

Taking Attendance using the LEAD App

The Lead App is available for both iOS and Android devices.

Click here for details on [how to install](#) the LEAD App on your device.

NOTE: The Real Life Christian CCB Church Prefix is **reallifefl**

NOTE: Use your regular CCB login credentials to log into the LEAD App.

If you can't log in, you may not be correctly set up as a group leader, queue manager, or have admin privileges. Click here to [Verify group leadership](#) If setup correctly, contact help@getreallife.com

The LEAD App updates CCB - so anything you update is immediately available in CCB!

Open the app

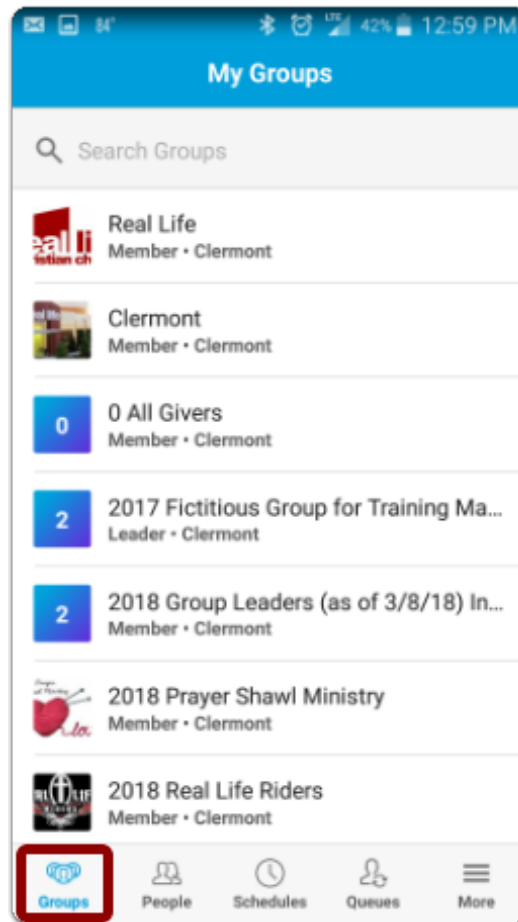
The default screen when you log in is the **My Groups** screen.

If you don't see this, click on **Groups** at the bottom of the screen.

The app now lists **ALL the groups** that you are a member of, regardless whether you are a leader in that group or not.

In previous releases, it listed only the groups in which you were a leader (main or assistant).

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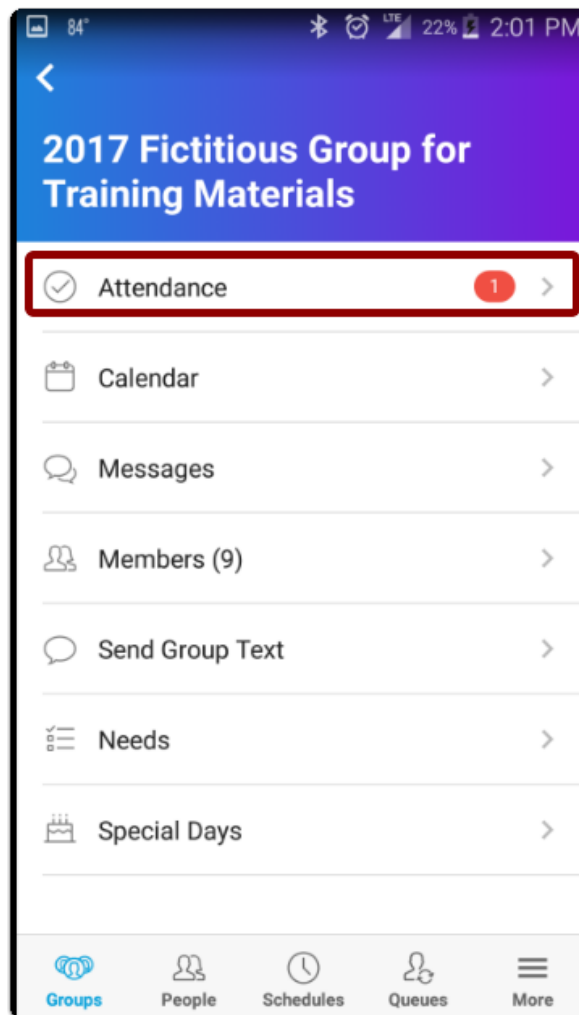


Taking Attendance using the LEAD App

Select Attendance

- Select **Your Group**
- Select **Attendance**

NOTE: You will NOT see the Attendance option if you are not part of the leadership team for this group. If you think you should have that access but do not, verify that your group is set up correctly (see the training doc [Setting Up Your Group to Use the LEAD App](#)).



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- Select the **date** to take or edit attendance for.

NOTE: The dates indicated with a red circle have not had attendance taken yet.

