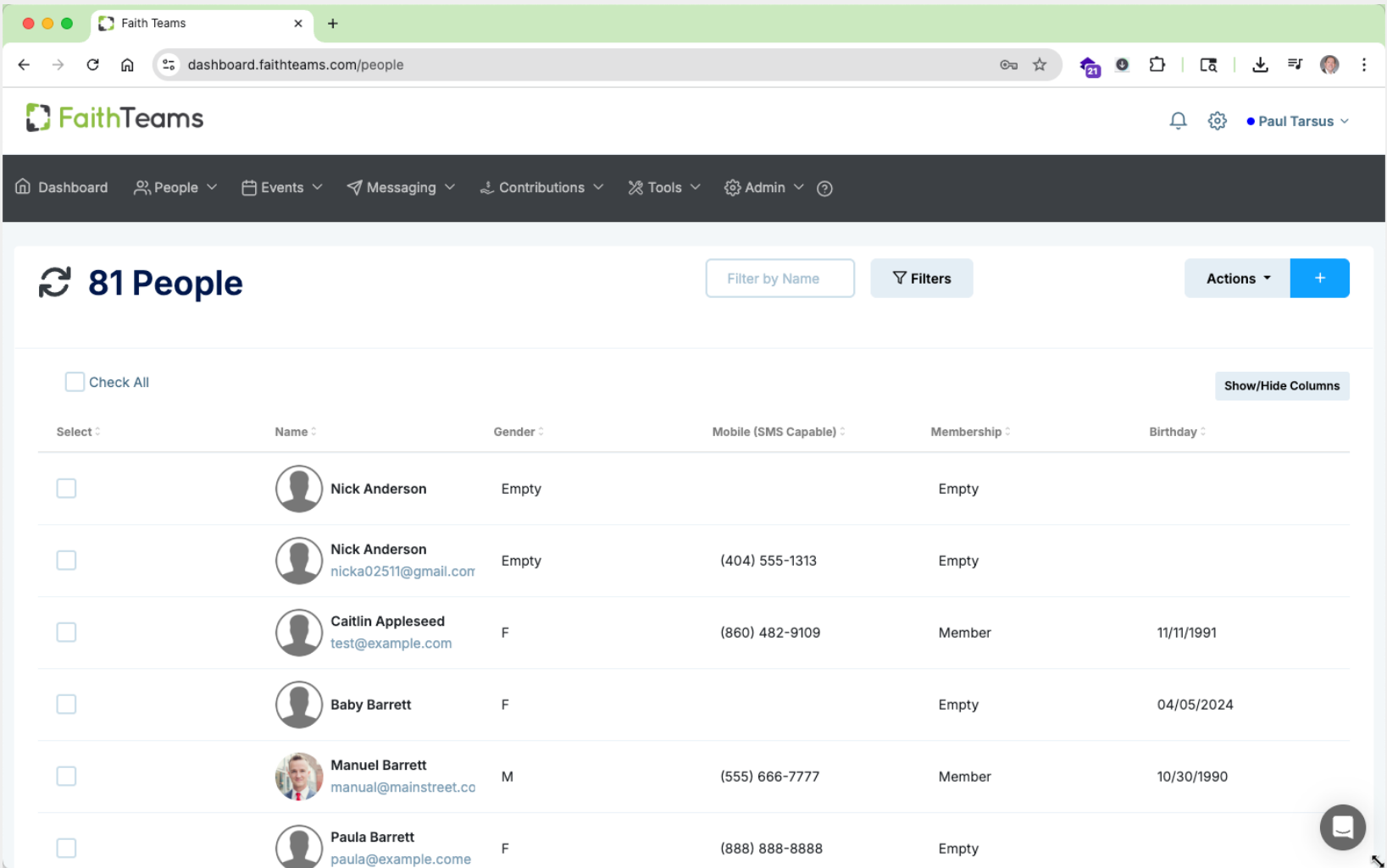


Faith Teams How To

June 4, 2025 – People/Community Management



The screenshot shows the Faith Teams web application interface. At the top, there's a navigation bar with the Faith Teams logo, a user profile for Paul Tarsus, and a menu with options like Dashboard, People, Events, Messaging, Contributions, Tools, and Admin. Below the navigation bar, the main content area displays '81 People' with a refresh icon, a 'Filter by Name' button, a 'Filters' button, and an 'Actions' button with a plus sign. A 'Check All' checkbox is on the left, and a 'Show/Hide Columns' button is on the right. The table below has columns for Select, Name, Gender, Mobile (SMS Capable), Membership, and Birthday. The table lists six people: Nick Anderson (two entries), Caitlin Appleseed, Baby Barrett, Manuel Barrett, and Paula Barrett.

Select	Name	Gender	Mobile (SMS Capable)	Membership	Birthday
☐	Nick Anderson	Empty		Empty	
☐	Nick Anderson nicka02511@gmail.com	Empty	(404) 555-1313	Empty	
☐	Caitlin Appleseed test@example.com	F	(860) 482-9109	Member	11/11/1991
☐	Baby Barrett	F		Empty	04/05/2024
☐	Manuel Barrett manual@mainstreet.co	M	(555) 666-7777	Member	10/30/1990
☐	Paula Barrett paula@example.com	F	(888) 888-8888	Empty	

