How to use the report templates:

These templates are designed to provide a paper-based (printable) report for any group that you may be involved in. Some are specific to a particular group (such as the Pastoral Visiting template) and some are more general. Note that there is nothing stopping you using an inappropriate template on a group - you will just get a report that doesn't mean much!

To use a template:

1. Click on a title and download the template to a folder on your computer
2. Open that folder using Windows Explorer (or the equivalent)
3. On the SBC website, go to 'Admin > Group Manager' and select the group you want
4. Shrink both windows so you can see the web page and the folder list
5. Drag-and-drop the template file on to the list of names in your group
6. Follow the on-screen instructions.

NB: You can also do this through 'Report Manager'