THE RIDGE COMMUNITY CHURCH

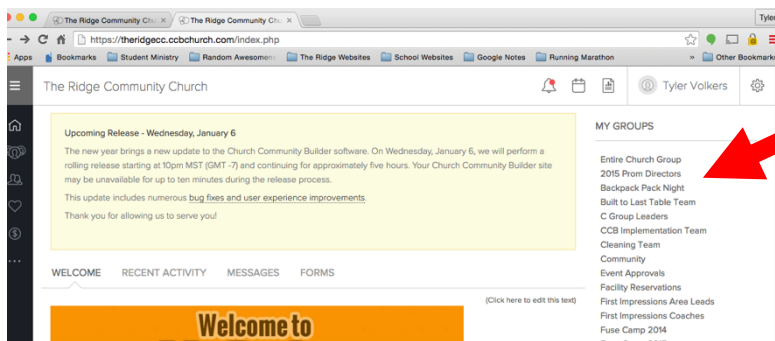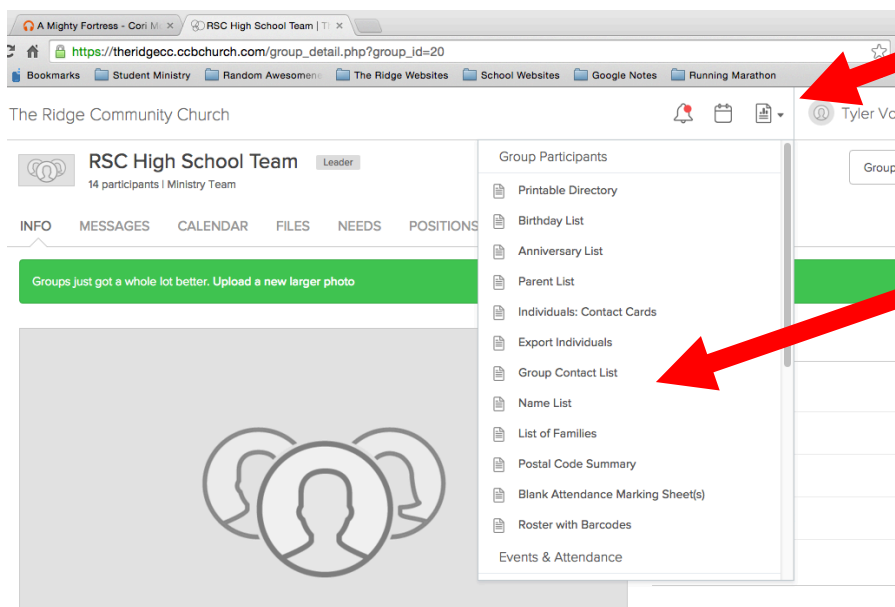# How to View/Print Your Group's Contact Info.

Click on the name of the group you lead.

Click on the "Bar Graph Icon."

Select the **Group Contact List** to produce an Excel sheet either on screen or a printable version. This sheet will contain all of the contact info that each of your members have provided.

If email addresses or phone numbers are missing or incorrect, your members will need to update their individual profiles by logging into MyRidge and visiting their profile.