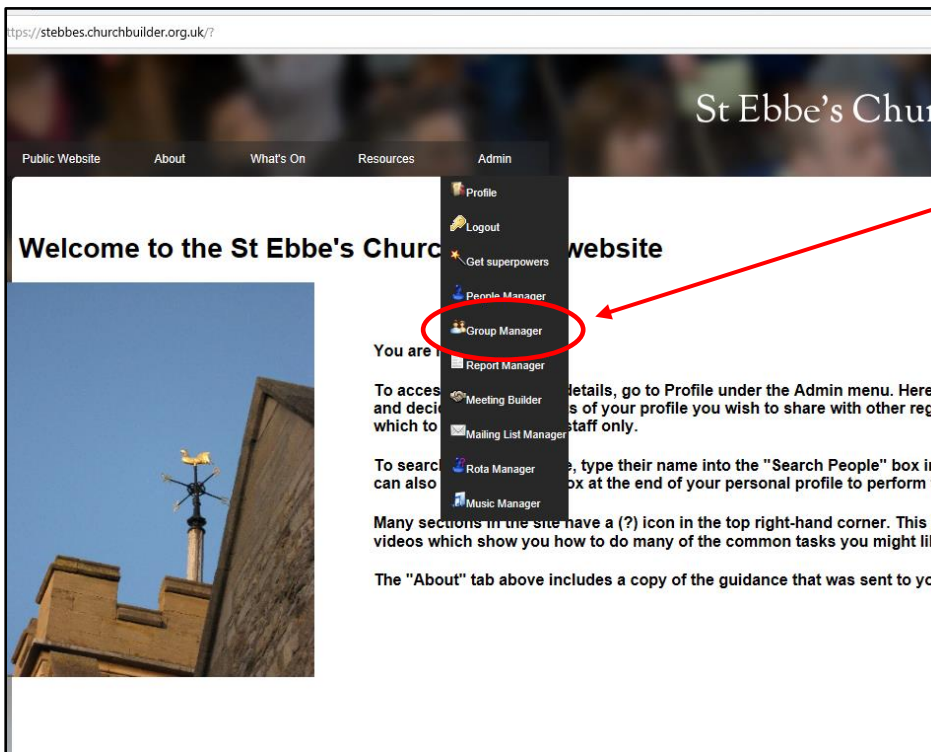


# Managing groups in Churchbuilder

Please take every care when dealing with personal data in Churchbuilder. Information must be accurate and kept up-to-date. **You may add people to your own groups, or remove them from your group, but you must NEVER add or remove them to/from other groups in Churchbuilder. You must NEVER try to delete a person from the database** – this can only be done by the office team. (There are sometimes reasons why we would keep certain items of personal information in our database even though someone has left, e.g. we have a legal obligation to keep electoral roll information.)

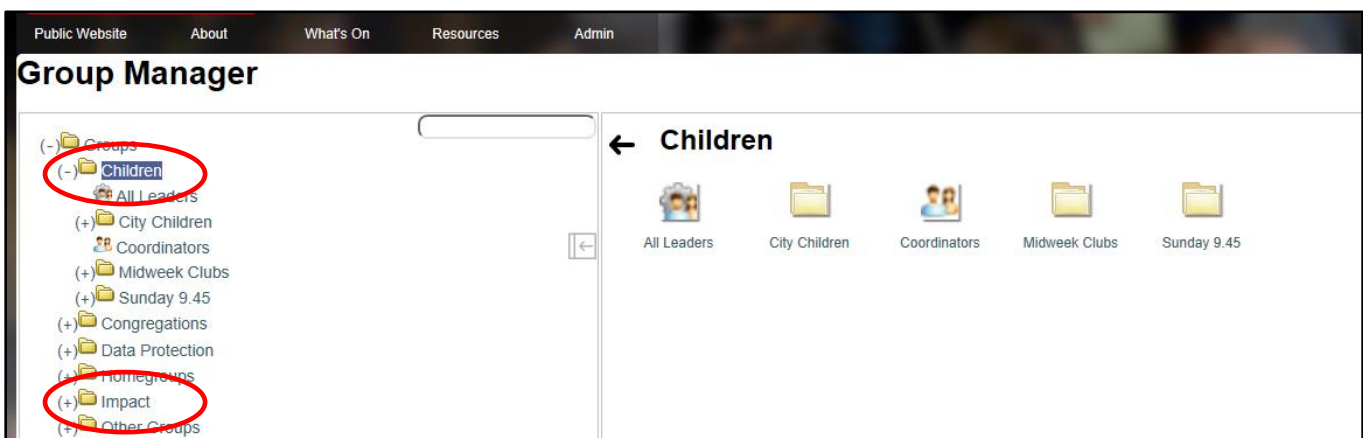
## To access groups:

Log-in to Churchbuilder and hover over the 'Admin' link and click on 'Group Manager'.

