

Block or unblock community followers

Stop someone from following the community again and, when needed, lift the block from the Blocked people list.

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Before you begin

- ✓ You need the Manage community followers permission in the active workspace. It is normally included in leadership and secretary roles.
- ✓ To block someone, they must follow the community in the app and have no active staff role.

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STEP 1 OF 4 · 30 S

Open Manage following

Open **People**, stay on the **Parishioners** tab and select the person's row. In the profile, scroll to **Manage following**.

Block is the second action, below **Remove from community**. Choose **Remove** if you only want to end the follow and let the person come back.

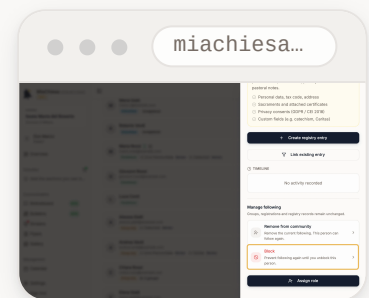


Fig. 1 Block prevents following again until you unblock the person.

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STEP 2 OF 4 · 1 MIN

Block and confirm

Select **Block**. The confirmation explains that the follow will be removed and cannot be restored until the person is unblocked; groups, registrations and public access remain available.

In a merged pastoral unit, the block covers the unit and all its member communities. Select **Confirm: Person blocked** appears and the profile closes.

What changes for the person

They are not notified. If they try to follow the community again, the app tells them they cannot until the block is removed. A block also prevents activating a pending staff role for them.

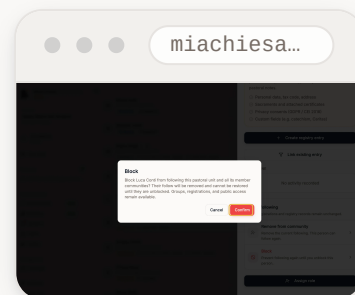


Fig. 2 Read the consequences and scope, then select Confirm.

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STEP 3 OF 4 · 30 S

Find blocked people

On the **Parishioners** tab, select **Blocked people**. The button appears only when at least one person is blocked.

The list shows name, email and block date. You can search by name or email.

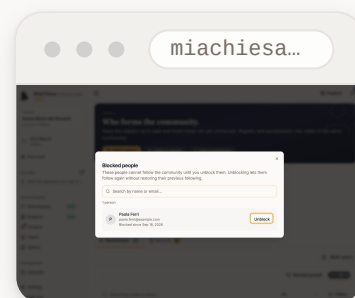


Fig. 3 Each row shows when the person was blocked.

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STEP 4 OF 4 · 30 S

Unblock

Select **Unblock** next to the person, then **Confirm: Person unblocked** appears and the row leaves the list.

Unblocking does not restore the previous follow: the person can follow the community again, but has to do it from the app.

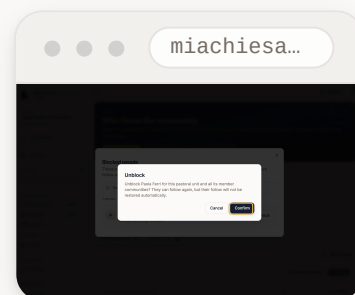


Fig. 4 The confirmation reminds you that the follow does not come back automatically.

What you have achieved

- ✓ A blocked person cannot follow the community until you unblock them.
- ✓ After unblocking they can follow again, but their previous follow is not restored.

Troubleshooting

Why is Block disabled? ✕

The person has an active staff role or is you. For a staff member, remove their role through staff management first.

Why can't I see the Blocked people button? ✕

It appears only when at least one person is blocked in the active workspace. It disappears after the last unblock.

I unblocked someone but they do not follow the community: is that expected? ✕

Yes. Unblocking only lets them follow again: they have to do it from the app.

Does a blocked person lose groups or registrations? ✕

No. The block only affects following: groups, registrations, registry records and public pages stay as they were.