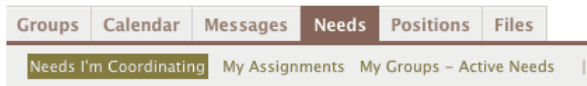


Inform of Needs

[Return to Needs](#)

Once a Need has been created, the Need Coordinator can inform the group members or specific individuals about the need so that they can choose to take one of the needed items.

Go to the Group Home page and click on Needs. Click 'Needs I'm Coordinating' to see the needs that you coordinate.

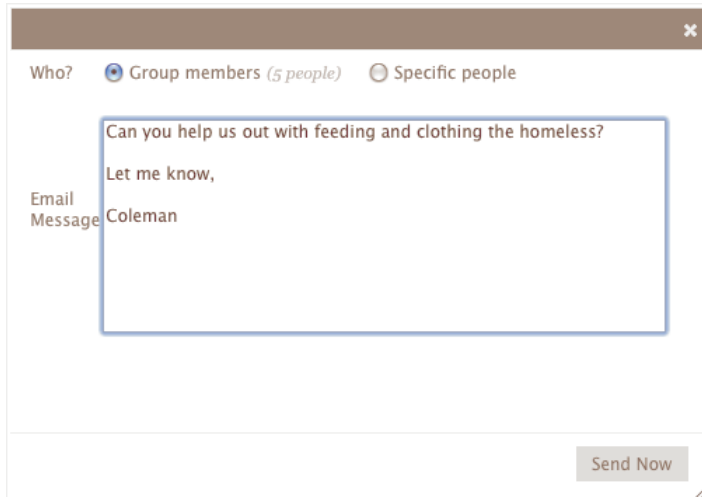


Open the need. Click the 'Inform People' button.



An email message box will open.

Type your message and send the email to all the group members in the group where the need was created. (The number of members in the group is shown.)




Or you can search for specific people from the database to inform about the need. Begin typing a name in the search box and click the name or hit enter to add to the list. Continue adding people until you have included everyone you wish to inform.

5/3/2010 9:28 AM [RSS](#)

Who? Group members (5 people) Specific people

Laura London x jami

 **Jamie London**
(719) 652-3396 / Laura

Email Message: Let me know, Coleman

Send Now

The group members or individuals (with email addresses) will receive an email with a link to the need.

We wanted to inform you about a need:
Meals for Grafton Family

The Graftons just had a new baby girl. Please sign up to take a meal. Thanks.

Click this link to view the information:
(You may need to copy and paste the complete URL into your web browser if this does not show as a clickable link, or if part of the link wraps to the next line.)
https://dev.cbchurch.com/app/need_detail.php?need_id=47

You will see a confirmation message.

 Informing was successful.

[Return to Needs](#)