

Step # 1 - Accessing Corps Member Profiles

To view Member Profiles, please select "**Corps Roll**" from the main menu.

Corps Roll is an area where you can view member information. You can access personal and demographic information; household members and relationships; the methods in which the member likes to be contacted (email, phone, mail); their enrollment status in the corps and specific enrollment activities in Troops, Corps Cadets, Groups. Any relevant Commissions or Transfers between Corps, Attendance in a variety of meeting types, Visitation history, Giving history and any notes entered for the member.

NOTE: If you don't see a button on your screen, go to the Navigate button on the top of your screen. Some buttons are no longer available in the view below.

💡 The bubble that appears to the right of the Corps Rolls icon indicates the # of prospects (red) and transfers (blue) your Corps has. **Instruction:** Once you open the icon, look at the Enrollment Column. *Prospects will show in GREEN; Transfers will show in BLUE*



❗ For ease of access throughout the Corps Management System without having to go back to the main "icon" screen as shown above, a **Navigate** link is located at the upper

left hand corner of each screen. Once **Navigate** is clicked a drop-down menu will appear with the section categories.

