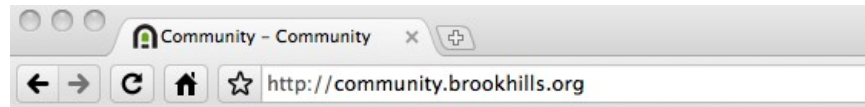


Group Leader Toolbox Access Instructions

With this toolbox you will be able to request additions and updates of group members, send mass emails, check attendance, and more.

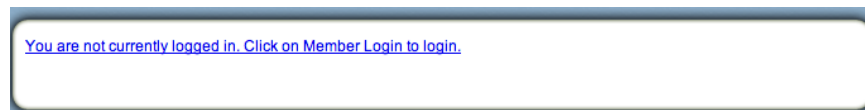
1. Open your favorite internet browser, type <http://community.brookhills.org> into the address field, then choose go or press the return key.



2. Once the website appears, use the navigation panel on the left side and choose Members.



3. Click the link in the body of the page to login.



- The following screen will appear. You should have received an email containing your username and password. You may type it in or copy and paste the logon information into the provided text boxes.

Login ID:

Password: Remember Password

[Sign In](#)

Forgot Your Password:
If you have forgotten your password, use the button below to reset your password.

[Forgot Password](#)

Forgot Your Login ID:
If you have forgotten your Login ID, use the button below to have your Login ID emailed to you.

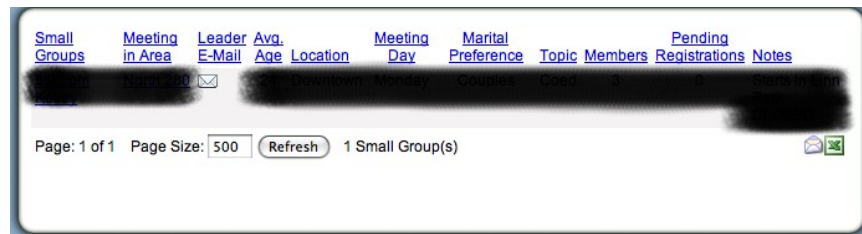
[Forgot Login ID](#)

NOTICE: The options below the login area will help you if you ever lose or forget your username or password.

- Now that you are logged in, choose from the navigation bar the toolbox assigned to you as a leader.

-
- Home
 - Member Homepage
 - Small Group Leader Toolbox
 - Backyard Bible Club Toolbox
 - Global Leader Toolbox
 - EQ Leader Toolbox
 - Preschool Leader Toolbox
 - Mission Friends Leader Toolbox
 - Children's Leader Toolbox

- Once you have selected the appropriate Toolbox link, you will see a screen similar to the following image. Click the link labeled the name of the group, which you are leading.




- You should now see all the small group members and some of their immediate contact information.

Name	Home Phone	Date Added	Area	Address	City	State	Zip	Proximity	Email	Birth Date	Age	Role	Active
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Birmingham	AL	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	✓
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Birmingham	AL	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	✓
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Birmingham	AL	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	✓

Page: 1 of 1 Page Size: 500 Refresh 3 Small Group Member(s)


Emailing:

At this point, if you would like to email your entire group just click the  graphic towards the bottom right, or you can simply email an individual by clicking the group member's email address.

Updating:

You have limited permissions to update group members information. If you need changes made, please email admin@brookhills.org.

Adding:

You can request additional group members by clicking the  image towards the bottom right of your screen. Complete the request form and submit it. Make sure to include the full name, address, date of birth, phone number, and email address of the new group member before submitting the form.

Attendance:

By clicking the Attendance Summary tab you will be presented with a detailed view of your group member's attendance.