

LEAD APP INSTRUCTIONS | FOR GROUP LEADERS

DOWNLOADING THE LEAD APP

The LEAD app is the group leaders' mobile app to use Grace Connect. The app is free and your login and password will be identical for Lead and Grace Connect.

To download the app, go to the app store on your phone and download "LEAD".



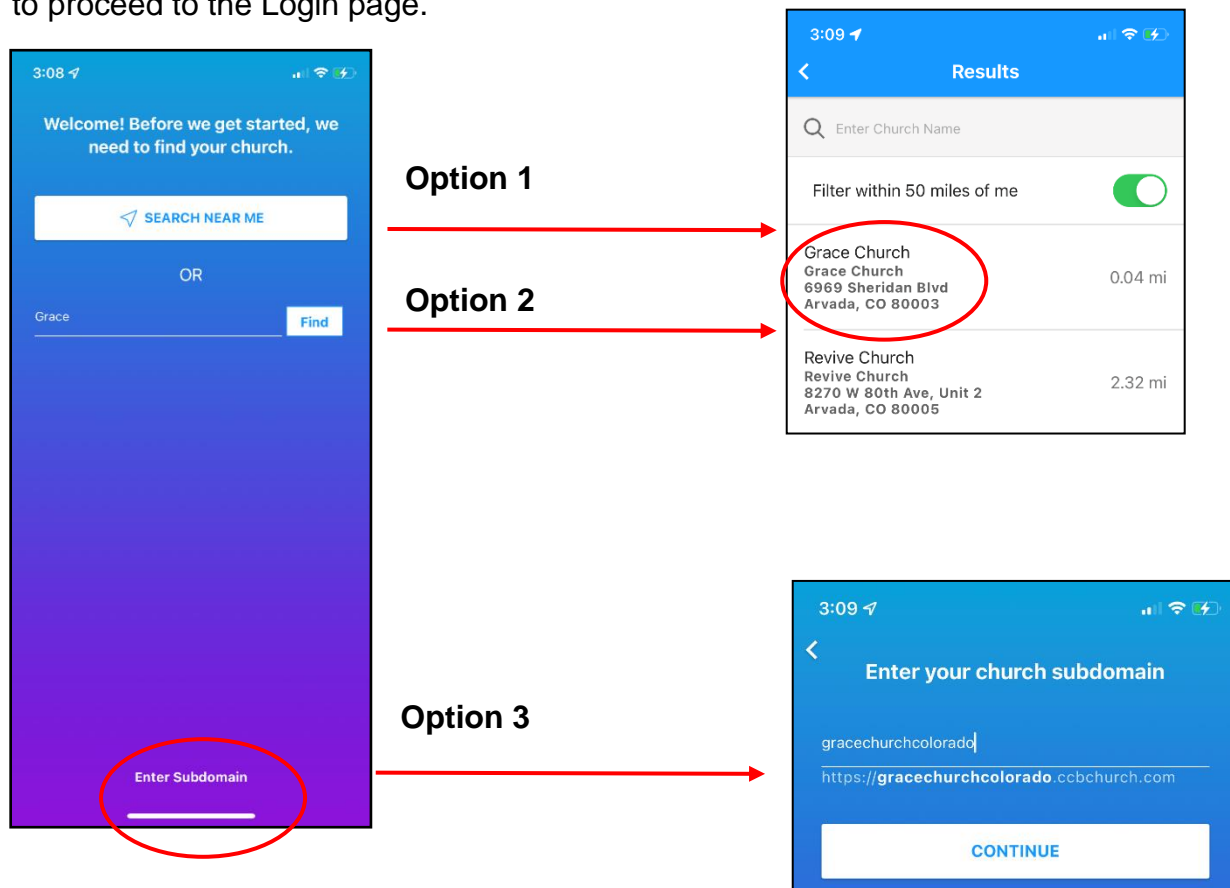
Finding Grace Church

The screen below on the left, or something like it, should appear when you first open the app. You have 3 options for how to sync with Grace Connect. Pick *one* option to connect to Grace Church.

