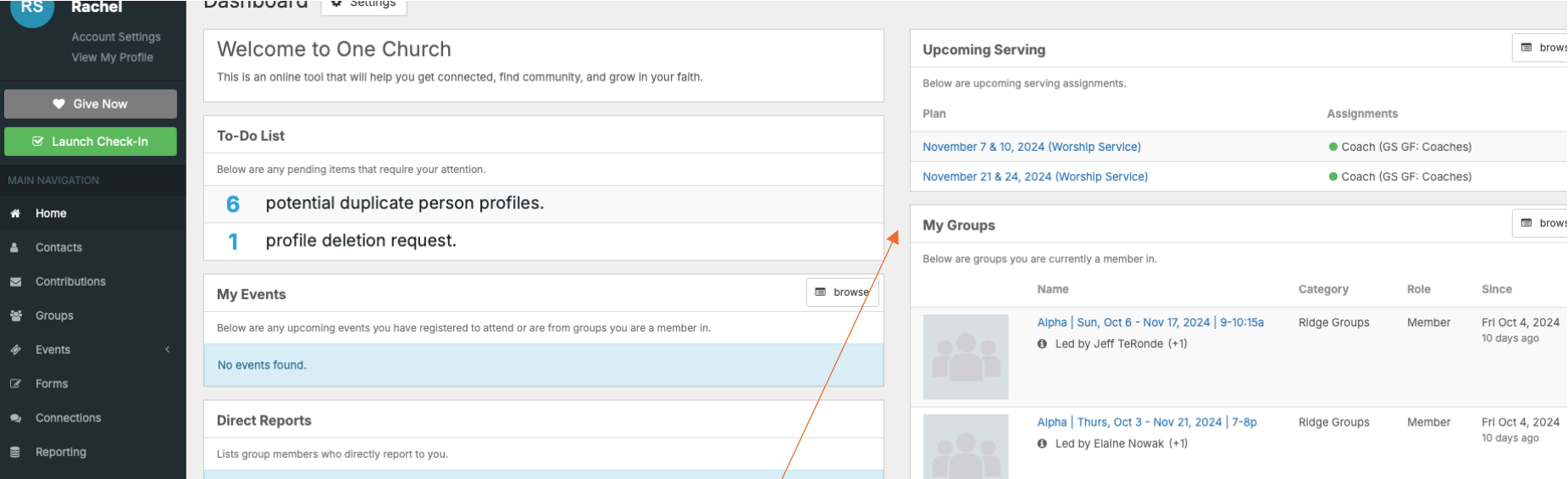


HOW TO VIEW A LIST OF PEOPLE IN MY GROUPS

Once logged in and on your dashboard on One Church on the right-hand side of the screen will be “MY GROUPS” This is a listing of all groups that you are currently in.



The screenshot shows the One Church dashboard for a user named Rachel. The dashboard is divided into several sections:

- Welcome to One Church:** A message stating, "This is an online tool that will help you get connected, find community, and grow in your faith."
- To-Do List:** Lists pending items: "6 potential duplicate person profiles" and "1 profile deletion request."
- My Events:** A section with a "browse" button and a message: "Below are any upcoming events you have registered to attend or are from groups you are a member in. No events found."
- Direct Reports:** A section with a message: "Lists group members who directly report to you."
- Upcoming Serving:** Lists upcoming assignments:

Plan	Assignments
November 7 & 10, 2024 (Worship Service)	● Coach (GS GF: Coaches)
November 21 & 24, 2024 (Worship Service)	● Coach (GS GF: Coaches)
- My Groups:** A table listing groups the user is currently a member in:

Name	Category	Role	Since
Alpha Sun, Oct 6 - Nov 17, 2024 9-10:15a Led by Jeff TeRonde (+1)	Ridge Groups	Member	Fri Oct 4, 2024 10 days ago
Alpha Thurs, Oct 3 - Nov 21, 2024 7-8p Led by Elaine Nowak (+1)	Ridge Groups	Member	Fri Oct 4, 2024 10 days ago

An orange arrow points from the "My Groups" section to the "Groups" menu item in the sidebar.

Select the group that you want to view and/or download the group roster.

Once you have the group opened, click on the "MEMBERS" tab of the group.

Account Settings
View My Profile

Give Now

Launch Check-In

MAIN NAVIGATION

- Home
- Contacts
- Contributions
- Groups
- Events
- Forms
- Connections
- Reporting

Groups > GS GF: Connectors

Info Calendar Members Attendance Positions Files Discussions Notes

Thursday serving shift: 6:15pm - 8:15pm
Sunday morning, 1st serving shift: 8:15am - 10:15am
Sunday morning, 2nd serving shift: 10:00am - 12:00pm

On the right-hand side there is an “ACTIONS” box.

Under “Actions”

- you can export the group listing which will allow you to view everyone in that group and their contact information.
- You can also download a “check in roster” from the “Actions” option as well.

The screenshot shows a web interface for managing a group. At the top, there are navigation tabs: Calendar, Members (selected), Attendance, Positions, Files, Discussions, and Notes. Below the tabs, there are options for Signups and a 'Show:' dropdown set to 'Listing'. A table of members is displayed with columns for First Name, Last Name, Email, Phone, Type, and Position. An 'Actions' dropdown menu is open over the table, showing options: Export (24), Email (24), Text Message (24), and Download Check-In Roster (24). The right sidebar contains a 'Share' section with social media icons, a 'Featured?' checkbox, and a 'Classifications' section with details like Group Type, Membership, Campus, Category, Language, and Childcare?.

Image	First Name	Last Name	Email	Phone	Type	Position	Actions
	Paul	Acker	ackerpaul@sbcglobal.net	(262) 894-5202	Leader admin	Lead	edit
	Rachel	Schlick	rschick@therldgecc.com	(414) 350-8281	Leader admin	Conne	edit
	Annette	Souter-Lawrence	annetterenes@icloud.com	(414) 326-6039	Member	Connector	Fri Oct 4, 2024 10 days ago edit
	Bob	Koenig	bobndot57@hotmail.com	(262) 271-7861	Member	Connector	Fri Oct 4, 2024