

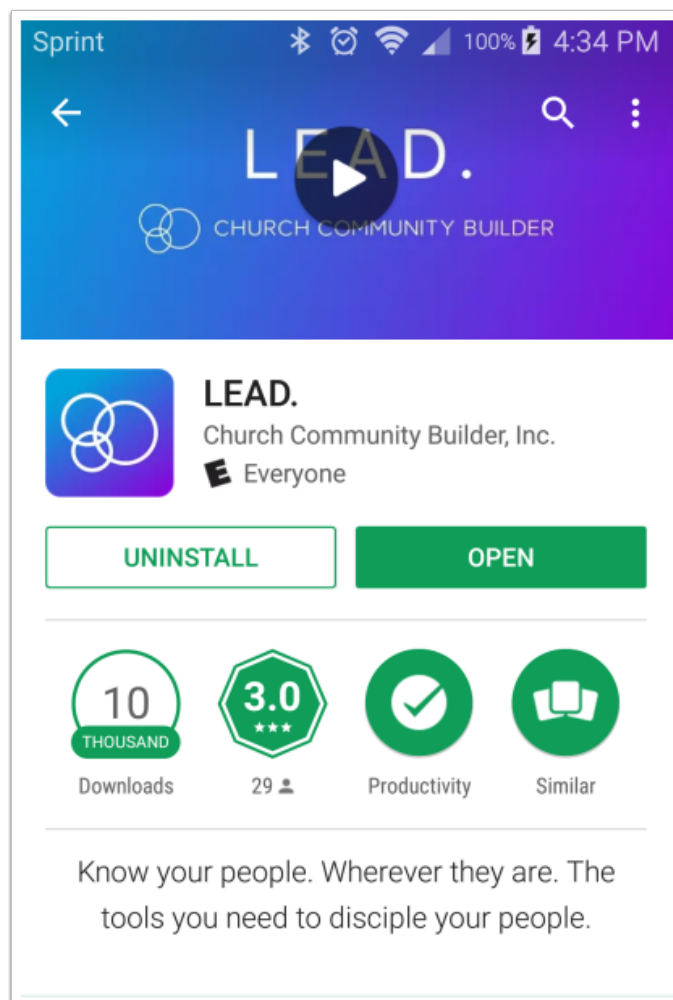
Using the LEAD App (Group Leaders)

The LEAD App is available for both iOS and Android devices. These instructions were originally written for iOS devices but have been updated for Android devices.

1. Get application

Go to your device's App Store or Google Play and search for "church community builder" or "lead"

The LEAD application will look something like this:



2. Sign In

When you open the LEAD App, it will prompt you for your church prefix.

Using the LEAD App (Group Leaders)

Enter our CCB Church Prefix **reallifefl**



CCBChurch Prefix

reallifefl

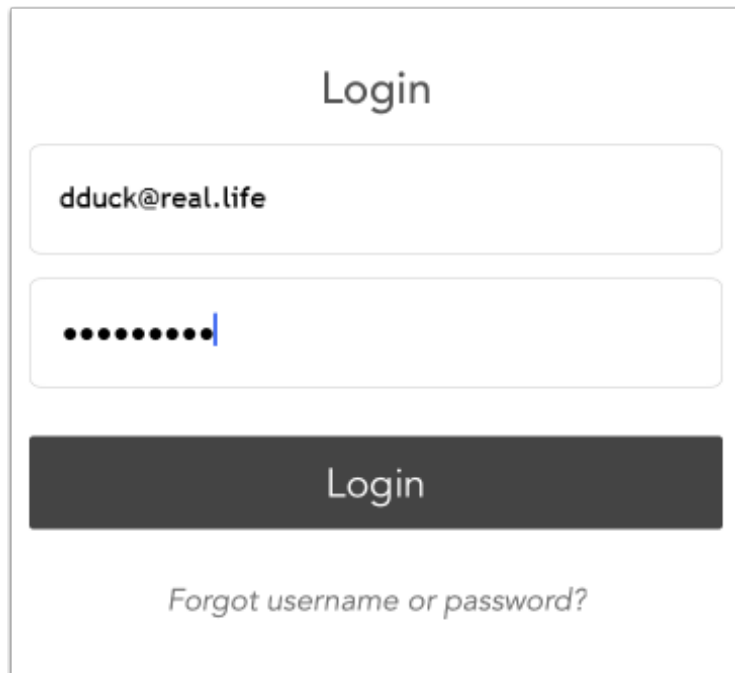
reallifefl.ccbchurch.com

Set Church

[What's this?](#)

Login using your CCB username and password

Click on *Forgot username or password?* if you don't remember or don't have a username or password. [Click here](#) for more information on resetting your password.



