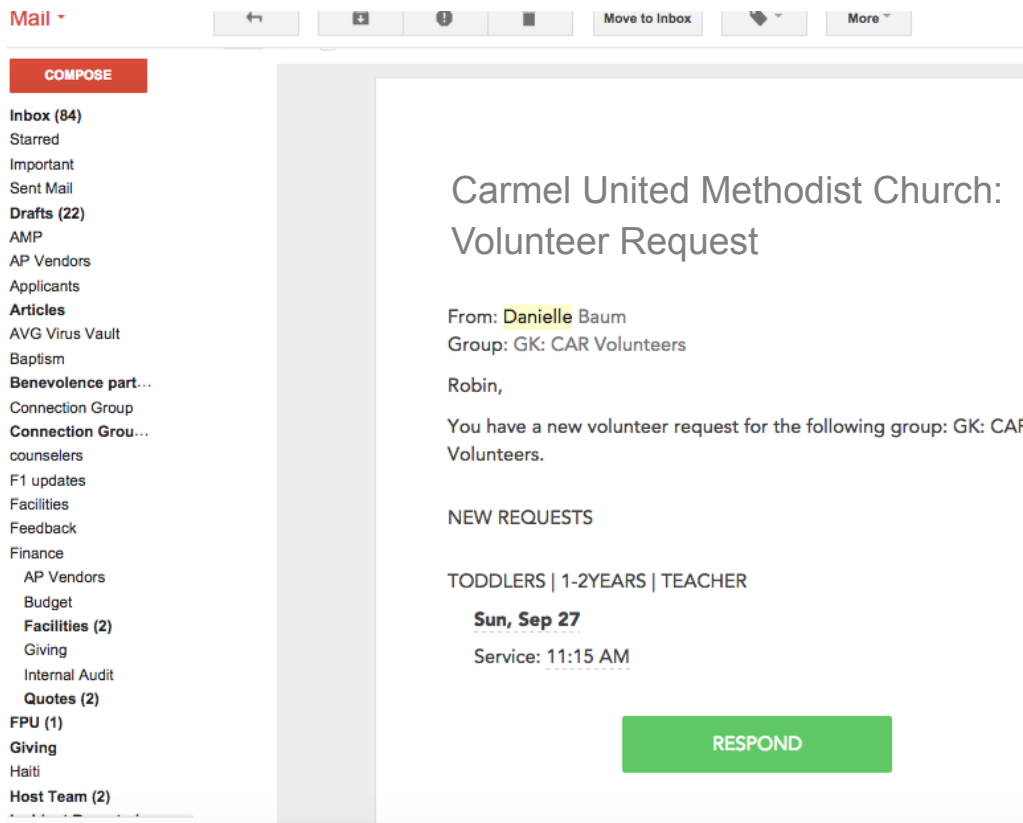
When you click the green "Respond" button from your email, it will automatically take you to the page in the Pathway to accept or decline the request.
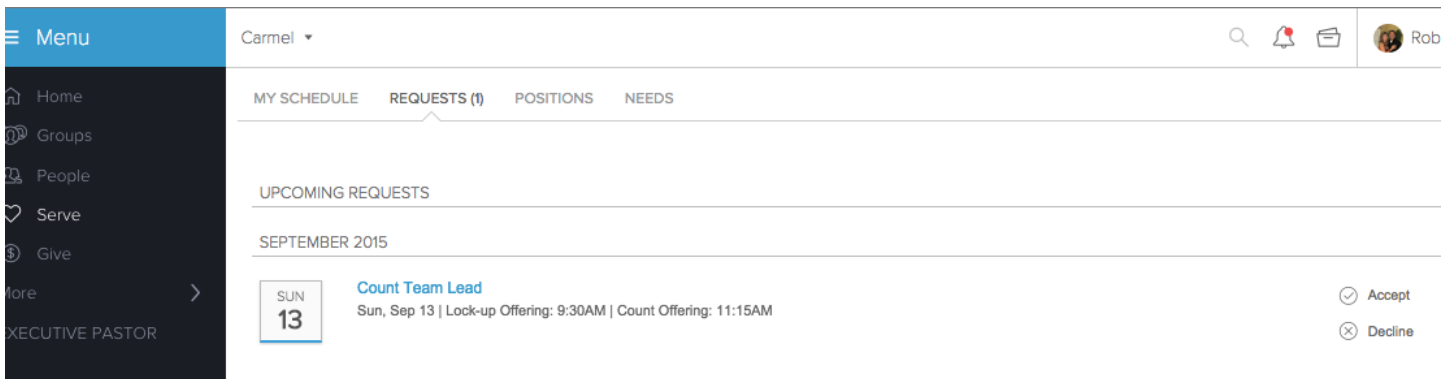
General Navigation