Option 1: Click "Search Near Me" and select "Grace Church at 6969 Sheridan Blvd."

Option 2: Type in "Grace" in the Search field, and select "Grace Church at 6969 Sheridan Blvd."

Option 3: Click "Enter Subdomain," type in "gracechurchcolorado". Then tap "Continue"



The diagram illustrates three ways to find Grace Church in the LEAD app:

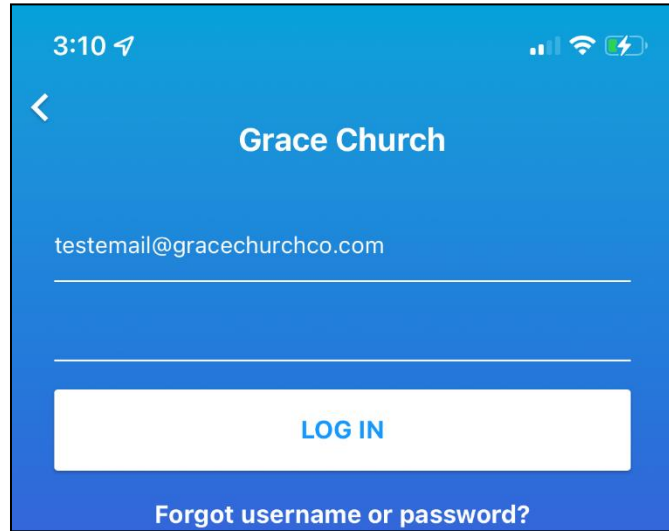
- Option 1:** From the initial screen, click "SEARCH NEAR ME". This leads to a "Results" screen showing a list of churches. "Grace Church" at 6969 Sheridan Blvd, Arvada, CO 80003, 0.04 mi away, is circled in red.
- Option 2:** From the initial screen, type "Grace" in the search field and click "Find". This also leads to the "Results" screen, where "Grace Church" at 6969 Sheridan Blvd, Arvada, CO 80003, 0.04 mi away, is circled in red.
- Option 3:** From the initial screen, click "Enter Subdomain". This leads to a screen titled "Enter your church subdomain" where "gracechurchcolorado" is entered in the field, and the URL "https://gracechurchcolorado.ccbchurch.com" is displayed below. A "CONTINUE" button is at the bottom.

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LOGGING IN TO LEAD

If you have a Grace Connect username and password, enter that in the screen to the right. Then click on “Log In” to enter the app.

If you cannot login, you can choose “Forgot username or password?”. If you have never had a Grace Connect account, please consult our *Grace Connect Instructions* document and request a Grace Connect account, or email us at SmallGroups@gracechurchco.com and we will assist you.



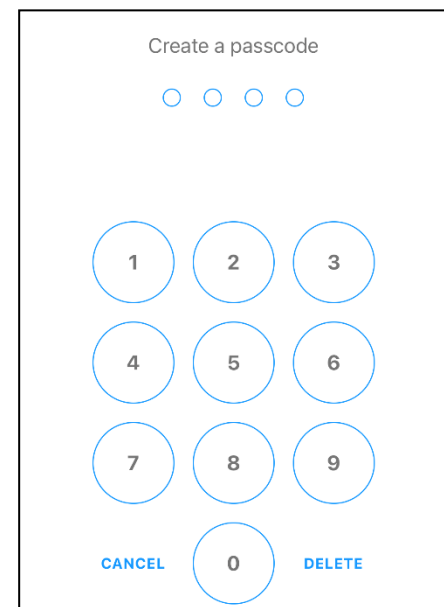
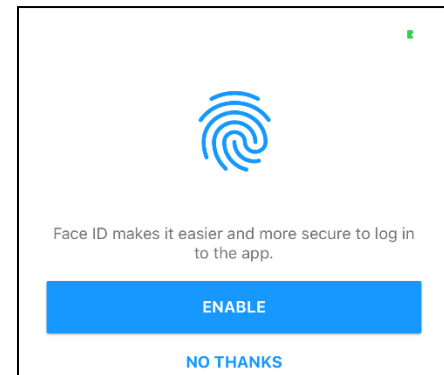
Next, using a screen similar to the one on the right, the app will suggest that you use a fingerprint or face identification for future logins.

