# DC10 Education Sessions

The Dynamic Church Conference is education-focused with 60 education sessions offered across six education tracks. If your goal is to become a Fellowship One expert, DC10 provides the perfect environment for you to learn to effectively leverage the power of Fellowship One at your church. Choose from the following education sessions:

## FUNDAMENTALS TRACK

The Fundamentals track offers the basics in 5 to the point sessions. This is perfect if you are new to Fellowship One but want to use it for more than a rolodex or just need a refresher. We will teach you how to find people and how to create groups for managing all those lists of people you send emails to each week.

### Fellowship One Overview & Getting Help

What are the benefits of Fellowship One being a web-based solution for your church? In this session we discuss this along with the basics of our home page and the best ways to find help if you are ever stuck.

### Finding People & Reporting

The most important part of Fellowship One is your church community. Our Finding People & Reporting session covers the fundamentals of how to find the specific person or a group of people that have something in common utilizing Fellowship One. We will also cover how to search the report library for a best-fit report.

### Working with People Records – Basics

What information is located on the individual view? Come learn the basics of this page including what you can do with the actions button and how you can set the page to collapse specific areas so you only see what you need.

### Groups 101 – Basics

Everything you ever wanted to know about groups in Fellowship One. In this session we will cover how to mass add people to a group and how to send that weekly mass email you're responsible for every Tuesday.

### Fellowship One Administration – Basics

Have you ever wondered if you were missing anything from the ADMIN area of Fellowship One? We will explain each section including the concept of security roles and why we request you to 'link' a portal user to an individual in Fellowship One.

## ACTIVITY MANAGEMENT TRACK

The Activity Management track allows you to get the most out of tracking attendance and setting up event registration forms online. In addition, this mid-level course will show you the best Check-In option for your church as well as how to custom tailor the activity structure to meet your specific needs.

### Activity Overview & Basic Activity Creation

In this overview session we cover the features and functionality of the activity structure in Fellowship One and will walk you through the steps to create a new activity and discuss the importance of Attendance and Assignments.

### Advanced Activity Management

After you have created an activity you may wonder how to assign volunteers to it. One of our instructors will walk you through Staffing Needs & Staffing Assignments as well as how to track which children have turned in their Medical Release Form using Activity Requirements.

### Working with Assignments & Attendance Tracking

You understand how to create an activity, now what? Learn how to manage your activities in Fellowship One including how to Move Participant Assignments and when to Post Attendance or take a Head Count.

### Check-In - Basics

Learn how to rapidly capture the attendance of children through Fellowship One Check-In. We will walk you through the basics of how to quickly setup an activity to be used for Check-In.

### Check-In – Advanced

Dive in deep and find out how you can leverage Self Check-In, themes, and build processes that keep the lines at your church moving and experience enjoyable.

### Event Registration Forms – Basics

This session covers the basics for how to create event registration forms that can be used to register for activities via your church's website.

### Event Registration Forms – Advanced

You are up and running your registration form. Now let's discuss associating funds with your form for the purpose of collecting and managing registration fees.

### Ministry Administration

Have you ever wondered if you are missing anything from the Ministry section of the Admin tab? If you are not familiar with Activity Types, Staffing Types, or the purpose of Activity Attributes this session is for you.

## PEOPLE MANAGEMENT TRACK

The People Management track enables you to maneuver through Fellowship One with fewer clicks. We want to walk you through some time savers including how to send an email from a group, creating a group from People Query, and even how to save a query. There are also mid-level sessions like Data Integrity/Management and Advanced Record Management for those data junkies out there. You will also get to take part in our newest addition to the product, Groups 2.0.

### Finding People & Using Query Builder

Discover the different options you have when searching for a specific person or a group of people with something in common.

### Working with People Records & Data Entry Techniques

Learn how to correctly enter new data into Fellowship One and how to manage existing people data including notes.

### Group Email

Do you send out a weekly email to a specific group of people at your church? Come learn how to use our Delegate feature to send something on behalf of your pastor and how to work with email Templates in this session

### Groups 1.0 Part I

Tired of looking up the same group of people over and over to contact? Learn how to create a static group of individuals in Fellowship One in this session. We will also cover how to share a group with other users at your church.

### Groups 1.0 Part II

Are you looking for a solution to let your small group leaders to record attendance for their meetings? Join this overview for how to setup your small group ministry in Fellowship One.

### Advanced Record Management (Move, Merge, Split)

If you are a fan clean records this course is for you. We will help you understand the importance of creating data entry rules for your volunteers and staff as well as demonstrate the differences between the Split, Move, and Merge functions in Fellowship One.

### People Administration

Have you ever wondered if you are missing anything from the People section of the Admin tab? If you are not familiar with Sub Statuses, Requirements, or Security Roles this session is for you.

### Relationship Manager Part I

If your church has a discipleship or counseling ministry you will want to come to this session to see how to utilize Fellowship One to track these relationships.

### Relationship Manager Part II

In Part II of Relationship Manager we will be walking through the actual setup including the various roles, attributes, and notes that will be used.

## CONTACT MANAGEMENT TRACK

The Contact Management track leads you down the path of "closing the back door" at your church. Come see how to track first time visitors and people who are interested in becoming members of your church in the Contact Management Overview session. How well is your team doing at following-up with your first time visitor process? If you are not sure about how to gain that level of accountability from Fellowship One make sure you attend the Reporting on Contact Metrics session.

