

## **Needs**

## Group Leader Perspective

\*This does not cover public needs.

### **From the website:**

Create a Need:

1. Go to your group.
2. Click the Needs tab.
3. Click New Need.
4. Title the Need, give a brief description, and fill in the items needed with the date the items are due. Add multiple items by clicking Add Another Item. You can assign the need coordinator as yourself or to anyone within the group. Location is optional-it may be beneficial to include a location for potluck events or meal trains that are at a location not typical for the group.
5. Click Save at the bottom of the page.

Inform your Group:

1. Click on the Need.
2. Click on Inform people near the top right corner.
3. Here you may choose to either inform your group participants OR specific persons (these can be outside your group but still in the system). Add a message. The name that is listed at the bottom will be the Coordinator, but this name can be changed and will act as the email signature.
4. Hit Send Now. If you would like to inform both the group members AND individuals outside the group, simply repeat these steps with your alternate selection.

Edit a Need:

1. Go to your group.
2. Click the Needs tab.
3. Click the Need you would like to edit
4. On the right hand side in blue, click Edit this need.
5. Make your desired changes and hit Save.

### **From the LEAD. app:**

Create a Need:

1. In your group, click Needs.
2. Click Create Need in blue or click the + in the top right corner.
3. Title the Need, give a brief description, and fill in the items needed with the date the items are due. Add multiple items by clicking Add Another Item. You can assign the need coordinator as yourself or to anyone within the group.
4. Click Save in the top right hand corner.

#### Inform your Group:

1. Click on the Need.
2. Click on the three dots in the top right corner.
3. Click on Inform. Add a message and hit send in the top right corner. This will be sent to all group members and leaders.

#### Edit the Need:

1. Click on the Need.
2. Click on the three dots in the top right corner.
3. Click on Edit. Make your desired changes and hit Save.

#### Tips:

- You cannot inform people outside of your group of a need within the app. Please visit the website version to accomplish this.
- You can look at current needs or past needs on the Needs tab at the group level.
- You can also duplicate a past or current need. Follow the steps to Edit the Need and instead of making changes on step 3, click Duplicate this need on the right hand side in the website. From there you can retitle and update as needed.