Select “Enable” to use this type of identification to log on in the future.

If you select “No Thanks” you will be prompted to create a passcode to use instead.

You can also set up a specific passcode to get into this application. If your fingerprint or face ID is unusable (sunglasses, glare, wet hands, etc.) the app will ask for your passcode to get in, if you have created one.

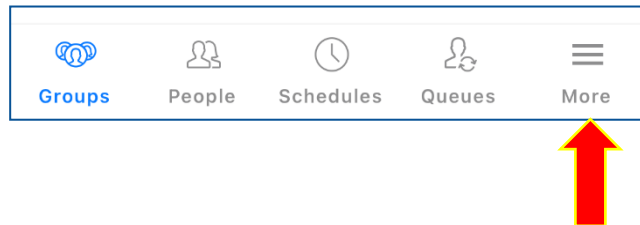
If you have not created a passcode, you may be prompted to enter your *password*, which is the code you use to get into your mobile device.



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CUSTOMIZING YOUR MENU BAR

The app should load with the menu bar on the right. We recommend that you customize the toolbar so it will be more user-friendly in the future. However, if you want to skip this step you can still successfully use the app. Just know any menu items you don't see will be under the "More" tab.



What does each tab do?

All of these options will only show what your profile has the permissions to see. Some of these options exist mostly for church staff members, so you will not be able to edit or see information in these areas.

"Groups" shows a list of all groups in which you are marked as a member or leader.

"Notes" shows notes made by staff member. If it is pertinent to you or your group they will show up here.

"Calendar" will pull up a copy of the Church's calendar with the events pertinent to you.

"People" is a directory for the church, where you can search by first or last name.

"Schedules" are used by Grace staff so you will not see any information in this tab unless you are a staff member.

"Queues" are used by Grace staff so you will not see any information in this tab unless you are a staff member.

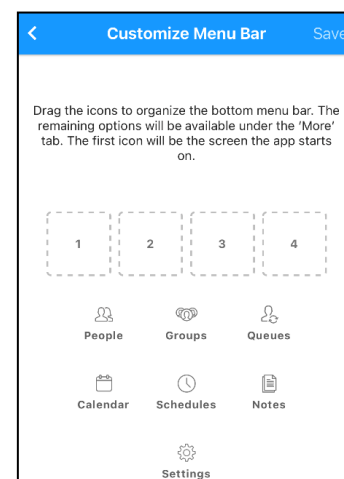
"Settings" allows you to view your profile, adjust Face ID/fingerprint scanning, and customize the menu bar.

If you'd like to customize this toolbar, start by clicking **"More"** in the bottom right corner of your screen.

Next, on **"Settings,"** and then tap on **"Customize Menu Bar."** The screen on the right will appear to allow you to customize your menu by dragging the tabs you want to each of the 4 positions.

It is recommended you place them in this order:

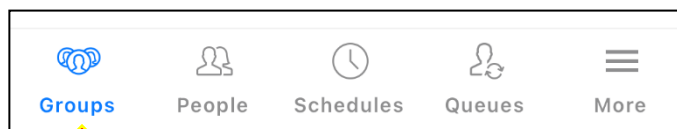
Groups, Calendar, People, Settings



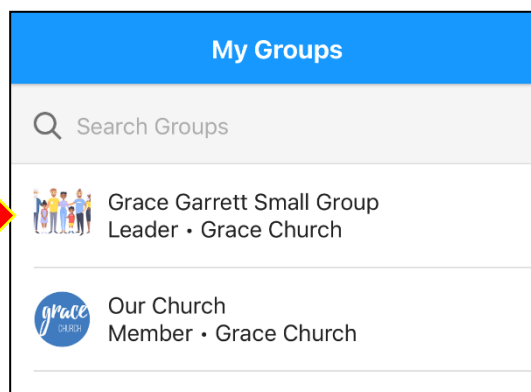
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MANAGING YOUR SMALL GROUP

Click on the “Groups” tab at the bottom of the screen.



