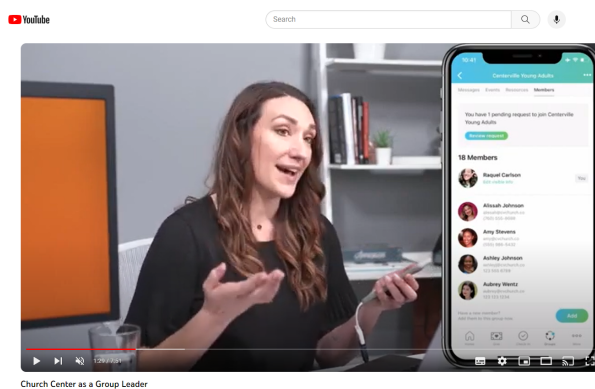


CTC LEADER TRAINING COURSE: HOW STUFF WORKS

Hey, Common Thread leader! So glad you have found this course. This “How Stuff Works” doc is an introduction to some of the behind-the-scenes stuff you’ll want to know for group leadership, specifically as it pertains to the app and organizing events.

The Church Center app that we use and that you probably have on your phone is connected to a software program called [Planning Center](#). It has different facets to it such as a database for our directory (People), sign-ups for events (Registrations), a program to schedule Sundays (Services), and more. However, most important to you will probably be the software for **Groups** (<https://groups.planningcenteronline.com/groups>).

Please begin by watching this [overview video created by Planning Center](#) →



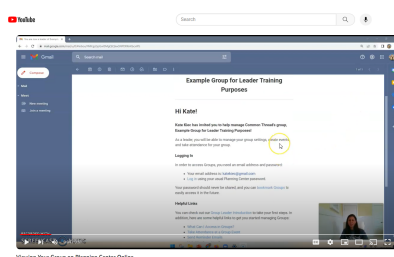
In addition to learning about Planning Center (and the app) via the video links in this documents, it’s also important as a leader to know some other behind-the-scenes stuff about Common Thread such as how we get registrations created for events and see submissions, get events advertised in the weekly email and on the website, what to do about space reservations, how to avoid calendar conflicts, what to do if you need to collect money for something, what to do if you need to buy supplies and get reimbursed, etc. It would take about 30 minutes for [Kate Kiec](#) to explain all of this in person to you. She’d love to meet up when you have time!

In addition to this “How Stuff Works” module of the course, please be sure to check out the other modules in this course to learn about how our core values shape our leaders here and Common Thread and other good nuggets to know as you embark as a church leader!

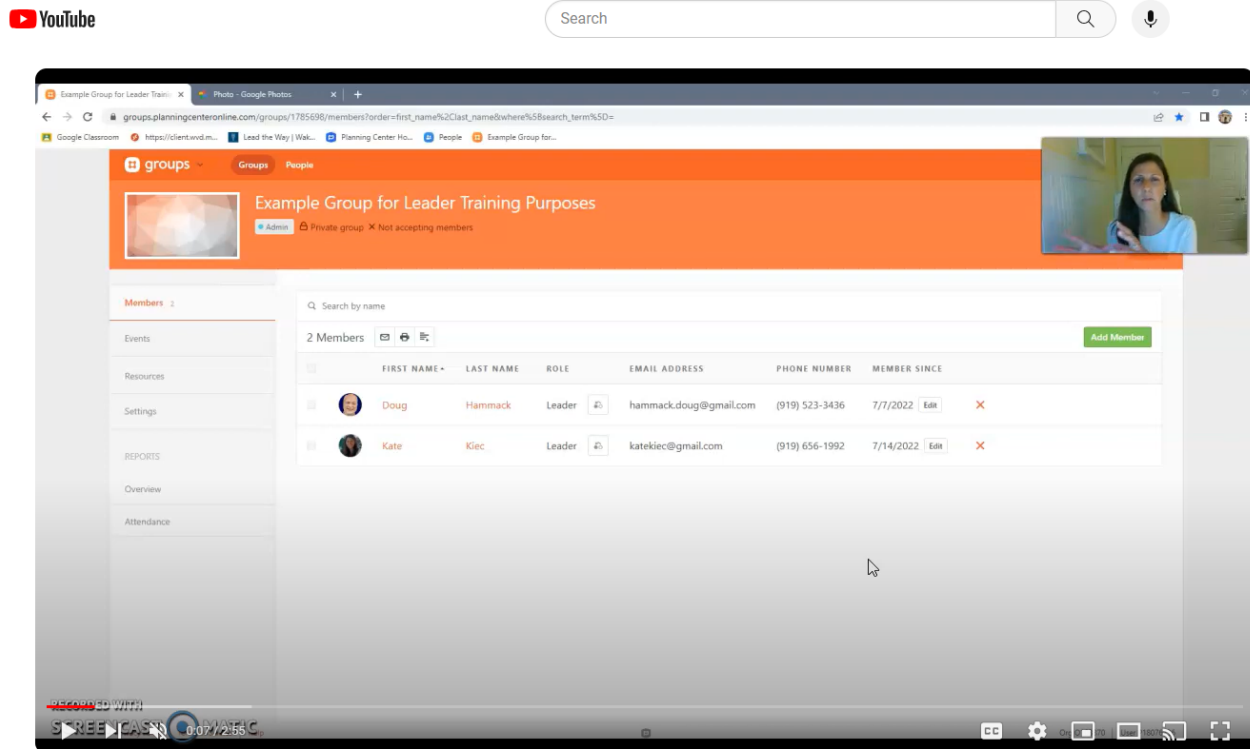
We are glad you’re here and hope you will reach out if you need support!