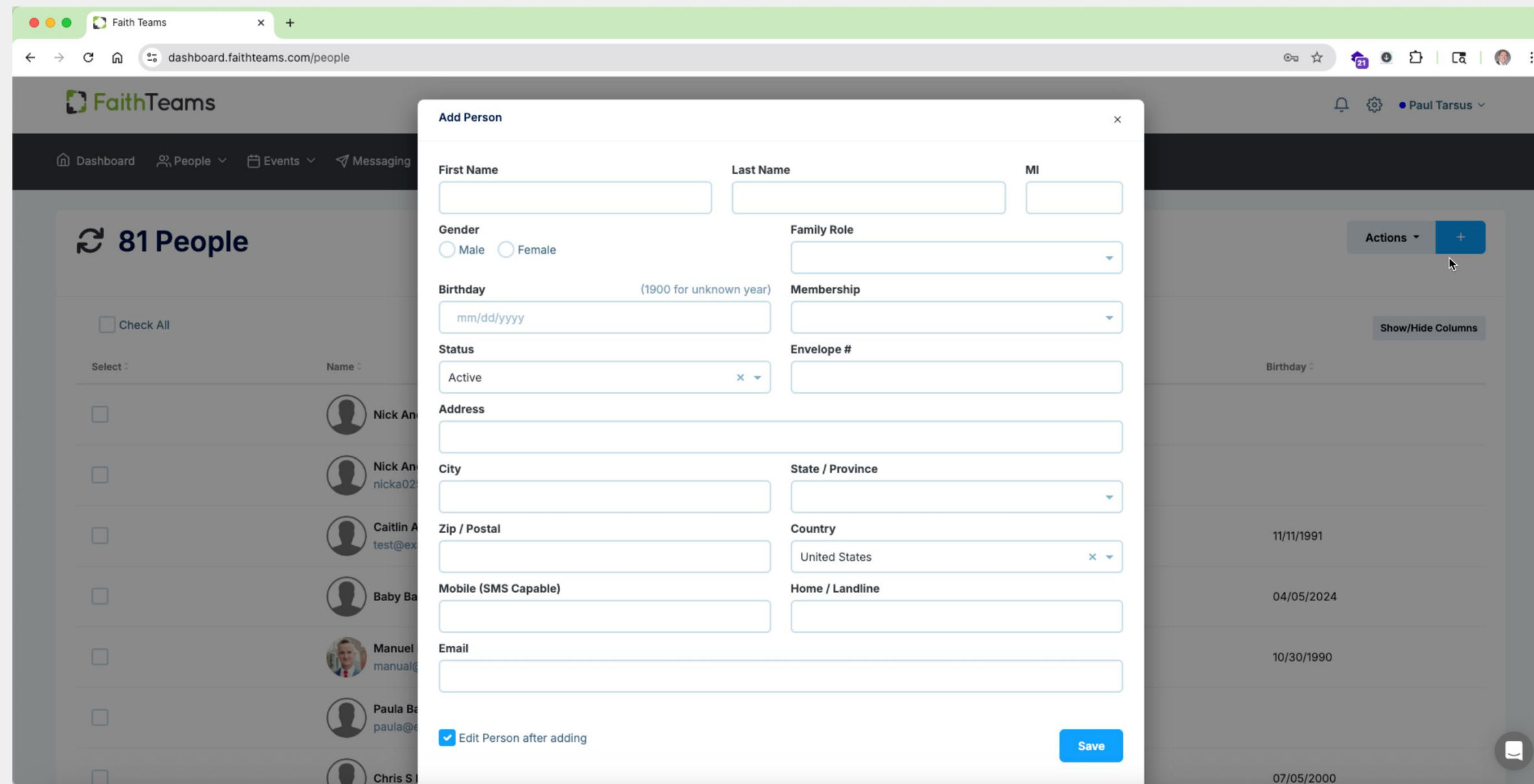
Steve Youngblood
Faith Teams



In this session

- 1** Faith Teams People
 - Adding People
 - Editing a Person Profile
 - Who “ARE” People in the Database
 - Tagging
 - Communications
 - Volunteers
 - Who are Users?
- 2** Community Users
 - How do members/guests register?
 - How to get them into Faith Teams as “People”
 - Linking Community Users with Faith Teams People

Adding People



The screenshot shows the FaithTeams web application. The background is the 'People' dashboard, which displays a list of 81 people. Overlaid on this is a modal form titled 'Add Person'. The form contains the following fields:

- First Name, Last Name, MI (text input)
- Gender (radio buttons for Male and Female)
- Family Role (dropdown menu)
- Birthday (text input with placeholder 'mm/dd/yyyy' and a note '(1900 for unknown year)')
- Membership (dropdown menu)
- Status (dropdown menu with 'Active' selected)
- Envelope # (text input)
- Address (text input)
- City (text input)
- State / Province (dropdown menu)
- Zip / Postal (text input)
- Country (dropdown menu with 'United States' selected)
- Mobile (SMS Capable) (text input)
- Home / Landline (text input)
- Email (text input)

At the bottom of the form, there is a checkbox labeled 'Edit Person after adding' which is checked, and a blue 'Save' button.

Adding People



[Home](#) [Events](#) [Groups](#) [Give](#) [Login / Signup](#) 

Welcome
to church!



We're so glad you are here!