Next, select the group you are taking attendance for.



From here you will see the following options:

Attendance: take group attendance.

Calendar: shows all of your group events and meetings which are in Grace Connect.

Messages: shows any messages that have been sent to the group leaders.

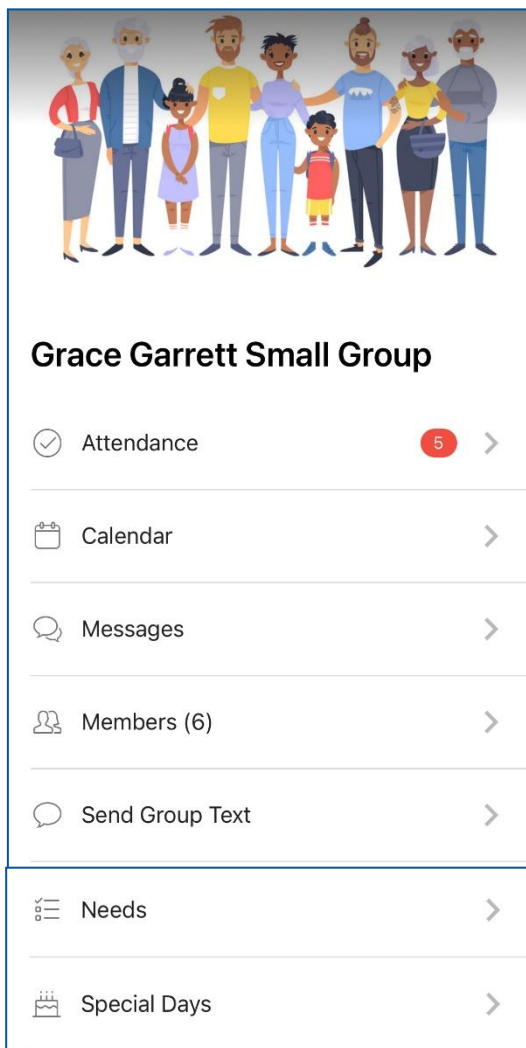
Members: manage your group participants.

Send Group Text: a way to send out a text to the entire group - these texts cannot be replied to and should only be used for informative purposes.

Needs: contact the Small Groups Team for directions to use this.

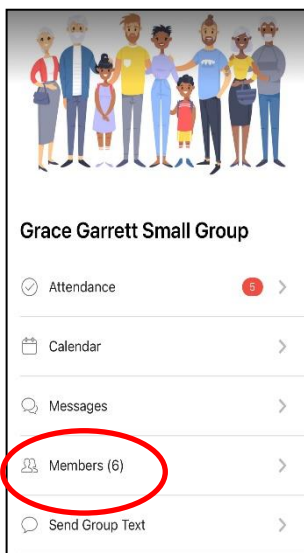
Special Days: this will show you all members' birthdays and anniversaries if they are already entered into Grace Connect.

Click on the option you need to use.



