
Pathway Leader: Guide Sheet

Things to Do if you Lead a Pathway

Turn on Notifications

Do this to be emailed when something on your pathway needs your attention.

1. Sign in to Realm, the software your church uses to manage congregants. If you don't know the URL, check with a staff member at your church.
2. Click your name in the upper-right corner of the screen, and select **Manage Account**.
3. Click the **Notifications** tab.
4. Select **Daily digest** or **Weekly digest** from the drop-down list in the Pathways section.



Check Your Email Regularly

1. At the email address you used to sign into Realm, look for notifications, typically titled "Daily/Weekly Pathway Digest".
2. Use the links in the email to check on people who've recently entered your pathway or may be overdue for attention. In order to complete the pathway, participants need to achieve the goals of each step. If a step has no leader, helping the participant falls to you. If a step has a leader, you might need to find out why activities are overdue.

Mark Participants Complete


If your pathway's steps don't have step leaders, or those leaders are unable to move participants through the pathway, you can do it yourself.

1. Sign in to Realm
2. Click **Pathways** either on the **Community** menu or on your profile page to see the pathways you lead.
3. Click the pathway name.
4. Click **People**.

5. Locate the individual, and click the down arrow  at the end of the row.
6. Next to the current step, click the ellipsis  and select **Mark as complete**. The participant will be moved to the next step automatically. If that step has a leader, they will be sent an email.

Other Things You Can Do

Edit Your Pathway

If you open a pathway and click the ellipsis  next to the pathway name at the top of the page, and click **Edit Pathway**, you can change the name and description of the pathway, add steps or leaders, and reorder steps.

Help People Along

To add people to your pathway, open it, click **People**, and **Add Person**.

To email a participant, remove them from the pathway, add a note (that only other leaders will see), or help them sign up for Realm, click **People**, select the check box next to their name, and make a choice from the **Select an Action** drop-down list.

Thanks

By keeping up with the activity in your pathway ministry, you're providing an enormous service for the church.



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