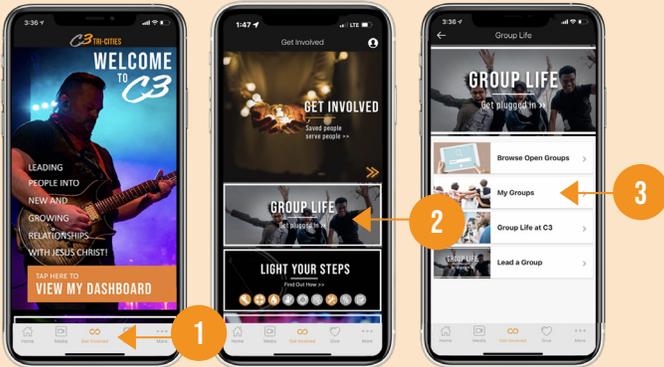




C3 TRI-CITIES

# QUICK INSTRUCTION GUIDE USING 3 APP RESOURCES FOR GROUP LEADERS.

## 1 C3 Tri-Cities App



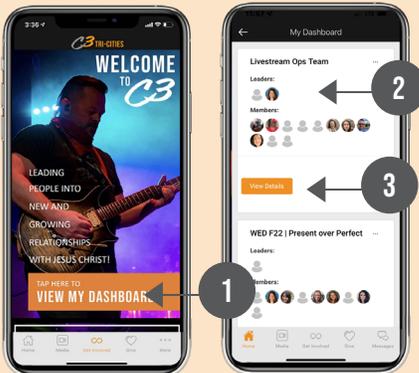
If you have not done so yet, download the C3 Tri-Cities App from your device's App store.

- 1) Access groups through the "Get Involved" icon at the bottom.
- 2) Click on "Group Life."
- 3) Click on "My Groups."

### Inside "My Groups" you can:

- Message entire group
- View and edit group members
- Record attendance
- View and edit group calendar

## 2 C3 Tri-Cities App Dashboard



- 1) Access groups through the Dashboard on the homescreen of the C3 Tri-Cities App.
- 2) Scroll to the bottom until you reach "My Groups."
- 3) Click on the "View Details" button within each group.

### Inside "View Details" you can:

- Email or Call a member
- View Next Steps of members

## 3 LEAD APP

If you have not done so yet, download the LEAD app. If your phone doesn't find C3 immediately, tap the link at the bottom to search domain and enter C3.

### For the groups you lead, you can:

- Message your group or an individual member
- Record attendance
- View and edit group calendar
- Send group text
- See group birthdays and anniversaries