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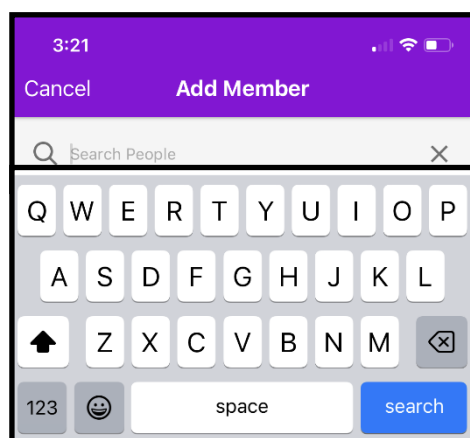
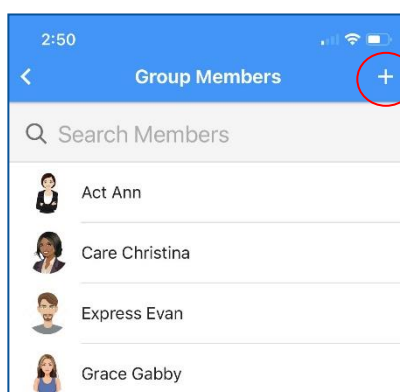
MANAGING GROUP PARTICIPANTS



To manage your group participants, tap on the section that says “Members” to view the roster for your group.

To Add a New Member

Once you are on the “Members” screen, tap on the small plus icon in the top right corner to add new members to your group.

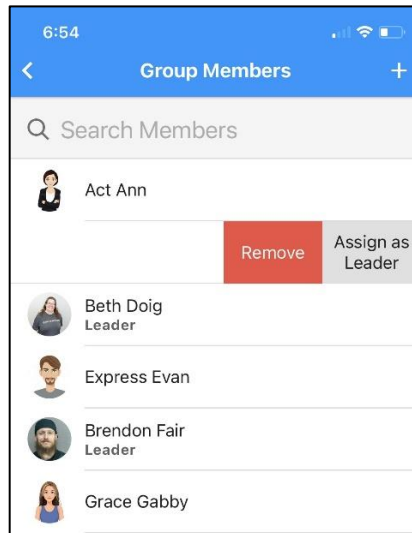
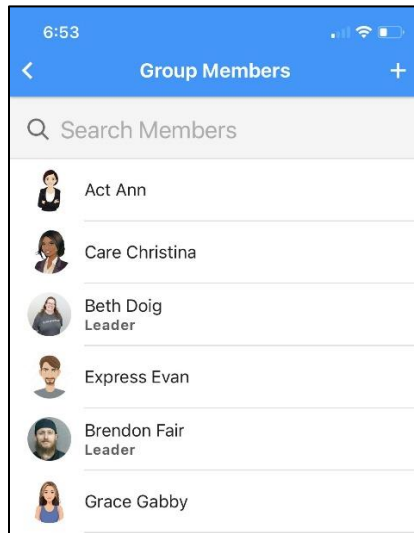


In the search box, type the first few letters of their first name, a space, then the first few letters of their last name. The system will bring up people matching what you type. Choose the person you are looking for by clicking on their name.

Remember some people may have names that could be entered differently such as Bob instead of Robert or Joseph instead of Joe, so if you can't find the person try other spellings. If you can't find the person you are looking for, contact the Small Groups Team to get the person entered into Grace Connect.

Once you have found the person to add to your group, click on their name, and they will be added to your group.

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To Remove a Member

Once you are on the “Members” screen, find the person you need to remove from your group. Place your finger on the name of the person and slide your finger to the left. The option to “Remove” the person or to make them a coleader of the group will appear.

Click on “Remove” to remove them from your group.

RECORDING ATTENDANCE

Click the “Attendance” button from the main screen, to begin taking attendance.

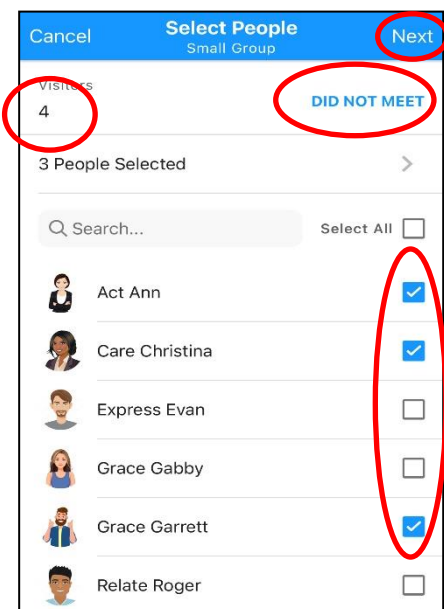
Select the date for which you wish to take attendance.