Additional video resources:

- [View your group on Planning Center](#) →

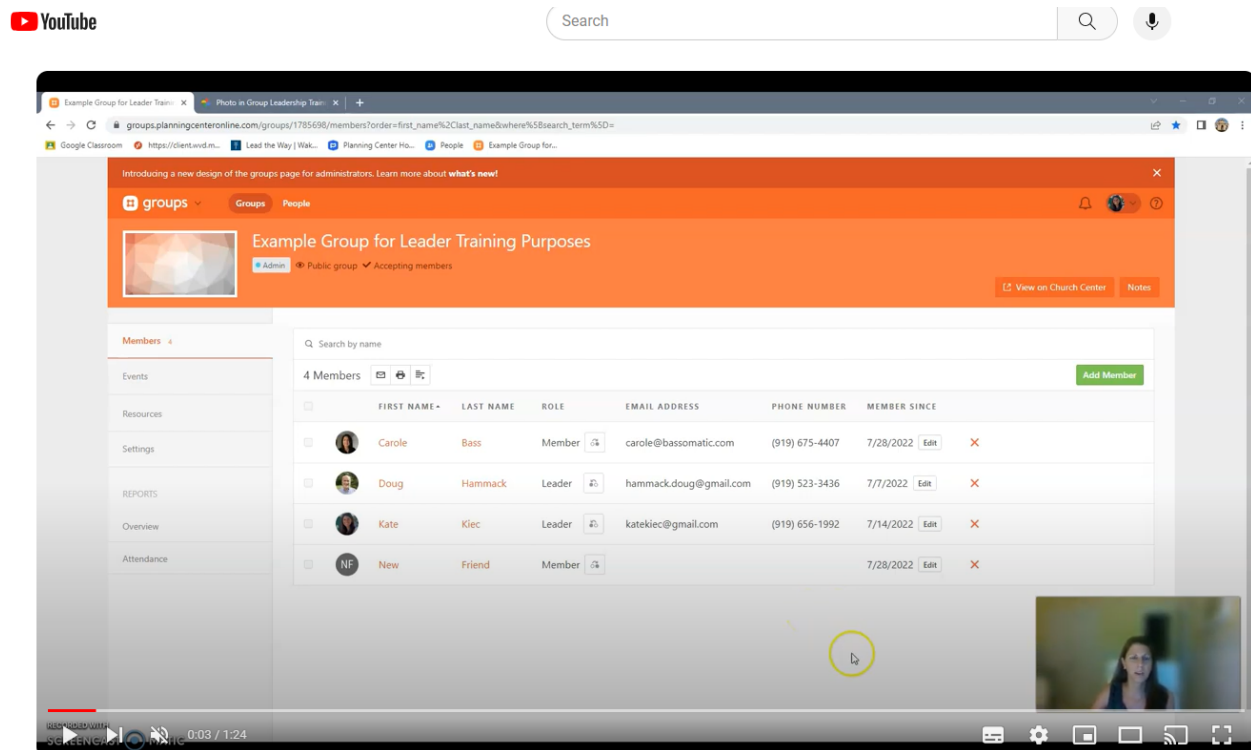


- [Add members to your group →](#)



