



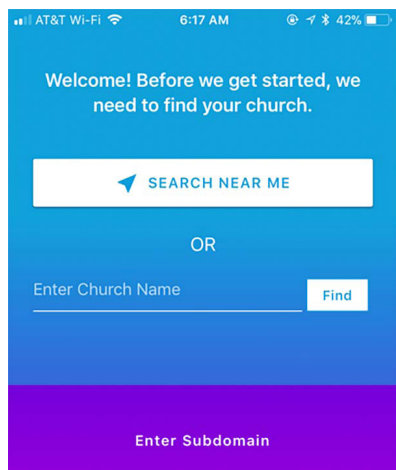
LEAD.

CHURCH COMMUNITY BUILDER

WHAT IS THE LEAD APP?

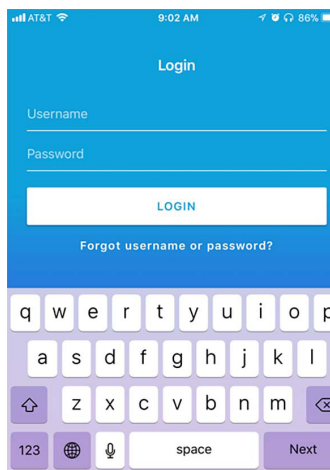
In the LEAD app you will be able to quickly send a Message to all Group members, take attendance for your Group, access and edit Profiles of your Group members, view upcoming birthdays and anniversaries, send a Need, view Notes, or interact with Schedules.

If you have not done so yet, download the LEAD app. Go to your device's App Store or Google Play and search for "church community builder" or "lead."



1) Getting Started

- Type in C3's subdomain on the **Enter Subdomain** link at the bottom of the screen.
- Select **Enter Subdomain** and type C3.
- If you are new to the app you have the option to find C3 by tapping the **Search Near Me** button or typing C3 in the **Enter Church Name field**. *Must allow location to be turned on.*



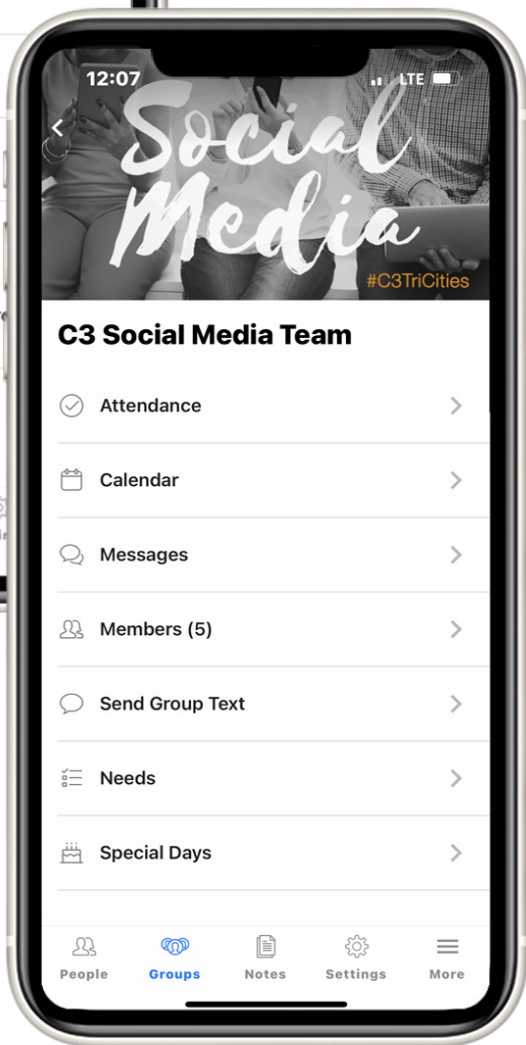
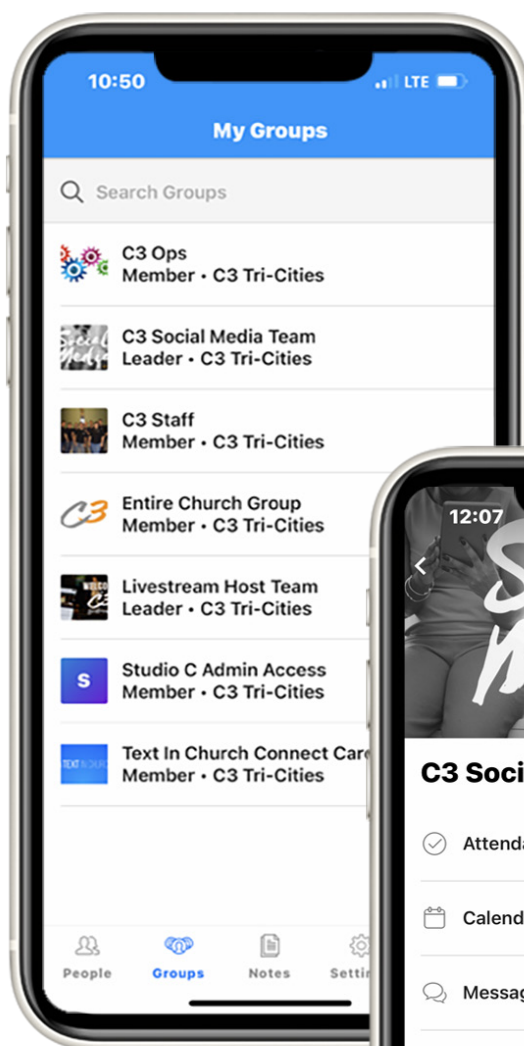
2) Logging In

- Enter the email address or username and password you use to log in to your desktop Church Community Builder site.
- Click on *Forgot username or password* if you don't remember or don't have a username or password.

USING THE LEAD APP (GROUP LEADERS)

You will see all of the C3 groups you are a part of in the LEAD app.

Note: If the LEAD App does not open to your groups, click on **Groups** at the bottom of the screen.



GROUPS FUNCTIONALITY

You can do the following within the Groups tab of the LEAD App if you are part of the leadership for that group:

- Attendance: take attendance or edit a previously entered attendance.
- Messages: send a new group message (email) to all group participants and share that message on your group's message board.
- Members: add group members, view/update contact info.
- Send Group Text: send a text to everyone in your group.
- Needs: add a group need that people can sign up to provide.
- Special Days: see birthdays and anniversaries for the members of your group.

Note that this app updates CCB - so anything you update is immediately available in CCB!

ATTENDANCE

Attendance can be taken or edited for the last 6 events

- Select Your Group
- Select Attendance
- Select the date to take or edit attendance for
NOTE: The dates indicated with a red circle have not had attendance taken yet
- If the group did not meet, click Did not meet

IDENTIFY WHO ATTENDED

- If you had any visitors, enter the number of visitors
- If everyone attended, click Select All, otherwise, click each person who was in attendance
- Click Next
- Confirm the number of people.
- Press Save to save your attendance data.

