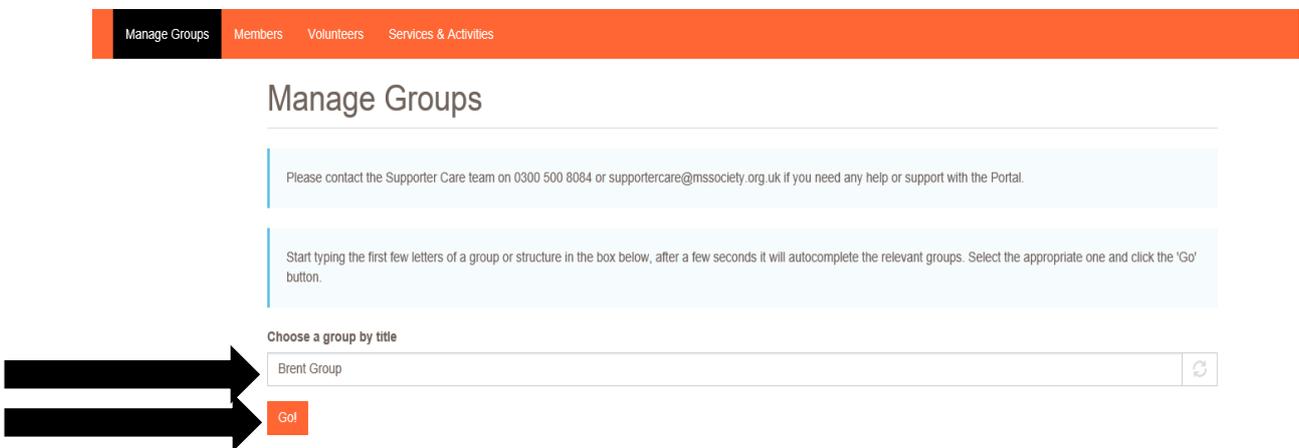
The background of the page is white with several large, abstract orange shapes. A large, multi-colored orange shape (with shades of yellow, orange, and red) is positioned in the center-right, containing the main title. Another large orange shape is at the bottom of the page. The shapes are outlined with thin orange lines.

Portal: How to guide 2. How to view members or contacts

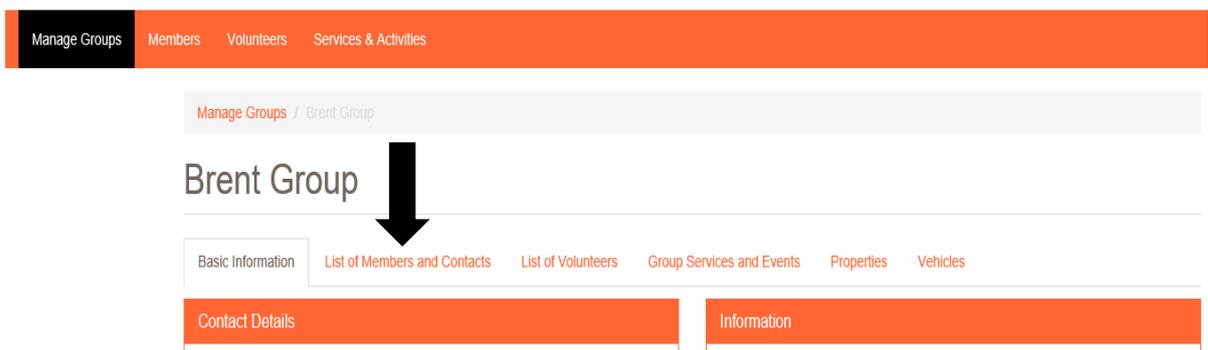
A guide to explain how to view members or contacts details on the Portal

How to view members or contacts

1. To start, go to the Portal (<https://portal.mssociety.org.uk>) and login. If you can't remember your password, please follow the "How to re-set your password" procedure.
2. Once you're logged into the Portal, you should be on the "Manage Groups" page. Enter the group name you're looking for (example used below of "Brent Group") and click "go".



3. Next click on the tab that says "List of Members and Contacts"



4. You will then see the list of members and contacts for that group. Please note that by default, the list will show both members and contacts with the newest members/contacts at the top and will show 10 members/contacts per page unless you change the view settings.

Brent Group Members and Contacts

Basic Information | **List of Members and Contacts** | List of Volunteers | Group Services and Events | Properties | Vehicles

Below is a list of all of the active members and contacts of this structure.
Displaying 1 - 10 of 75

Relationship to group
 Members and contacts

Items per page
 10

Apply

First Name	Last Name	Email	Home Phone	Mobile	Membership Status	Membership Date Joined	On group contact list?
------------	-----------	-------	------------	--------	-------------------	------------------------	------------------------



If you would like to change to viewing just members or just contacts, please select the relevant option on "Relationship to group" and then click apply.

If you would like to view more members/contacts per page, then please select the relevant option on "Items per page" and press apply.

- To show more details about the member/contact then shown on the list, please click "view" at the end of the row showing their details.

First Name	Last Name	Email	Home Phone	Mobile	Membership Status	Membership Date Joined	On group contact list?	
Test	Member 2				Active	07/02/2019	No	View



- You will then see a screen showing that individual member/contact's details (see example below). Please note where it says "Constituent ID" this is their unique reference number and, for members, their membership number.

Test Member 2

Basic Information | **Roles** | Training | Checklist | Additional Requirements | Group Relationships

Address

Address
England
NW2 6ND

Membership Information

Constituent ID:
1022182

Group:
--

Date Joined:
07/02/2019

Status:
Active

Date Renewed:

Email & Phone

Home Phone:
--

Mobile Phone:
--

Email:
--

Emergency Contact

Emergency Phone:
--

Emergency Contact:
--

If you experience any difficulties when viewing members/contacts and so cannot follow the procedure above, please email the Supporter Care Team at supportercare@mssociety.org.uk or give us a call on 0300 500 8084 (Monday-Friday, 9am-5pm).

You can also check the Portal Guidance document for the answers to the most frequent Portal questions. It is available for download once logged into the Portal on the top right hand side of the screen.



[Download Guidance](#) [My Account](#) [Change Password](#) [Logout](#)



We're the MS Society.

Our community is here for you through the highs, lows and everything in between.

We understand what life's like with MS.

Together, we are strong enough to stop MS.

mssociety.org.uk



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 **Let's stop MS together**