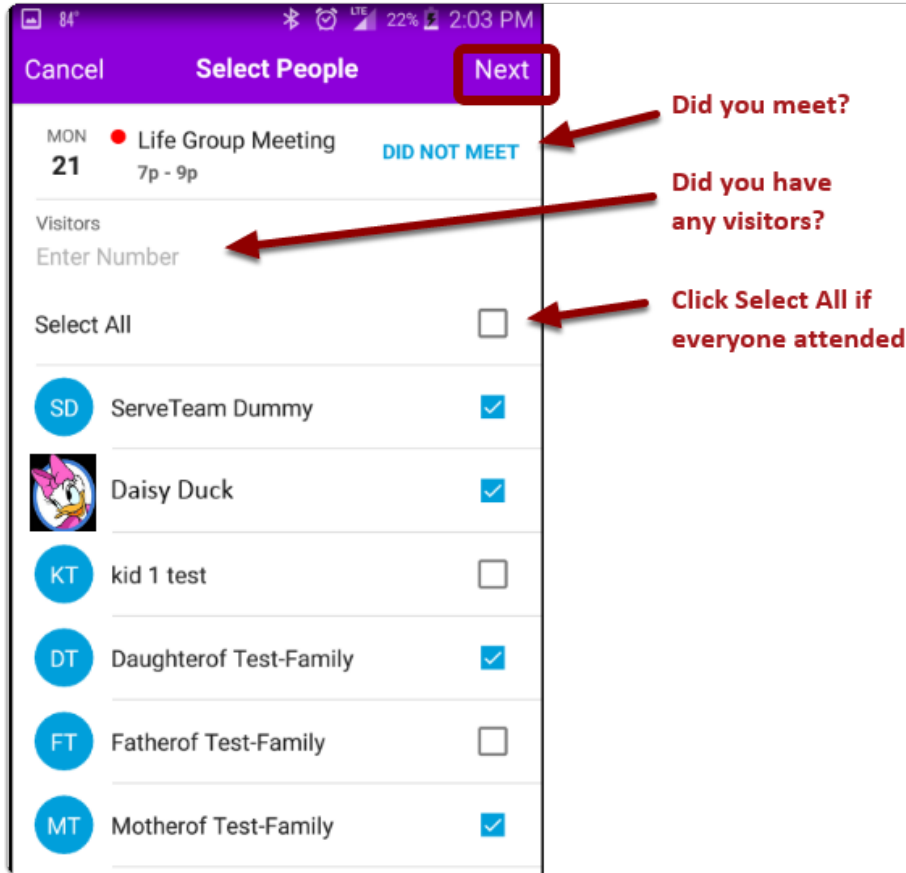


Identify Who Attended

- if the group did not meet, click **Did not meet**
- if you had any visitors, enter the number of **visitors**
- if everyone attended, click **Select All**

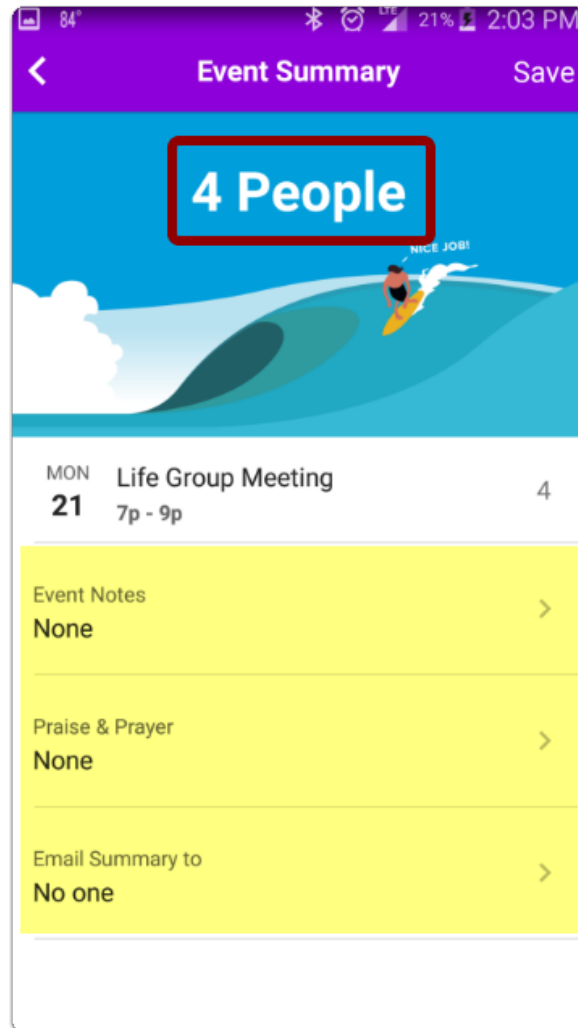
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- otherwise, click **each person** who was in attendance
- click **Next**



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- Confirm the number of **people**.
- Click on the arrow to the right (*Event Notes, Praise & Prayer, or Email Summary*) in order to add that information. These are all optional.
- Click **Save**



- Press **Save** to save your attendance data.

To use the additional features in the LEAD App, reference the [CCB LEAD App help](#)