A Little Info about You

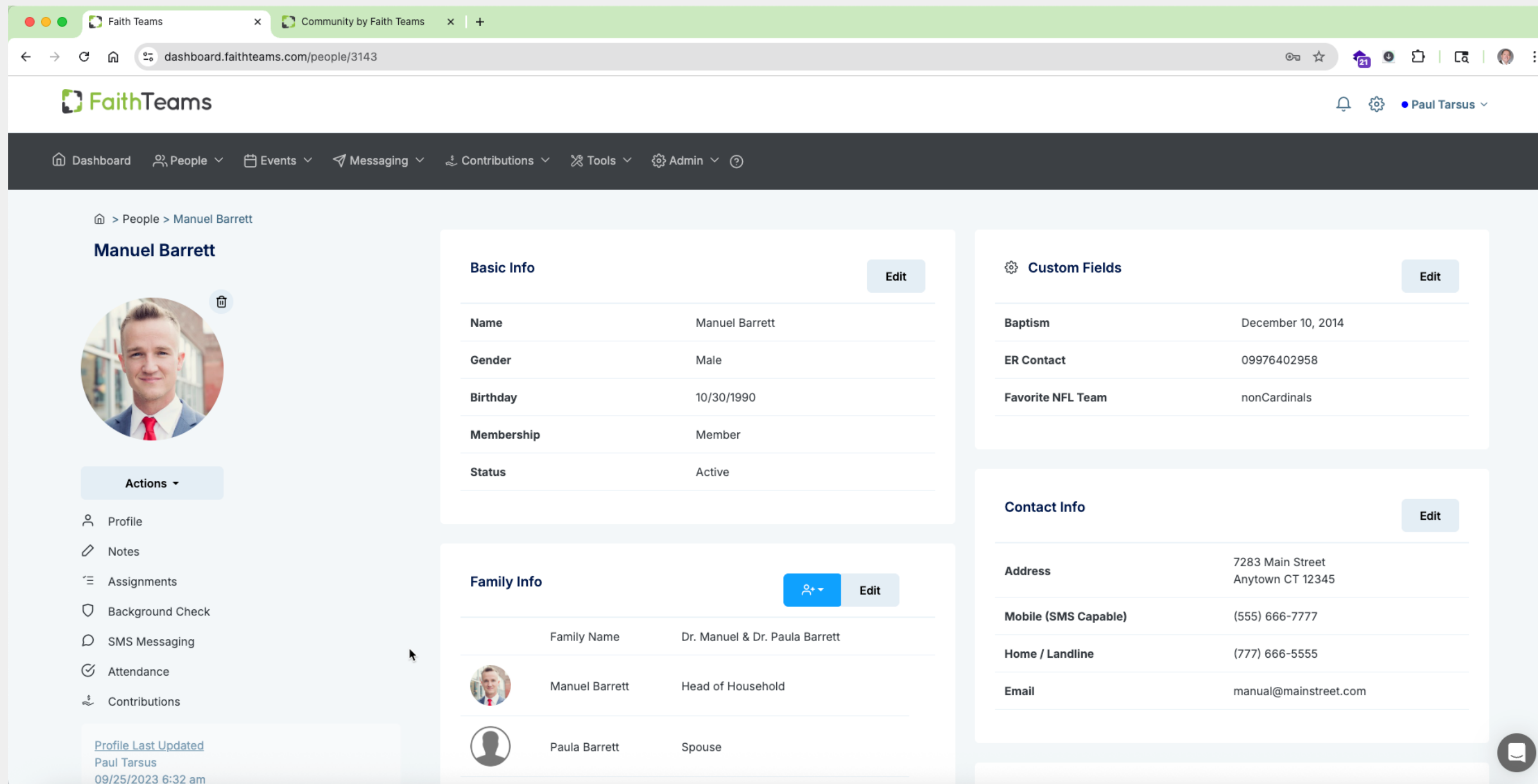
* First Name

* Last Name

* Email

* Mobile #

Person Profile



Person/People Profiles

- Entries In Your Database
- Those you keep track of
- Your givers
- People you've met or who have met you
- Those who receive your newsletters
- Those you invite to events or who register for your events
- Those who go to your Sunday School classes or small groups
- Volunteers and staff
- Your supporters
- Your congregation!

Tags

FaithTeams

Paul Tarsus

Dashboard

People

Events

Messaging

Contributions

Tools

Admin

Profile

Notes

Assignments

Background Check

SMS Messaging

Attendance

Contributions

Profile Last Updated

Paul Tarsus

09/25/2023 6:32 am

Family Info

Edit

Family Name

Dr. Manuel & Dr. Paula Barrett

Manuel Barrett

Head of Household

Paula Barrett

Spouse

Mark Barrett

Child

Baby Barrett

Child

Favorite NFL Team

nonCardinals

Contact Info

Edit

Address

7283 Main Street
Anytown CT 12345

Mobile (SMS Capable)

(555) 666-7777

Home / Landline

(777) 666-5555

Email

manual@mainstreet.com

Tags

Edit

AAA - Monday Group

added on 10/12/2023 1:19 pm

Mexico - Group 1

added on 04/29/2025 11:11 am

Tags

Faith TeamsCommunity by Faith Teams

dashboard.faithteams.com/people/tags

FaithTeams

Paul Tarsus

DashboardPeopleEventsMessagingContributionsToolsAdmin

Tags

Showing People who are in all Tags

Include Inactive Status in Results

2nd Campus

2nd-Time Guest

AAA - Monday Group

Anniversary Service

Attendee

Donors

Food Pantry - Nov 11

Food Pantry - Oct 28

Grace and Glory Tag

Guest

Check All

Filter by Name

Select	Name	Add Date	Remove
☒	Manuel Barrett manuel@mainstreet.com m: (555) 666-7777 h: (777) 666-5555	10/12/2023	
☒	Kathy Bass	10/12/2023	
☒	Megan Cruz megan.cruz@example.com m: (139) 953-7091 h: (490) 745-7416	10/12/2023	