The red dot indicates that attendance has not been taken.

Next, you can complete any of the following tasks to reflect your attendance for the week.

- You can *enter a number of visitors* if people who are not yet members of your group are visiting.
- *Tap the checkboxes* next to the individual’s name to mark them as present.
- If your group did not meet for any reason, select “*Did Not Meet.*”

After you have checked the box next to everyone who attended group on this date, tap “Next” in the top right corner of the screen.



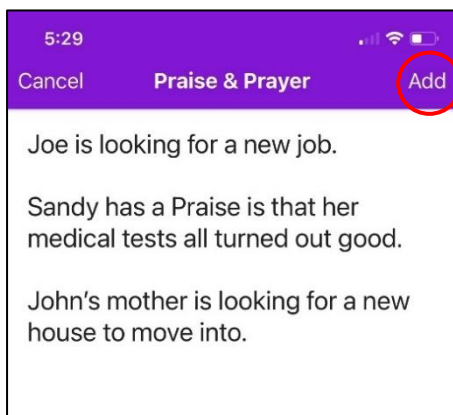
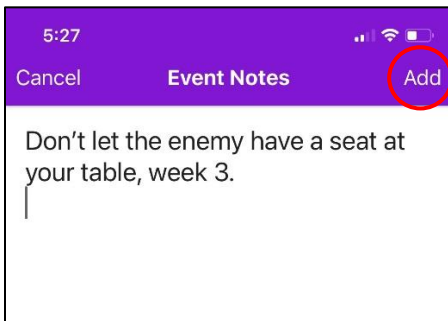
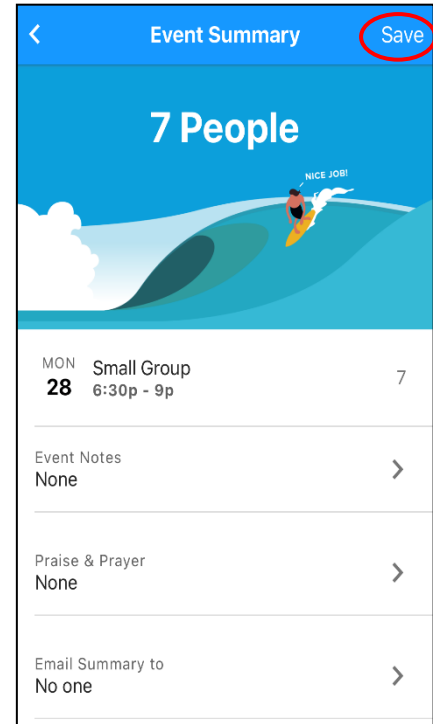
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From here you have the option to add “Event Notes” and “Praises & Prayers” to your attendance

- Event Notes: what was studied, watched, or discussed.
- Praises & Prayers: the highs and lows of group members’ lives. This is optional, but a good way to easily send prayer requests to all of your group members each week.

When you have entered all of the information you choose to, you will need to finish by tapping on “Email Summary To” and choose who receives the report.

Select “Save” in the upper right corner to finish.



You will have to tap “Add” in the top right corner of the Event Notes and Praises & Prayers screens, after you have entered information, to save these.

To finish, click on “Email Summary To” and choose who receives the report. Please choose one of the following options.

- Leaders: Will send the summary to the Small Groups Director, your group’s Main Leader, and any Assistant Leaders.
- Members: Will send the summary to all group members and the leaders listed above.

Please note: All information, including prayer requests, received by the Small Groups Director is confidential. This will not be shared with any other staff members without being requested by the Main Leader.

Remember to select “Save” in the upper right corner to complete taking attendance.