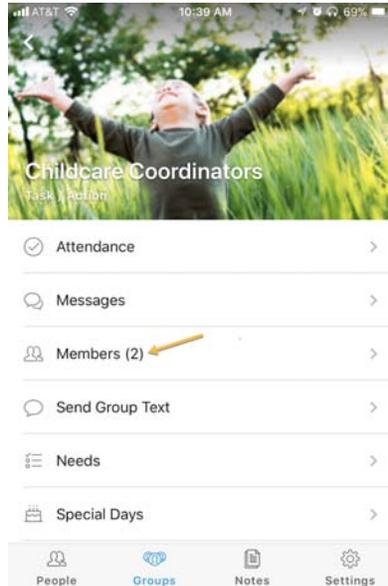# CCB LEAD APP - Managing Group Members

Members

- Group leaders can add any individual in their church to their group as long as they have permissions to view the individual.

Click on the **Members** menu item to view the list of people in the group and perform the following actions below.

### View Group Member's Profile

Note- As a group leader, you will be able to **view** the profile of anyone in their group, and what they see on the profile is governed by the person's privacy settings.

1. From their profile, you can call, text or email them.
2. If you want to add or edit (privilege/settings required) their information, click **the pencil icon**.
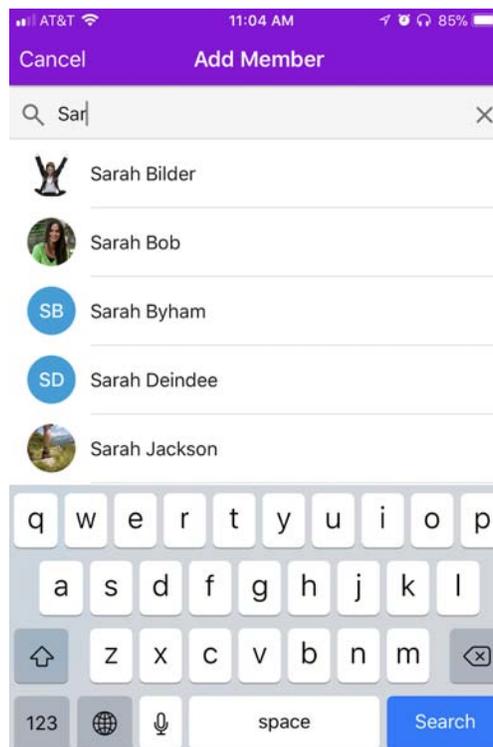
Adding an Individual to a Group

1. Start by clicking on **Members** and then click on the **ADD (Android) or + iOS button**
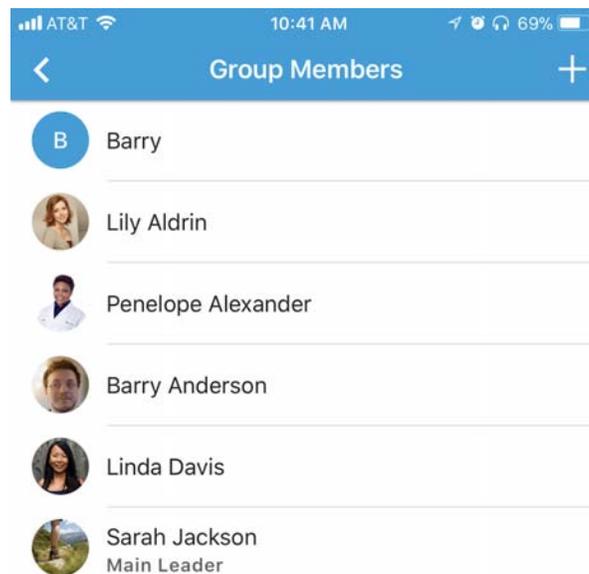
1. Enter at least two characters in the search box.
   - **NOTE:** All individuals who are active, over the age threshold, and fit the search criteria entered will be returned.
   - **NOTE:** If no individuals meet the search criteria or you do not have permissions, you will not get any people returned.

NOTE: the search is based on the start of the first or last name. For example, a search of 'Ja' may return 'Jake Moore' or 'Mark James', as the 'Ja' is the beginning of the first or last name.
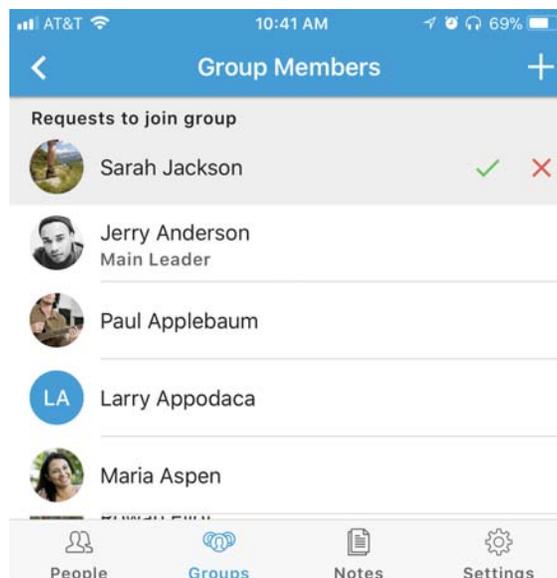
Removing an Individual from a Group

1. Click on **Members** to view the list of people in the group.
2. On the people list, use the native iOS (swipe left) or Android (long tap) actions to interact with individuals in the list to complete the following actions to remove an individual.
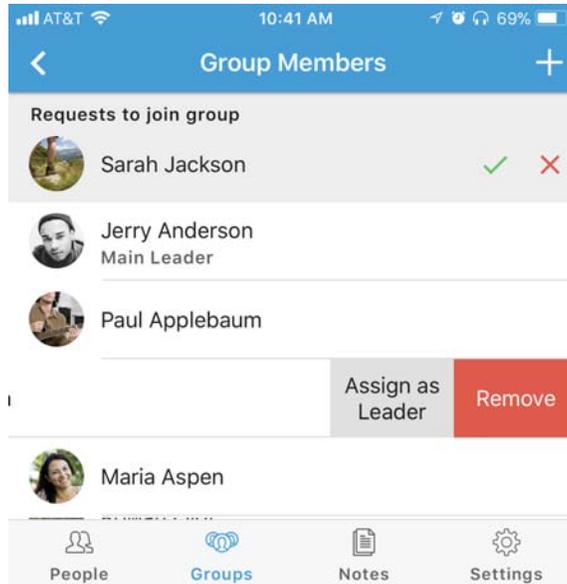
Note: the main group leader cannot be removed from the group. The main group leader and assistant group leader(s) can remove any assistant group leader(s) and any member(s) from the group.

Managing Join Requests

1. New requests for membership to join a group are indicated by a number in parentheses with the number requesting to appear on the **Members** row.
2. Click on **Members**, to see the list of people requesting to join a group.
3. Approve membership to a group by clicking on the **Accept button**. A brief message of Approved will appear and add the member to alphabetized member section.
4. To decline a membership request click on the **Decline button**. A brief message of Declined will appear and the participant will be removed from the member section.

Assign or Unassign Assistant Group Leader

- Assign a leader - there can only be one main group leader, but multiple assistant leaders can be assigned to a group.
- Unassign a leader - the main group leader cannot be removed through the app interface. Assistant leaders can remove themselves or other assistant leaders from the app.

1. Click on **Members** to view the list of people in the group.
2. On the people list, use the native iOS (swipe left) or Android (long tap) actions to interact with individuals in the list to complete the following actions to assign or unassign a group leader.