

How can I view my groups (Sunday school, Christian Growth, Deacons, Committees, etc.)?

- Any small groups in which you participate should also be visible on Access ACS, allowing you to make contact with part or all of a particular group with at single message (email or text, depending on their selection). You can see them on the bottom right of your **Access ACS Home** page OR under your **Groups/Activities** menu.

The screenshot shows the Access ACS home page for Joe North. The navigation menu includes Home, Directories, Groups, Events, Giving, Reports, and Statistics. The 'My Calendar' section displays a calendar for September and October 2014. Red arrows point from the calendar to the 'My Groups' section, which includes 'My Activities' and 'My Leadership - Small Groups'.

This screenshot shows the 'My Groups' section of the Access ACS home page. A green arrow points from the 'Groups' menu item to the 'My Groups' section. Another green arrow points to the 'My Activities' section, which shows 'Deacons > Status' and 'I want to...' dropdown. A third green arrow points to the 'My Leadership - Small Groups' section, which shows 'Joe North' and 'I want to...' dropdown.

NOTE: Not every part of the page appears, but you can scroll down to see the rest.

- To send message to group members, **open a small group/activity**—click underlined, blue hyperlinks (see previous image). To send a message to SOME group members, select them individually by **clicking boxes to the left of their name**; to send a message to the whole group, **click the box above the line** (beside “Name▲”).

Welcome, Joe North Report a Problem More Info Sign Out

Home Directories **Groups** Events Giving Reports Statistics

Search Activities

Select Filters Status - Select Level 2 - - Select Level 3 -

Deacons -> Status Show History Print Export Grid I want to... Go

<input type="checkbox"/>	Name ▲	Category	Phone	Level 1	Level 2	Level 3	Element 4
<input type="checkbox"/>	Adams, Tom	Deacons	972-475-7616	Status	Active	Vice Chairman	
<input type="checkbox"/>	Almond, Roy	Deacons	972-530-9908	Status	Active	Member	
<input type="checkbox"/>	Bryson, Paul	Deacons	972-475-5577	Status	Active	Member	
<input type="checkbox"/>	Carter, Kevin Robert	Deacons	972-475-8364	Status	Reserve	Member	
<input type="checkbox"/>	Chappell, Steve	Deacons	214-882-1105	Status	Active	Member	
<input type="checkbox"/>	Clark, Dave R.	Deacons	972-678-1440	Status	Active	Member	
<input type="checkbox"/>	Clark, David	Deacons	972-742-7152	Status	Active	Member	
<input type="checkbox"/>	Disch, Otto	Deacons	972-824-2440	Status	Active	Member	
<input type="checkbox"/>	Disch, Paul	Deacons	972-530-1535	Status	Active	Member	

- Click “I want to...” menu on top right side; select “Send a Message”, then click **Go** button.

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Search Activities

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Deacons -> Status Show History Print Exp I want to... Go

Deacons -> Status

<input checked="" type="checkbox"/>	Name ▲	Category	Phone	Level 1	Level 2	Level 3	Element 4
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<input checked="" type="checkbox"/>	Almond, Roy	Deacons	972-530-9908	Status	Active	Member	
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- Add your subject & type message; when finished click on **Send Message** at bottom of page.

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Home Directories **Groups** Events Giving Reports Statistics

Send a Message

Send a Message People with e-mail addresses: 31 Use E-mail Client

Reply to e-mail
j.carl@nbcgarland.org change

Additional e-mail addresses

Subject
Upcoming Deacon Retreat weekend

Fellow Servants,
What a blessing it is to serve beside you here in the ministry of Northlake's deacon body!

Send Message