After logging in, all the groups you are a part of are listed down the right side of the screen. Serving teams that you or others in your family belong to are considered "groups" in the system along with Grow Groups, Sunday School Classes, Bible Studies, and Sports and Rec teams. Choose your group to manage message boards, files, and events for your group.

When you are in a group, there are 8 menu items across the top; you will use 6 of them:

1. Info: General group information, including address where group meets.
2. Messages: Send messages to and view messages from group members.
3. Calendar: Events for the group.
4. Files: Files the group leader(s) have uploaded.
5. Needs: Needs that the group leaders have posted for your group.
6. Participants: People in your group.

Calendars

There are 3 different calendars you can view in the Pathway:

1. Groups Calendar (for each group you are a member) – access it after choosing the group and choosing Calendar.

2. My Calendar (reflects events for all groups you belong in one calendar) – access it from the home page.

3. Church Calendar (reflects all events at the church) – access it from the home page.

Events on the calendar: To find out more information about an event, simply click the event on the calendar for more information.

Communication Settings:

Set communication preferences to customize how often you want to receive communications from your groups: Click your name in the upper right corner from any screen and choose "Communication Settings."

Choose your preferences separately for each group you belong to and for future groups. You can choose to get all emails, to get a weekly summary, and/or to receive text messages from the group. Or you could opt not to receive communications, but instead go out and retrieve information by viewing the message page.

☰ Menu   Carmel United Methodist Church

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👤 People
♡ Serve
$ Give
More ›

COMMUNICATION SETTINGS FOR RACHEL FERRY

	Send me emails from group participants	Send comments to me immediately	Send me a weekly summary of group activity	Send me text messages from group leaders
	Receive group communications like emails from the group leader, event invitations, and information about volunteering and helping those in need.	Participate in online conversations as they happen.	Receive a single email generated by the system for all your groups' activities (events, comments, needs, positions and files) for the week.	Even with a mobile phone number, text messages will only be sent if a carrier is selected. Mobile Carrier [Sprint ▾] Mobile Phone [317-555-1212] Standard text messaging rates from your carrier may apply.
Groups I am in	Recommended	Optional	Recommended	Recommended
Our Church	☑	☑	☐	☑
Carmel UMC Events	☑	☑	☐	☑
Church Staff (ALL employees)	☑	☑	☐	☑
Church Staff (M-F)	☑	☑	☐	☑
CUMC Group Leaders	☑	☑	☐	☑
GG: Sunday Night Ladies	☑	☑	☐	☑
GG: Underclassmen Girls Grow Group	☑	☑	☐	☑
Implementation Team	☑	☑	☐	☑
United Methodist Women (UMW)	☑	☑	☑	☑
Youth Grow Group Leaders	☑	☑	☐	☑

Privacy Settings

Under your name in the upper right, choose "Privacy Settings."

Select which contact and personal information you want to share and with whom. Options are explained down the right hand side of the screen.

Friends Only: These are people you have specified as friends. See more about Friends on the next page.

Friends:

Specifying someone as a friend gives them access to the info you have chosen to share with friends. It does NOT send them a request or give you access to their info.

1. Choose "People" from the menu on the left of your screen.

2. Type in the name of your friend in the "People Search"

3. When their profile pops up, select "Add to my friends list" under Actions on the right.

Questions?

We love questions about the Pathway as it means you are using it!!!! For questions about additional uses and functionality in the Pathway you can email info@carmelumc.org or call 317-844-7275.