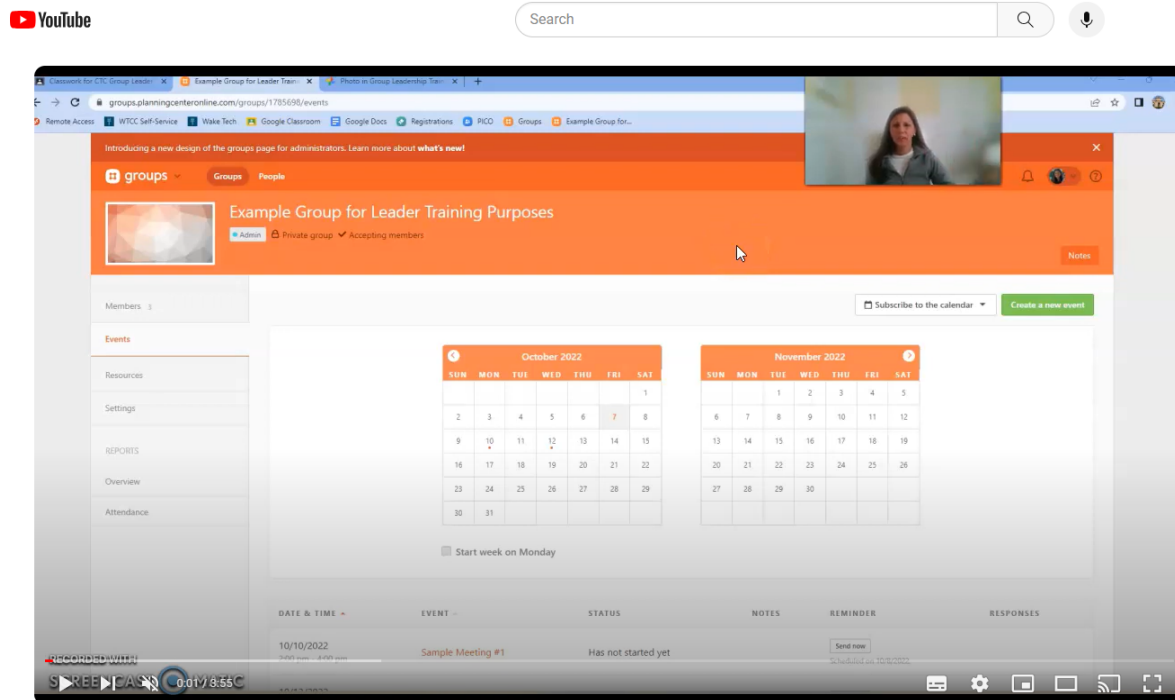
Adding Members to a Group

- [Email group members from a browser \(instead of via the app\) →](#)



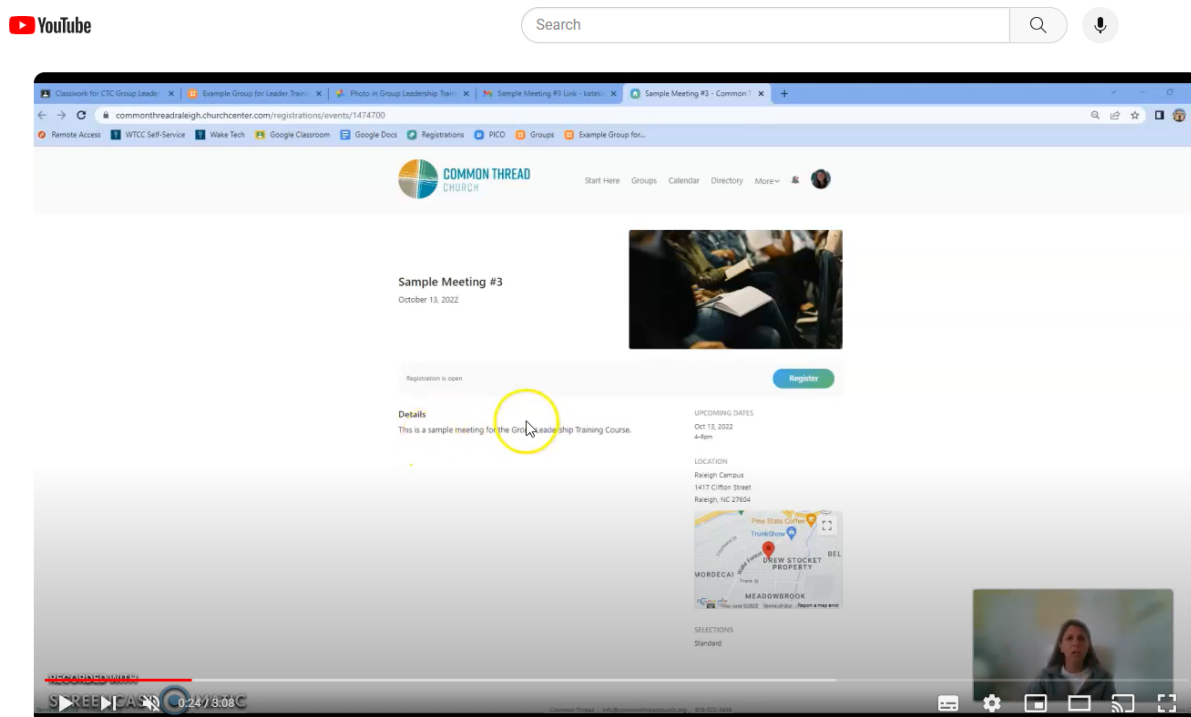
Emailing Your Group Members

- [Create an event \(must be done via a browser\) →](#)