Actions

Send SMS Message

Send Email (Simple)

Send Email (Template)

Apply A Tag

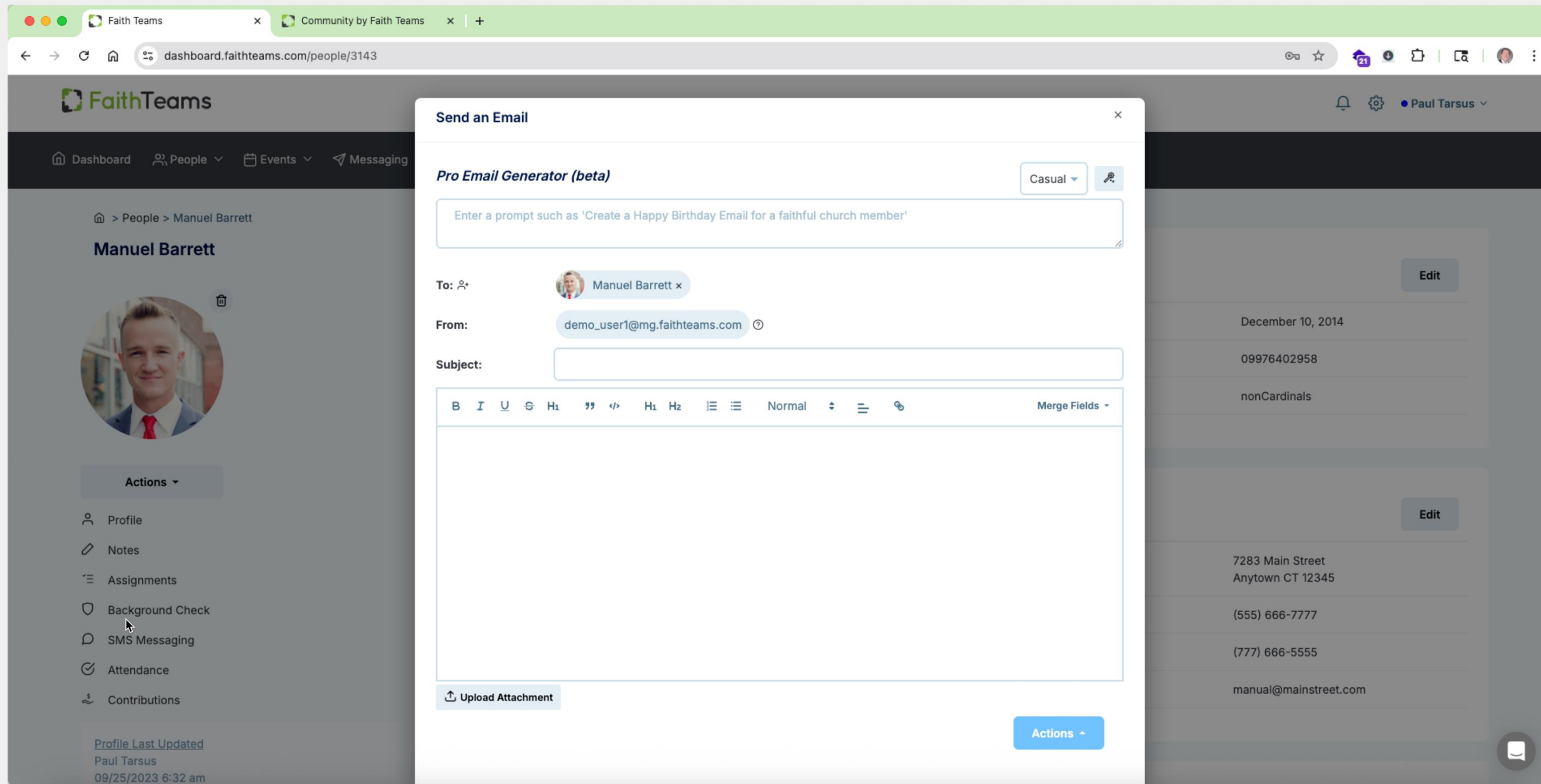
Remove From Tag

Bulk Update People

Download (CSV)

