

# Roster Card

Distribute Roster Cards to your group members to collect names and phone numbers. Instruct your members to print clearly and return the Roster Cards to you. We offer two simple ways to upload your roster/calling list online.

## MANUALLY

- Go to [onecallnow.com](http://onecallnow.com) and enter your Group ID and PIN. (You will be prompted to create a secure Password the first time you log in.)
- Click Manage Group, then Roster.
- Click the Add New Member button, enter the member's name and phone numbers, then click Save Changes.

## ROSTER/CALLING LIST IMPORT WIZARD

Have a large list? Upload an Excel file. Select **Manage Group** and then **Import Wizard** and follow the three easy steps to add a new roster/calling list or replace an existing one.

*Once your calling list is loaded, you can use the "Search By" field to locate members.*

## Roster Card

One Call  Now

Name \_\_\_\_\_

Home ( ) \_\_\_\_\_

Cell ( ) \_\_\_\_\_

Office ( ) \_\_\_\_\_ x \_\_\_\_\_

Other ( ) \_\_\_\_\_ x \_\_\_\_\_

Other ( ) \_\_\_\_\_ x \_\_\_\_\_

Other ( ) \_\_\_\_\_ x \_\_\_\_\_

OKAY TO RECEIVE TEXTS?

Yes  No

Please fill in and return. By returning this card, you give permission to receive calls about your group. E-mail addresses may be written on the reverse of this card.

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