

Faith Teams How To

March 26, 2025 – Fields

FaithTeams

Dashboard People Events Messaging

80 People

☐ Check All

Select	Name
☐	 Scott Adams scott@adams.com
☐	 Nick Anderson
☐	 Nick Anderson nicka02511@gmail.co
☐	 Caitlin Appleseed test@example.com
☐	 asdasdf asdfasdf
☐	 Baby Barrett

Filter your People

First Name Last Name MI

Gender ☐ Male ☐ Female ☐

Family Role

Birth Month Age Range

Status Envelope # Membership

Address Country

City State / Province Zip / Postal

Mobile (SMS Capable) Home / Landline

☒ Basic ☐ Advanced

Membership Birthday

Empty	02/12/2025
Empty	
Empty	
Empty	
Member	11/11/1991
Empty	
Empty	04/05/2024

Actions +

Show/Hide Columns

Steve Youngblood
Faith Teams



In this session

- 1 What are Fields in Faith Teams?
 - Standard Fields vs Custom
 - Basic, Family and Contact Information
 - Tags vs Fields
 - Text, Dropdown, Radio Button, Date
- 2 How to use
 - Adding information and saving
 - Order of custom fields
- 3 Mail Merges
 - First Name, Last Name, Church Name, Website, Pastor Name

Fields

Standard – Provided by Faith Teams. Base information on contacts.

Custom – Created by you. Text, dropdowns, radio buttons, date

Tags – Created by you. Universal. Another way to search for a person or more so, persons.

How to Use

For Profile Tracking – Key fields allow you to keep track of address, telephone and family information

For Outreach – You can search and then send information to people. Fields help you “filter” who you want to find

For Mail Merges – Certain mail merge fields can be used to assemble one message to many people. First, last, church, pastor, website

How to Use

For Mail Merges (more) – One time and in workflows.

Let's See Them Live!

Send us Feedback on Your Community Setup

feedback@faithteams.com

See You April 9th!

Faith Teams Community Configuration