### Contact management Overview

Is your team following up with first time visitors or prayer requests? If you are not using contact items to keep track of this information you need to visit this session. We will give you an overview of Fellowship One Contacts and the security aspects around them.

### Contact Administration

The foundation for contact management at your church begins in the Admin tab of Fellowship One. In this session we will cover how to contact items to route tasks to specific ministry leaders and how to go green by replicating the contact card in the back of the pew into Fellowship One.

### Contact Data Entry

One of the most used areas of Fellowship One is contact data entry. Come learn the three ways to get to the enter a contact screen for a shortcut from another screen and the difference between contact item notes and general notes

### Working Contacts: Using Fellowship One or Paper

Each contact inquiry represents an opportunity for appropriate ministry action. Join us as we illustrate the best practices for organizing your contact forms and contact items to provide a robust contact management work flow for your church.

### Working Contacts: Triage, Transfer, & Sharing

Which attendees from your church should you following up with after last weekend's services? This course covers how to access your assigned tasks, how to mass close a contact item another user in your ministry or another.

### Reporting on Contact Metrics

In this session we will be walking you through the Monitor Efficiency & Monitor Statistics screens of Fellowship One. This allows your church to hold one another accountable for following through with each members contact card.

## CONTRIBUTIONS MANAGEMENT TRACK

The Contributions Management track provides your finance team the fundamentals of Fellowship One Giving. In it we also cover some upper-level sessions like Online Payment Reconciliation. What are online payments? Join the Payment Processing, Account References, & Online Giving session to find out how you might prevent the summer vacation dip in contributions.

### Contributions Overview & Finding Contributions

In this overview session we cover how to search for a specific batch of contributions. We will also help you find giving records from a specific contributor and will teach you the purposes of online giving, the contributions application, and giving tab in Fellowship One.

### Working with Household & Organization Contributions

The next step of contributions management is understanding what is visible on the Contributor Details screen. We cover how to view all the contributions for an organization or household as well as how to add or edit pledges by a household.

### Contributions Administration

Your team set up the contributions structure for your church during Fellowship One go-live. If you are not familiar with Designations, Contribution Sub Types, and Contribution Attributes this session is for you.

### Working with Batches & Adding/Editing Contributions

In this session we cover the basics of how to manually enter a contribution through the Giving tab in Fellowship One. We will also discuss the purpose using batches and how to search for all the contributions for a specific batch.

### Unmatched Contributions, Adding Households & Organizations

After you have completed this course you will be able to explain the purpose of adding organizations to Fellowship One and the only reason to unmatch a contribution as well as how.

### Contributions Application

The Contributions Application allows your staff and volunteers to quickly enter checks and cash received at your services over the weekend. Our instructor will teach you three ways to search for a contributor as well as cover the check scanning process and why it is important to have a consistent naming convention for your batches.

### Payment Processing, Account References, & Online Giving

In this session we help you understand the purpose of account references and account reference descriptions between Fellowship One and your payment processor. Our expert will also cover how to properly refund online giving.

### Online Payment Reconciliation

Let us help you streamline your approach to reconciling Fellowship One online payments. We will focus on the following areas: tracking your transactions, running reports in Fellowship One and Tips/Tricks for searching in CyberSource and ProfitStars

## VOLUNTEER MANAGEMENT TRACK

The Volunteer Management track is for Fellowship One veterans or those daring to push your church members to the next level though serving. It begins with the basic session: Volunteer Management Overview and the "Volunteer Pipeline" where we discuss how it all comes together. We then continue down the path into "Giftedness" where we will teach you how to setup your own Giftedness Programs and assess your volunteers for their best-fit role.

### Volunteer Management Overview & Creating Jobs

In this overview session we explain our point of view for Volunteer Management in Fellowship One and will walk you through the steps to create a new Job. We also cover the importance of Job Restrictions and Job Attributes.

### Job Schedules & Staffing Assignments

One of the great concepts of Volunteer Management in Fellowship One is the ability to create staffing schedules separate from activity schedules. Learn how to staff jobs according to staff schedules and the difference between the two schedule types.

### Volunteer Pipeline Part I: Administration

The first step to recruiting volunteers for your ministries is creating the foundation for your process. Learn how to configure volunteer applications, assign requirements to job opportunities, and assign users to oversee applicants.

### Volunteer Pipeline Part II: Working the Pipeline

In this session we examine every stage of the pipe including how to collect the volunteer interest(s), how to ensure this information is forwarded to the right staff members, how automated background checks work, and ultimately how people are established as part of your volunteer force in Fellowship One. Each step of the pipeline is explained and examined in this powerful staffing tool.

### Volunteer Requirements, Assignments, & Attendance

Do your volunteers have the right qualifications for the area they are assigned? This session will cover how to store basic information about your volunteers like background checks, reference checks, and interviews. We will also be discussing how to properly track volunteer attendance through post attendance and Fellowship One Check-In.

### Giftedness Part I: Creating a Giftedness Program

Volunteer opportunities are never in short supply at a church. It's not hard to guess that a volunteer who is happy in a position will stay in the position longer than one who is not! In this session we will go over the first step in implementing giftedness assessment which is configuring the giftedness program your church will use.

### Giftedness Part II: Assessments

Once giftedness has been assessed, it can be entered into Fellowship One and then used to match the person with the jobs that best fit his or her giftedness. Our expert will cover the most critical part of matching volunteers to jobs: assessing each job and assigning giftedness attributes to them.