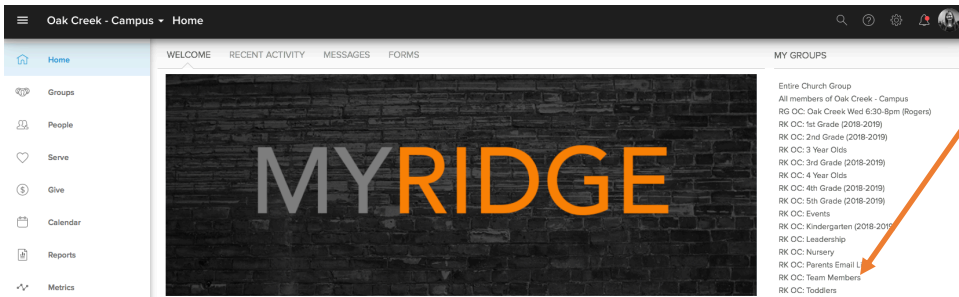
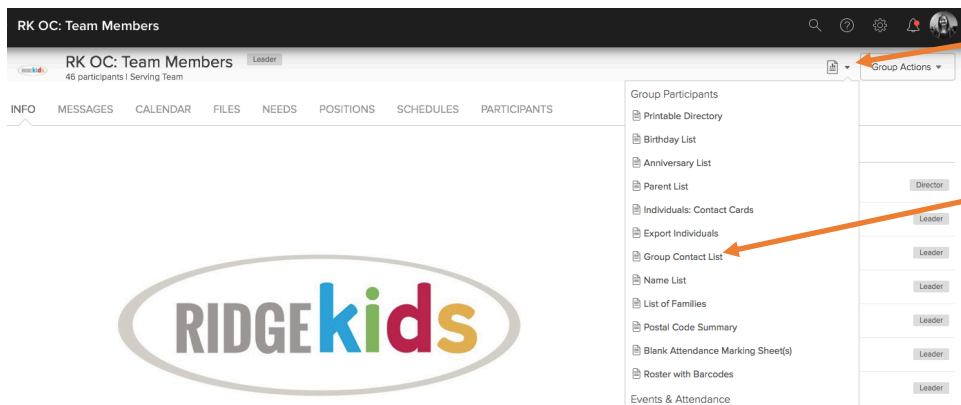


## How to View & Print Your Group's Contact Information



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 information that each of your group members have provided.

If contact information is missing or incorrect, your group members will need to update their individual profiles by logging into MyRidge and visiting their profile.

If you need help, please email [myridge@theridgecc.com](mailto:myridge@theridgecc.com).