**CARELIFE TIPS FOR DEACONS**

1. Their password for CareLife is the same one they use for the website (online giving, giving statements, registering for anything).
2. If they forget their password/need to change their password, they need to go to <https://stationhillchurch.com/>
	1. click on the 3 lines beside the give tab
	2. click on “Login to My Account”
	3. go back to the 3 lines, and it will show you are logged in
	4. click on “My Profile”
	5. choose “Change/Edit Password”
	6. enter the new password you would like to use
	7. remember that if you do this, it also changes your password for the Station Hill website
3. CareLife website - <https://brentwoodbaptist.cloudapps.ministryplatform.cloud/apps>
	1. When they log in, it will add the date at the end.
	2. On their PC/laptop they need to remove the date that automatically gets added at the end of the URL.
	3. Then they can bookmark it on their computer this way and will be OK.
	4. We haven’t found a way to bookmark it on the phone without the date, so whenever the company does an update, they will need to bookmark it again with the new date at the end.
4. When they first log in they will see “0’s” for all of the tabs. They need to check the “Show All” tab, and then everything will show up
5. All cases (active, new, needs review, lapsed) now show up under the “active” tab. You no longer need to check all tabs.
6. They can filter by care type (hospital, surgery, prayer, etc.), the hospital, the person’s name (last name or first name, but not combined)
7. Open a person’s Care Case
	1. About tab
		1. They see the description of what’s going on and the Case Manager they should contact if they have any questions
		2. The person’s picture, if we have it
		3. Their location (hospital they are in or their home address)
		4. They can click on the arrow by the person’s name and get their information (NOTE – the address will be the hospital address, if they are in the hospital)
		5. Other family members in the same household and their cell number (if applicable) will be listed under “Family”
	2. Care Log Tab
		1. Click the “Show Completed” box to be able to see all the entries that have been made
			1. To read an entry, click the blue “view” button
				1. They see the Care Type
				2. Person who was contacted
				3. The date of the contact
				4. Notes about the contact
				5. To exit a note you are *reading* click close (if you click “save changes”, it will update to you as the person who made the note
			2. To enter your own notes
				1. Click the gray “Menu” tab
				2. Choose “Add Care Log” (NOT Close Case, Edit Case or Add New Care Case)
				3. Select the Care Type
				4. Choose who you contacted (can be the person on the list or the person in the household you spoke with/called/texted)
				5. Select the date of your visit/contact
				6. **Check the “Completed” box**
				7. Type your note
				8. Click the blue “Save” tab
				9. Click the “X” above menu to close out of that Care Case.
				10. You will then be returned to the CareLife Dashboard
			3. We do not use the “Prayer” or “Needs” tabs right now.
8. To add a Care Case to CareLife, each campus needs to notify their campus AA
9. If you switch from CareLife to GroupLife, you can see all the Deacons and their contact information. Just click on “Deacons | All Campuses”. You cannot filter for a particular person, though.