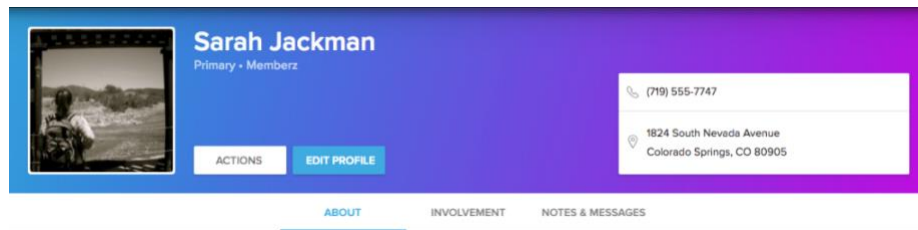


To update your personal communication preferences:

Log into MySTBC and click on your profile image in the upper right-hand corner at the top.



1. Click the **Actions** menu (see example above)
2. Choose **Communication Preferences**
3. Set your communications to your preference

The initial list is your groups and we recommend the default setting for column one – this allows for all of the STBC direct correspondence from Group Leaders or members, such as email notifications of new group messages, event invitations, group emails, and needs information.

SCHEDULING REQUESTS –scroll below the list of your groups on this same page and you will find options for scheduling communication that looks like this:

Scheduling Communication

These scheduling notifications are usually sent by church leadership or staff.

- Recommended** I'd like to receive email notifications for scheduling.
- Recommended** I'd like to receive text notifications for scheduling.

To reduce the number of emails or texts you receive with scheduling requests, we recommend the following actions:

1. Choose either email notifications or text notifications but not both. We recommend text notifications if that suits you because those notifications are bundled and come in one text. Email notifications are sent individually. IF YOU CHOOSE TEXT, make sure your mobile carrier and mobile phone number is correct (top right of communication preference page above your groups list)
2. ACCEPT your scheduling requests when they are first sent out by the leaders. Most schedules are sent out for more than one month at a time due to the rotating nature of most STBC schedules. Then, you will only receive a reminder the Friday before you serve. That's it!
3. When you do not accept your requests, the scheduler will, as your serving time approaches, send additional requests in an attempt to know that their ministry serving needs are met. This results in you receiving more texts and emails rather than just the one reminder.

We hope this information is helpful. Our scheduling process is vital to the impact of all of our STBC ministries and those who serve in them so we appreciate you taking a few minutes to give your communication preferences attention.

If you have any further questions or would like assistance, please contact JoanneWeiss@santanbible.org.