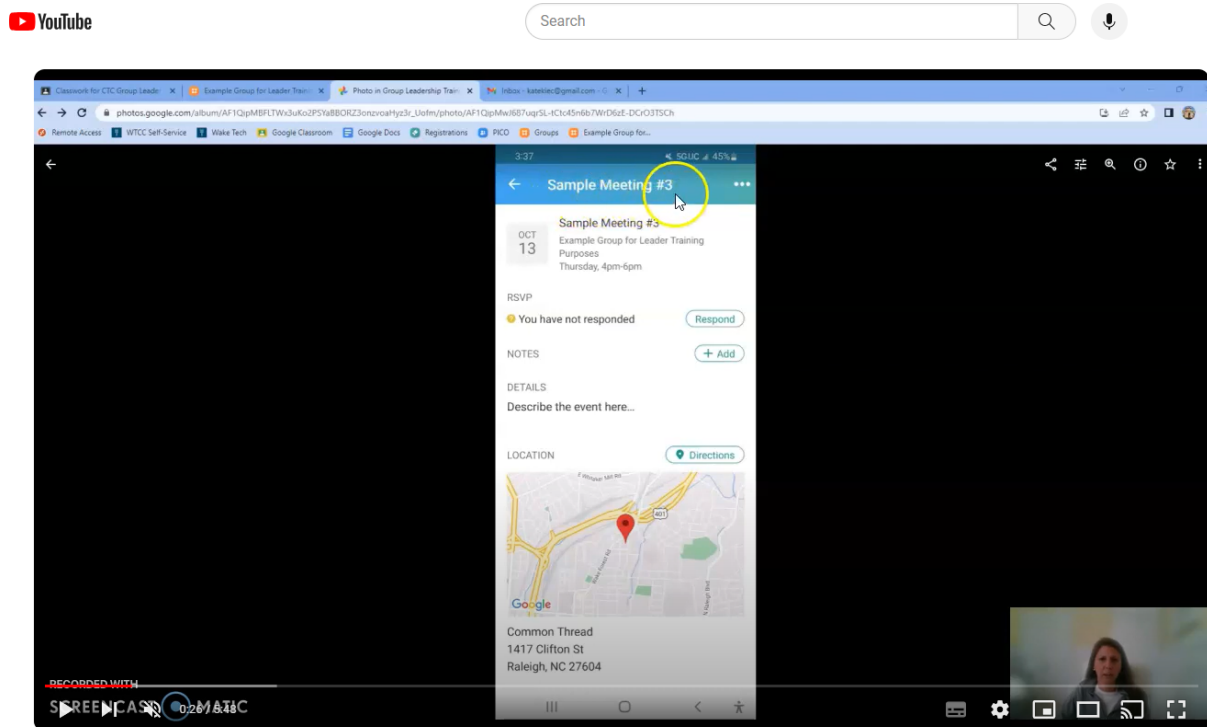
Creating a Group Event

- [Create a church-wide event \(not targeting one specific group\) →](#)



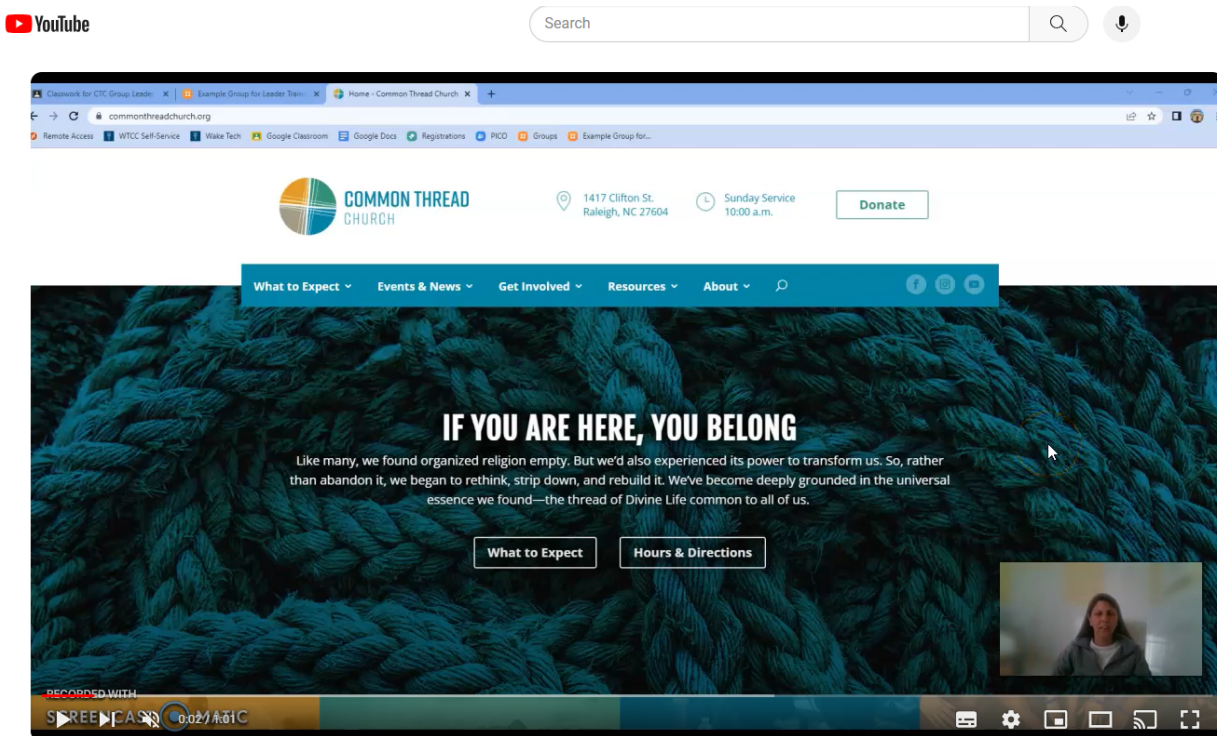
Creating a Church-Wide Event

- [Send event reminders or cancellations →](#)