Login

dduck@real.life

.....|

Login

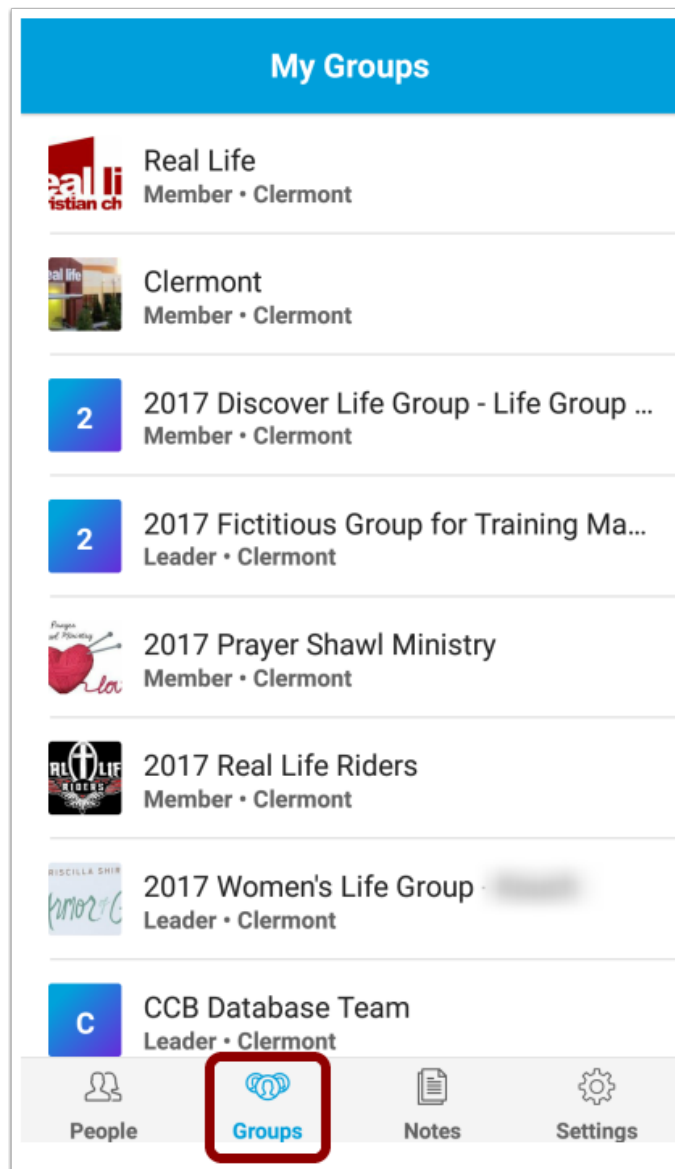
[Forgot username or password?](#)

Using the LEAD App (Group Leaders)

With the LEAD App, all your life groups will get listed.

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

Note: Whereas the previous Small Group Leader app only listed the life groups in which you were a leader (main or assistant), the LEAD app lists all the groups which you are a part of.



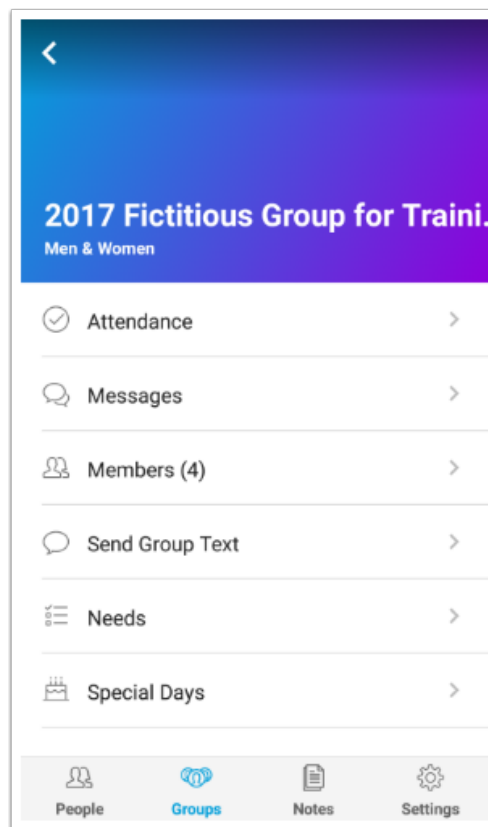
3. Groups Functionality

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
- Members: add group members, view/update contact info
- Send Group Text: send a text to everyone in your group **
- Needs: add a group need
- 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!

** You must be part of the leadership team to have access to Attendance and Send Group Text functionality. 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](#)).



4. Attendance

Attendance can be taken or edited for the last 6 events.



[Click here](#) for more information on taking attendance using the LEAD App.

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