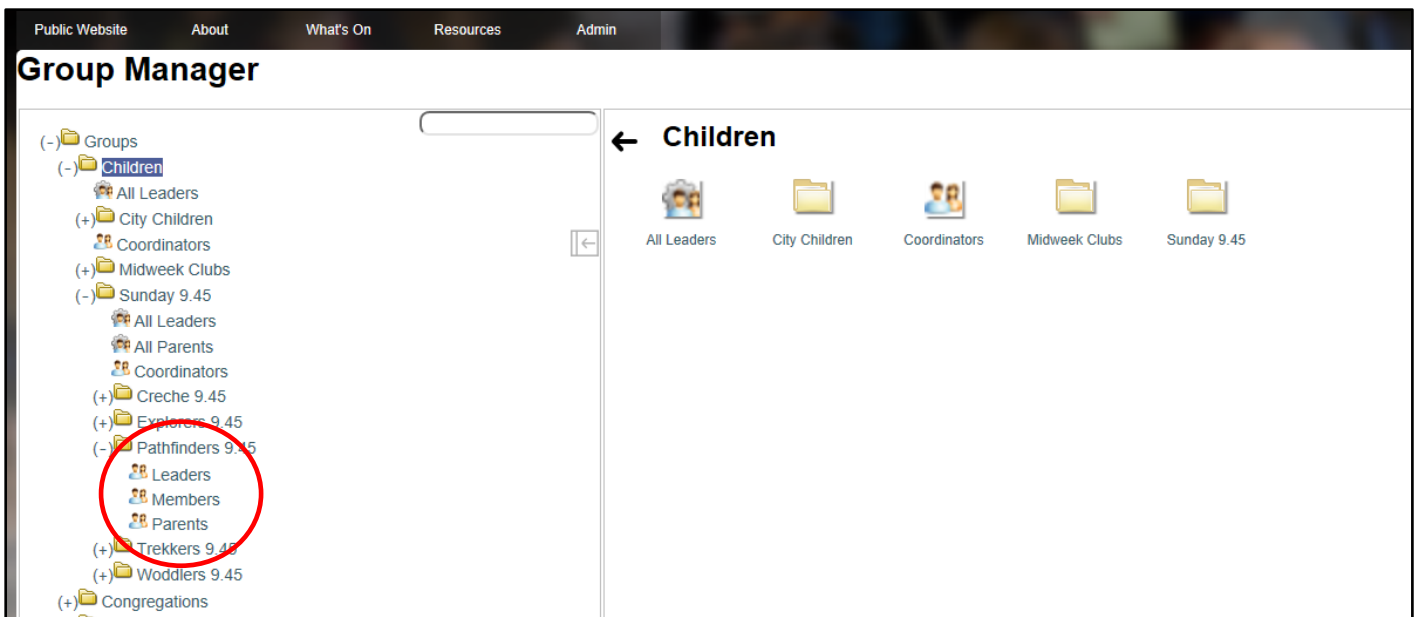


Click on 'Group Manager'  
*(NB you will see fewer options than this in your list!)*

You will see that Children's groups are all in one folder and grouped by congregation or as midweek clubs. The exception is Impact which is further down the list.



Each group has 3 sub-groups for Leaders, Members and Parents, as shown below under Pathfinders at the 9:45am service:



If you click on a group, you will see all the list of those in that group (see Example below on page 3).

From here:

- You can adjust which information is listed by right-clicking on the grey header and choosing the fields you want to see, e.g. email address, postal address, children's ages or school years.
- You can add people to, and remove people from, the group.
- You can send an email to the group.
  - **You will be asked to choose whether it is an operational email or a marketing email.** Your general emails about your group and what the children or young people are learning or what is coming up in the Ebbe's Youth & Children's Ministry programme are operational emails. Emails about wider events or activities than those of St Ebbe's are marketing emails.
  - If you choose marketing, your email will only go to those who have opted in to receive marketing emails.
  - An email will open in your email client with an anonymised email address in the 'To' line. The email address will expire after about 20 minutes, so it may be best to compose your message and then generate the email link and copy it into your email.
- You can also view contact details for parents and children or young people, and any allergy/medical details, by clicking on their name in your group list. Or you can do this by putting their name in the search box at the top right-hand side of your screen.

Example 1: Pathfinders leaders' group (names blocked out):

To send an email to the group, click on 'Send Email'. You will be asked to choose whether it is an operational email or a marketing email. If you choose marketing, your email will only go to those who have opted in to receive marketing emails.

To view contact details, click on the person's name in the list or you can enter their name in the search box in the top right-hand corner of your screen.

Public Website About What's On Resources Admin St Ebbe's Church Family

### Group Manager

Children\Sunday 9.45\Pathfinders 9.45\Leaders

Export... Send Email Send... Select All Add new member

Total members: 5

Name	Usual email	Age	
[Redacted]	[Redacted]	Adult	remove
[Redacted]	[Redacted]	Adult	remove
[Redacted]	[Redacted]	Adult	remove
[Redacted]	[Redacted]	Adult	remove
[Redacted]	[Redacted]	Adult	remove

To add someone to the group, click 'Add new member'. Enter their name and if they are in the database, either their name will be added to the list automatically, or if there are several people with similar names, you will see a list to select from. If they are not in the database, please contact the office team ([office@stebbes.org](mailto:office@stebbes.org)).

Right-click on the grey header bar to amend what details you can see.

You can remove people from the group by clicking 'remove' by their name.