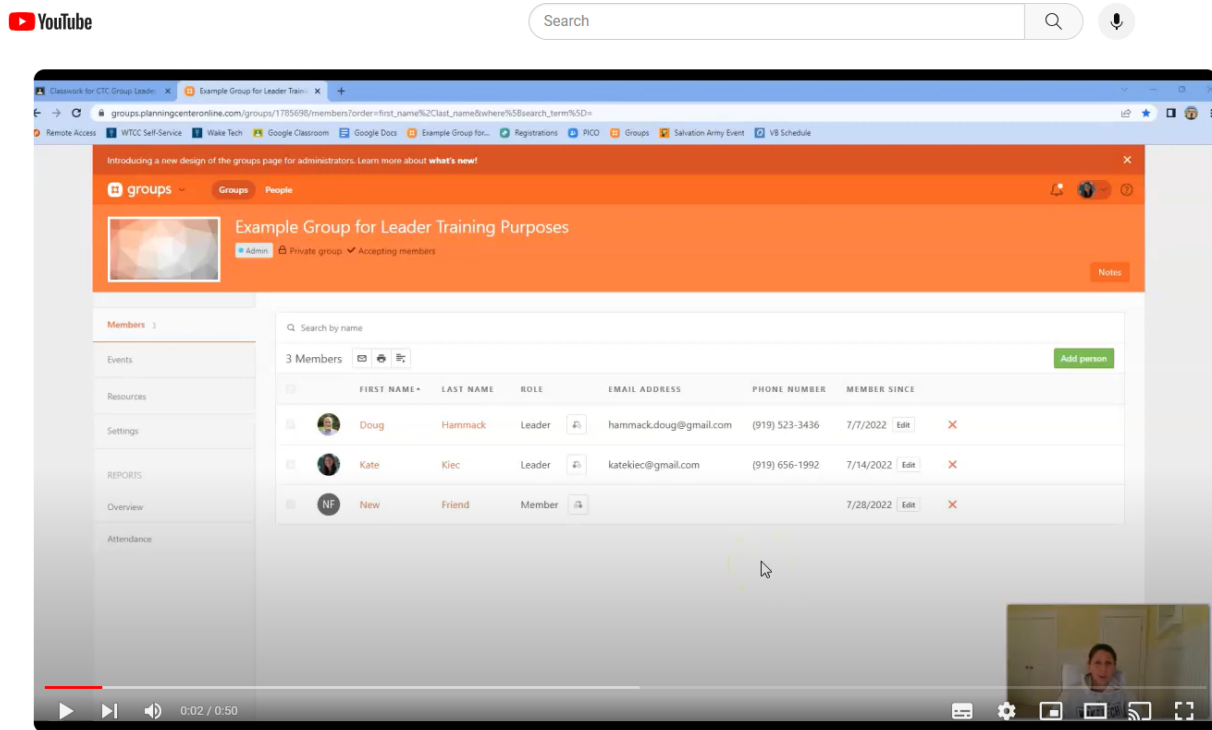
Sending Event Reminders or Cancellations

- [Publicize your event →](#)



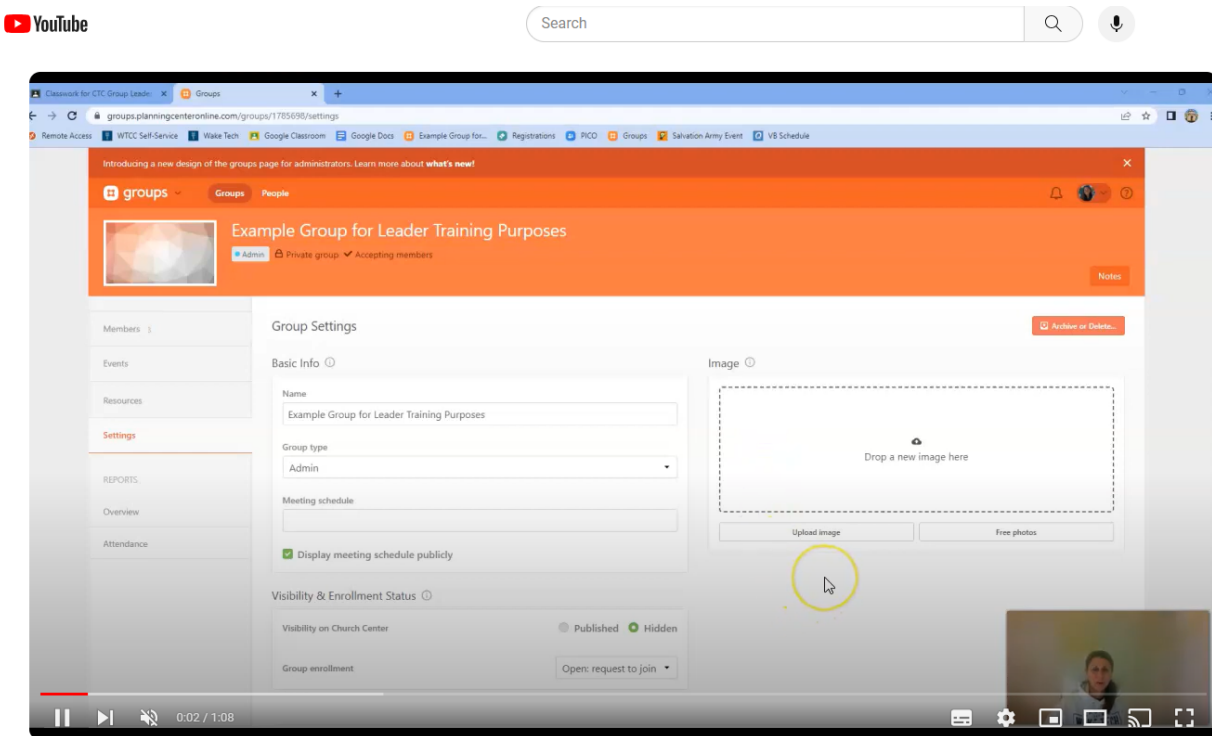
Publicize Your Event

- [Change a group profile image →](#)



