

Finding contact details

Here's how to find the contact details of another member:

1. Log in to the church web site
2. Go to 'ADMIN > Group Manager'
3. On the left you will see a list of groups to which you have access. This will depend upon what roles you have in the church (e.g. Sunday Club leaders will be able to see their groups), but if you are a member you will be able to see a group called 'Directory Consent'. This is under 'Groups > People'.
4. To find the contact details of anyone in this list, just click on their name.
5. If you want a printable list of everybody listed here, go to 'Quick Report' and select 'sbc_address_list'. This will open a downloadable/printable file. (NB: This file is in 'ODT' format, which is normally readable by Microsoft Word.)

Please note that the only people you can find in this way are those who have consented to allow their details to be seen by other members.