

Downloading and Setting Up the LEAD App

Before downloading the LEAD app, you need to have your user name and password set up in Church Community Builder (CCB). You should have received an email invitation to set up your login credentials.

If you need additional assistance or support with setup or accessing the Lead App, please contact Rachel Barnett at rbarnett@firstfriends.org.



1. On your cell phone, go to the App Store. For Apple phones tap this icon. For all other phones tap this icon.



2. In the App Store, click on the Search icon.



3. In the *Search* field, type LEAD (all caps), then tap on SEARCH.



4. In the search results, look for LEAD with this icon.
5. On Apple phones tap GET button. You will be prompted for your Apple userid and password. On other phones, tap the INSTALL button. No user name or password is required.
6. Once the app has downloaded, tap OPEN.
7. You will now need to select a church. Tap on SEARCH NEAR ME. Find First Friends in the list and tap on it.
8. Next you will be prompted to enter your username and password. Type in the username and password you set up in CCB.
9. The LEAD app then opens and shows a list of groups of which you are a member.

Taking Attendance Using the Lead App



1. On your cell phone tap the LEAD icon to open the app.



2. At the bottom of the screen tap the Groups icon.
3. All the groups of which you are a member are listed. You can record attendance only for those groups that you lead.
4. Tap on the name of the group for which you want to record attendance.

5. Tap on the *Attendance* menu item.

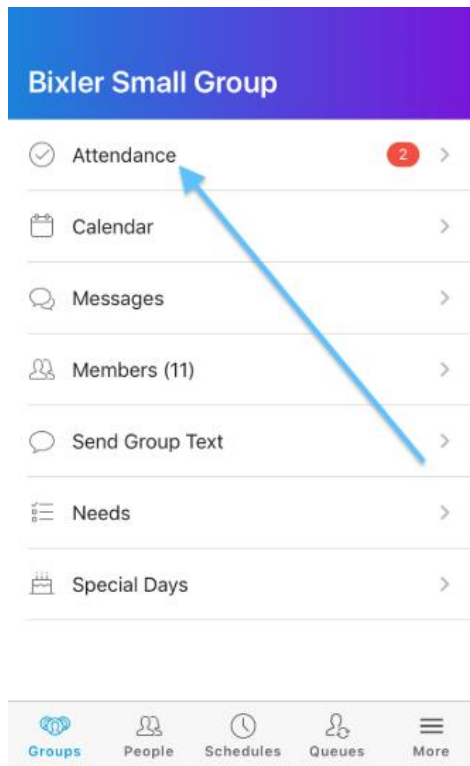


Figure 1

6. Tap on the event for which you want to take attendance. Make sure you choose the correct date.

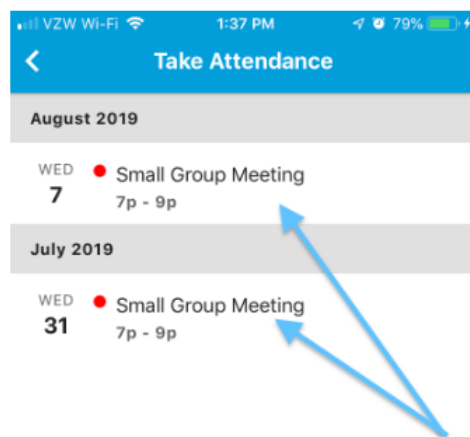


Figure 2

7. A roster of group members displays. Next to each name is a box. Tap on the box next to each person in attendance so that the box is checked. If all group members are present, you can tap *Select All* instead of tapping each name. For large groups, this option is quicker.

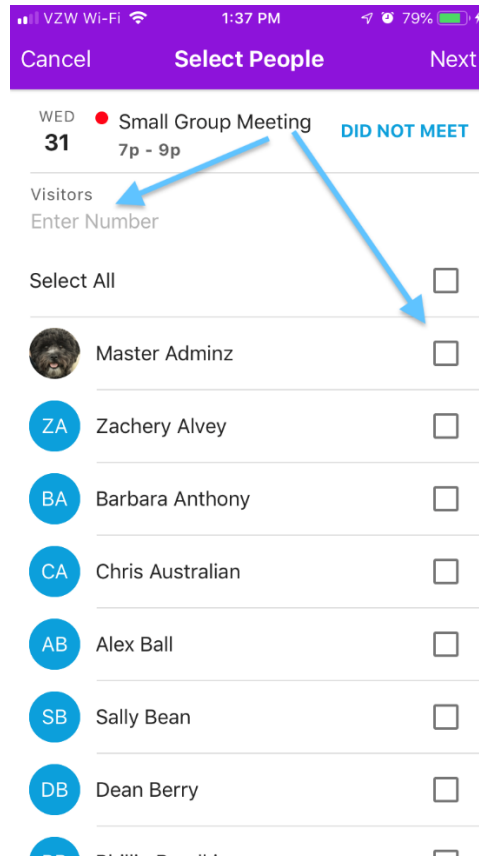


Figure 3

8. At the top of the screen is a *Visitors* field. In this field type the number of people in attendance whose names are not listed.

NOTE: If you have individuals who are not listed, have them complete Connect Group Registration cards. Place the cards in the mail slot behind the main Welcome Center, and we will add them to your group roster.

9. Tap on *Next*.

10. The Event Summary screen displays. Here you can type notes, prayer/praise requests, and select to whom the summary is sent.

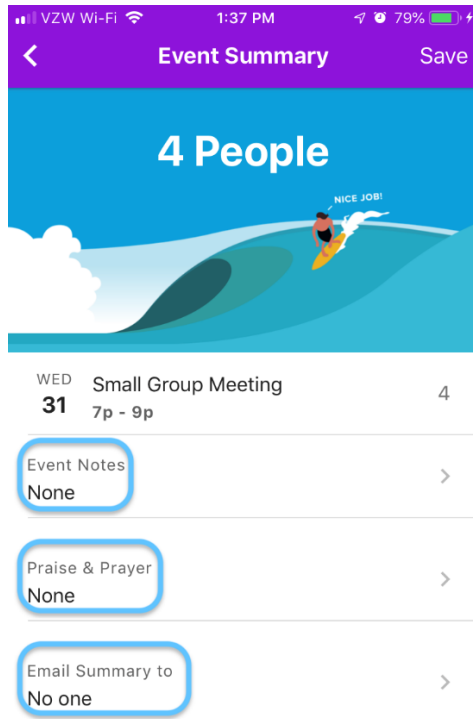


Figure 4

11. Tap *Save*. Attendance is now complete.