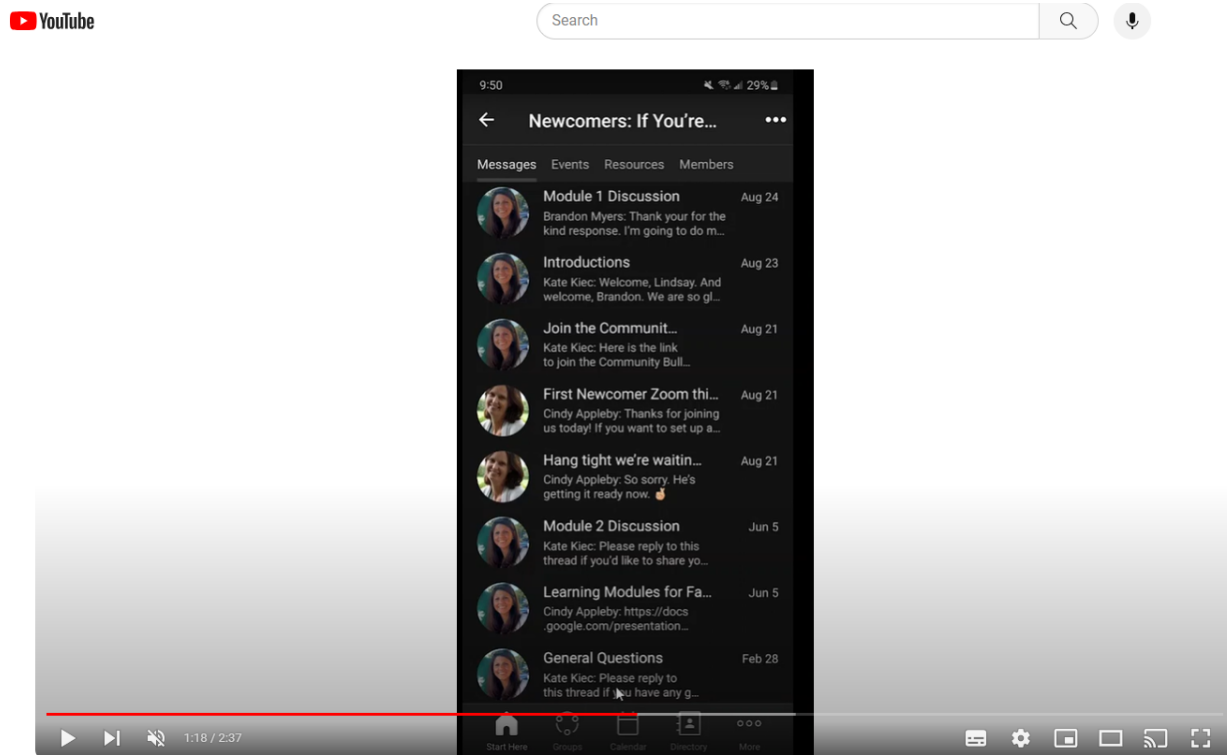
Changing Group Profile Image

- [Setting up the group message board →](#)



