
Step Leader: Guide Sheet

Things to Do if you Lead a Pathway Step

Turn on Notifications

Do this to be emailed when something on your pathway step 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. Your pathway leader can also send you an invite.
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 step or may be overdue for attention. In order to complete the pathway, participants need to achieve the goals of each step.


Mark Participants Complete

Once someone has completed the goal of your step, you can approve them to move on.

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 Step

If you open your step, click the ellipsis  next to the step name at the top of the page, and click **Edit Step**, you can change the name and description of the step and add leaders.

Help People Along

To email a participant, help them sign up for Realm, add a note about the participant (can only be seen by other leaders), and more: click **Steps**, then the step name. Select the check box next to the person's 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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