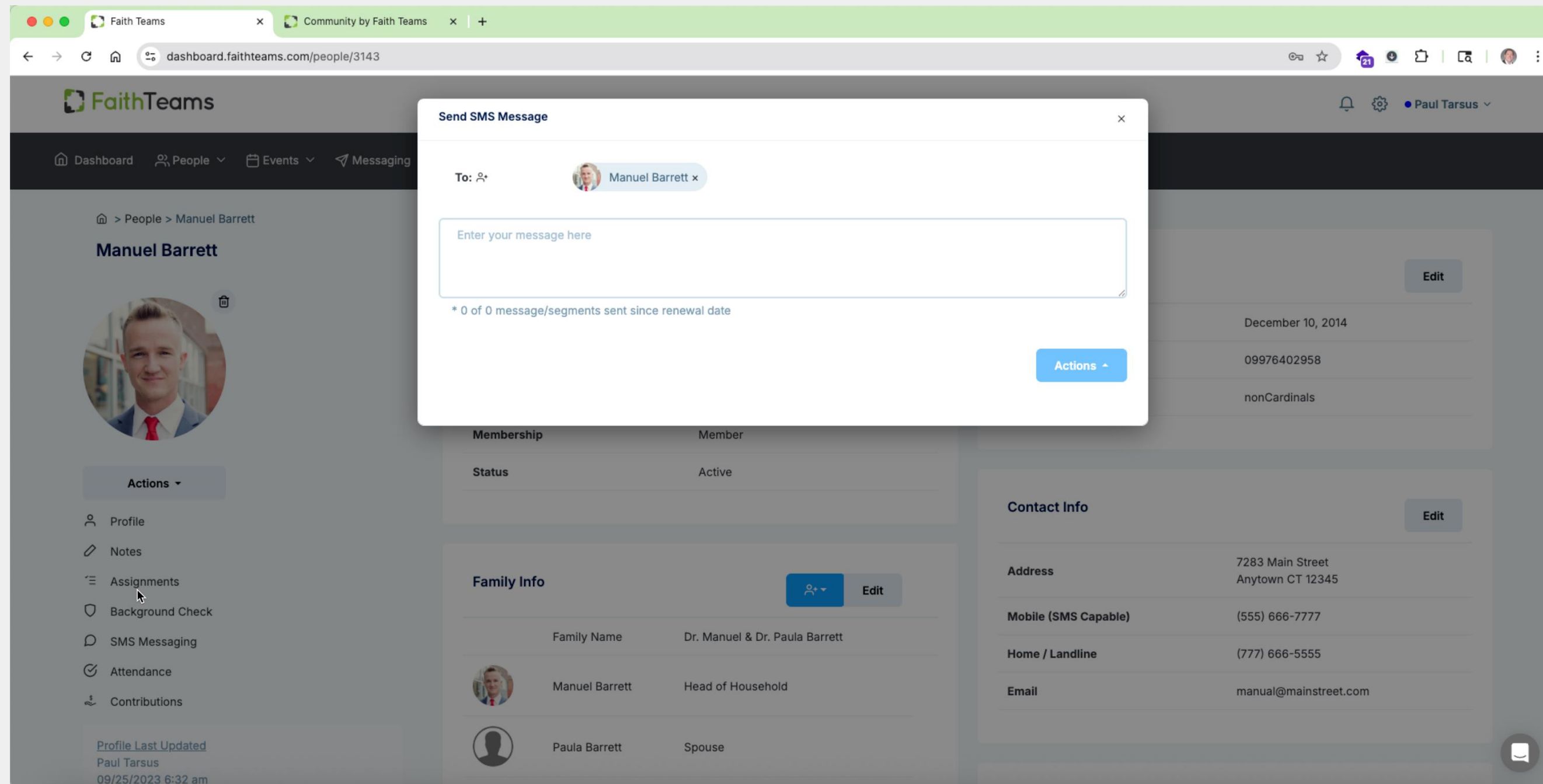
Print Directory

Communications



The screenshot displays the FaithTeams web application interface. The browser's address bar shows the URL `dashboard.faithteams.com/people/3143`. The application header includes the FaithTeams logo and navigation links for Dashboard, People, Events, and Messaging. The user profile for Manuel Barrett is visible on the left, with a list of actions including Profile, Notes, Assignments, Background Check, SMS Messaging, Attendance, and Contributions. The main content area shows a "Send an Email" modal window. This modal features a "Pro Email Generator (beta)" section with a text input field for prompts, a "Casual" tone selector, and a "Send" button. Below this, the email composition fields are populated: "To:" is Manuel Barrett, "From:" is `demo_user1@mg.faithteams.com`, and the "Subject:" field is empty. A rich text editor with various formatting options (bold, italic, underline, link, etc.) is provided for the email body. An "Upload Attachment" button is located at the bottom left of the modal, and an "Actions" button is at the bottom right. The background shows a blurred view of the user's contact information, including a profile picture, name, and various details like date of birth, phone number, and address.

Communications



The screenshot displays the FaithTeams web application interface. The browser's address bar shows the URL `dashboard.faithteams.com/people/3143`. The application header includes the FaithTeams logo and navigation links for Dashboard, People, Events, and Messaging. The user profile for Manuel Barrett is visible, showing a profile picture and a list of actions: Profile, Notes, Assignments, Background Check, SMS Messaging, Attendance, and Contributions. A modal window titled "Send SMS Message" is open, showing the recipient "Manuel Barrett" and a text input field with the placeholder "Enter your message here". Below the input field, it indicates "* 0 of 0 message/segments sent since renewal date". The modal also features an "Actions" button. The background shows the user's profile details, including Membership (Member), Status (Active), Family Info (Manuel Barrett as Head of Household, Paula Barrett as Spouse), and Contact Info (Address: 7283 Main Street, Anytown CT 12345; Mobile: (555) 666-7777; Home / Landline: (777) 666-5555; Email: manual@mainstreet.com).



Users

Faith Teams

Community by Faith Teams

dashboard.faithteams.com/organization/users

FaithTeams

Paul Tarsus

DashboardPeopleEventsMessagingContributionsToolsAdmin

Users & Access

Invite Users to have access to your Faith Teams account and set Access Permissions for each user.

User AccessCommunity Members' AccessInvitees

Filter by name

User ActivityRole Filter+

Name	User Name	Member	People	Teams	Events	Groups	Contributions	Tools	Admin	Actions
Nick Anderson	nicka02511@gmail.com									Actions
Paul Tarsus	demo_user1@mg.faithteams.com									Actions

Community Users

Faith TeamsCommunity by Faith Teams

dashboard.faithteams.com/community/directory

FaithTeams

Paul Tarsus

DashboardPeopleEventsMessagingContributionsToolsAdmin

!

This icon means that you need to authorize the user and add him/her to your church

Name	User Name	Member	Listed in Directory	Actions
Nick Anderson	nicka02511@gmail.com			Remove User
Steven Dunham	steven.dunham@gmail.com	!		Remove User
Shane LaPierre	shanelapierre@me.com			Remove User
Jorge Nazario	jorgenazario2323@gmail.com			Remove User
Keisha Shakes	kmarriottshakes@gmail.com	!		Remove User
Steve Sloan	newbrew@newbrew.com			Remove User
Paul Tarsus	demo_user1@mg.faithteams.com			Remove User
Franklyn Young	newbrew@gmail.com			Remove User
Steve Young	steve@newbrew.com			Remove User

Send us Feedback on the Session

feedback@faithteams.com

**See You in Two
Weeks!**