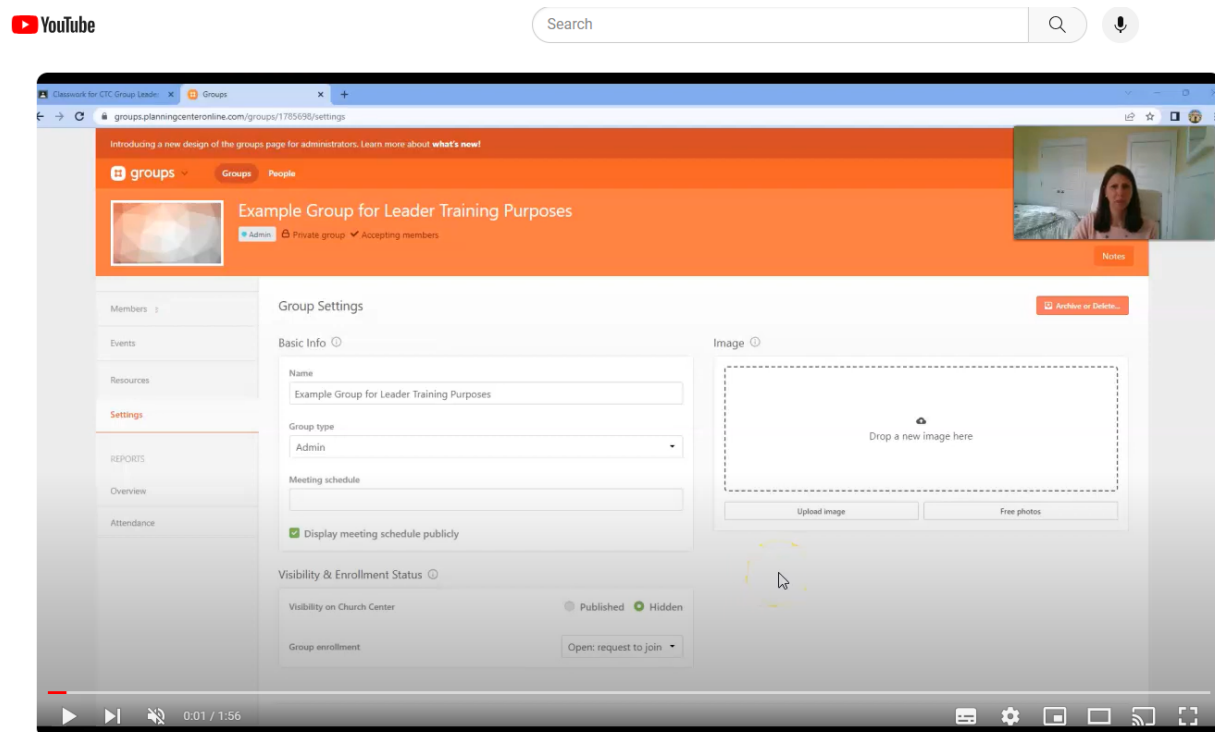
Setting Up Your Message Board

- [Monitor Group Messages →](#)



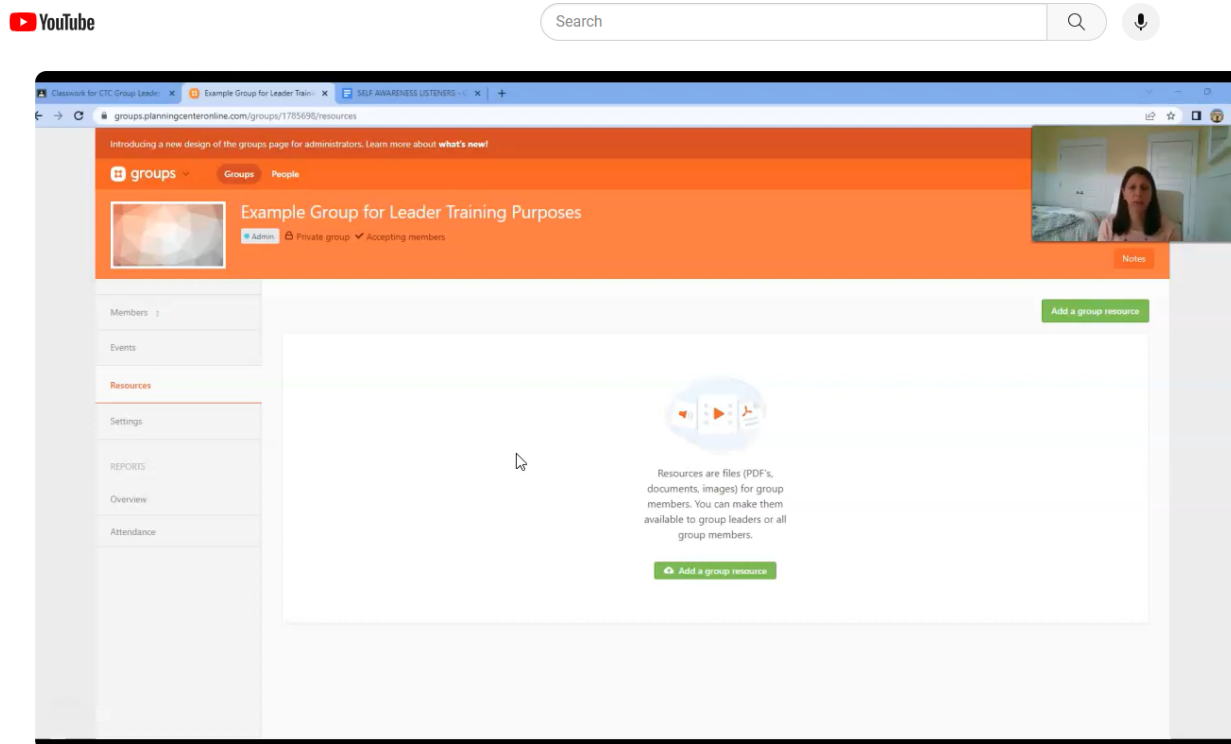
Group Messages

- [Change the group settings →](#)



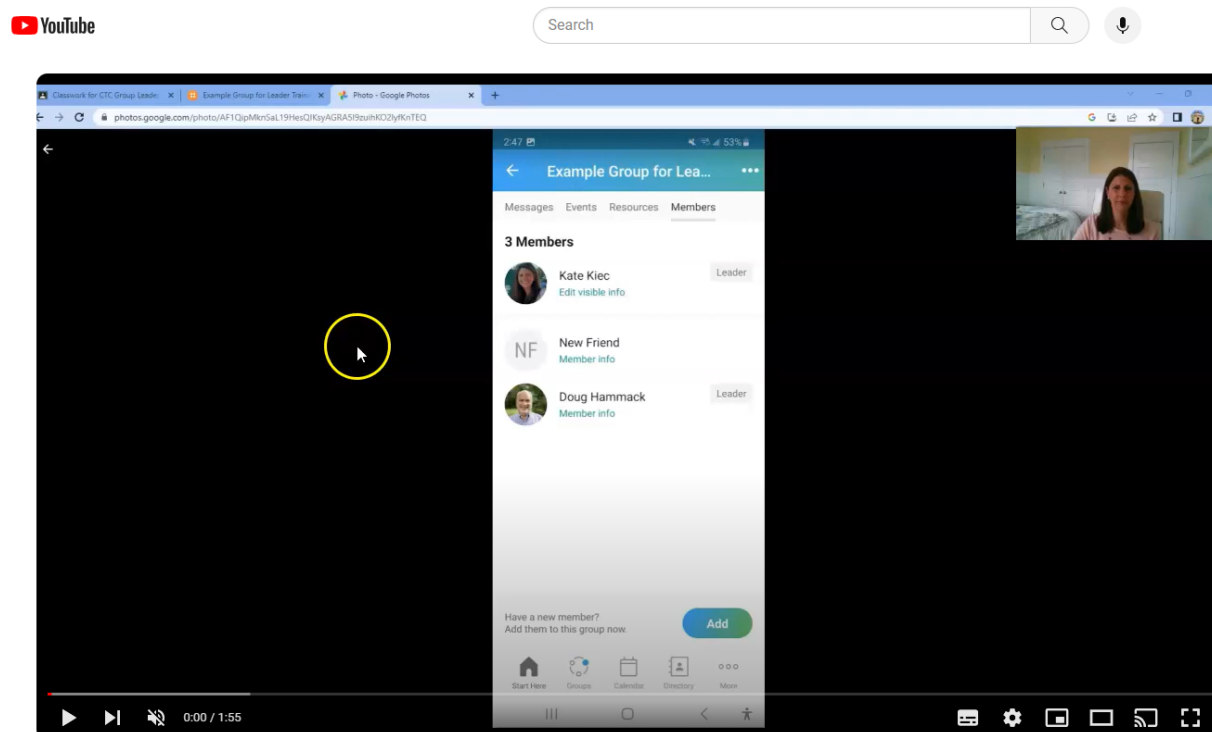
Changing Group Settings

- [Post resources \(may be done via app now, but this video shows how to do it via a browser\) →](#)



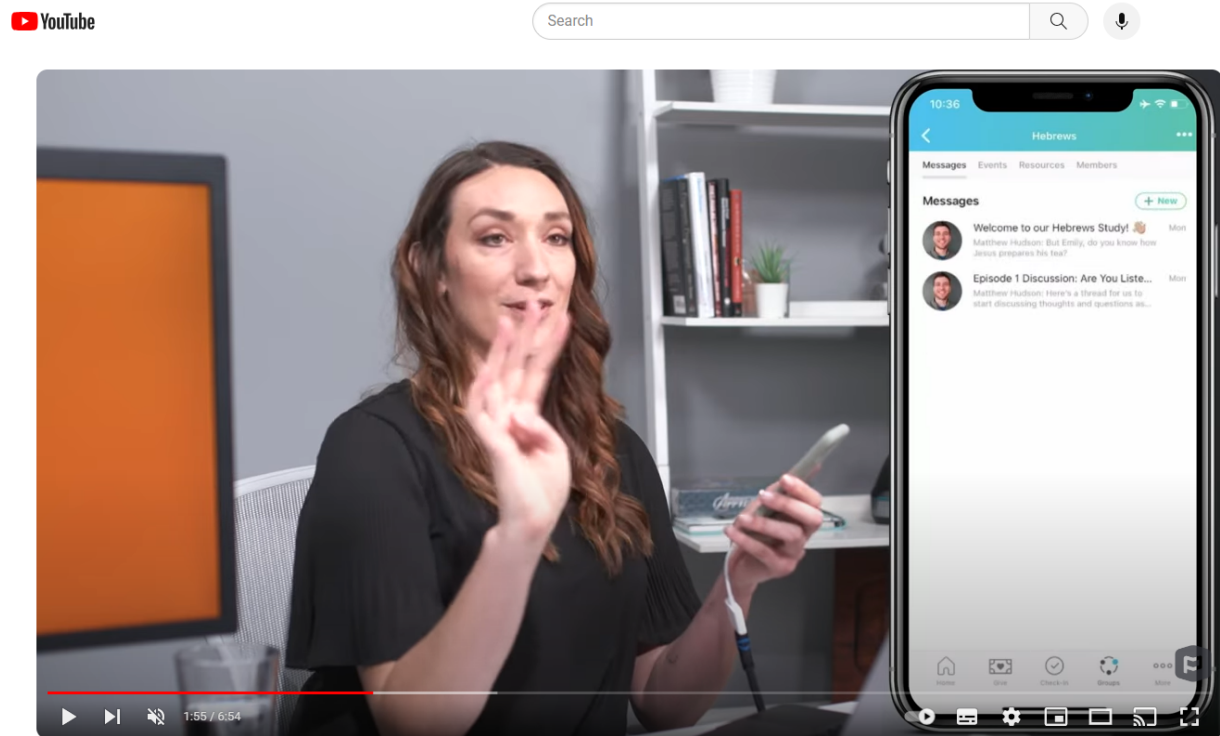
Adding Resources to your Group

- [Manage Profile Display →](#)



Managing Profile Display

- [User Experience →](#)



How to Use Church Center as a Group Member