

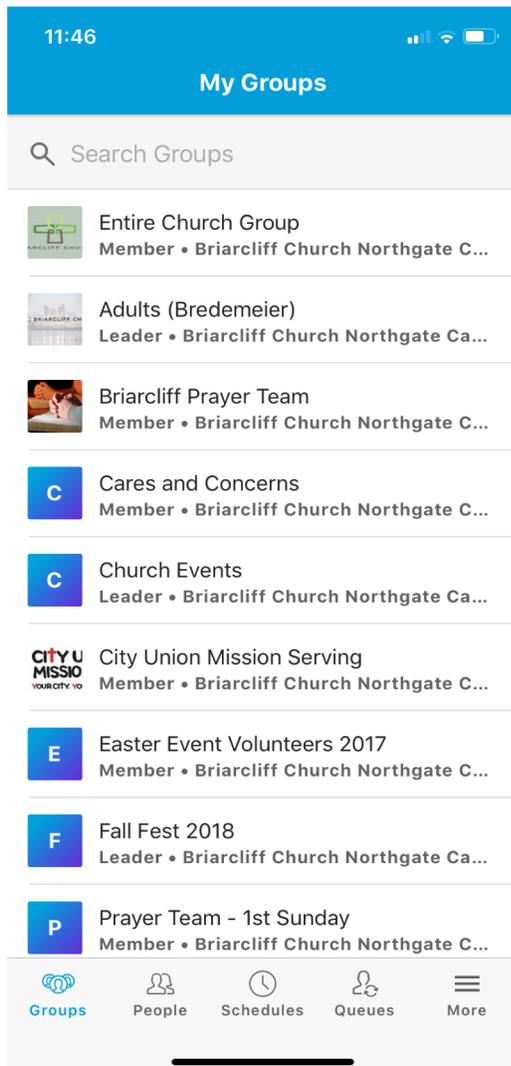
Adding and Removing Small Group Members

Church Community Builder LEAD App

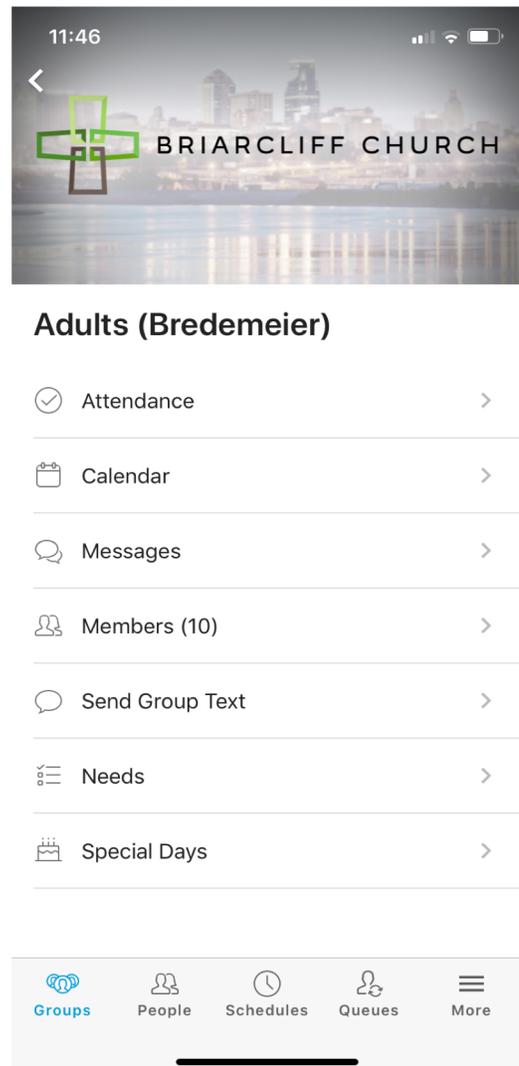


IF you have the LEAD mobile application installed on your phone, removing add adding participants is quite easy. If you want more information about the LEAD app, please visit www.briarcliff.church/sgl.

On your app home page, click on the name of your small group.

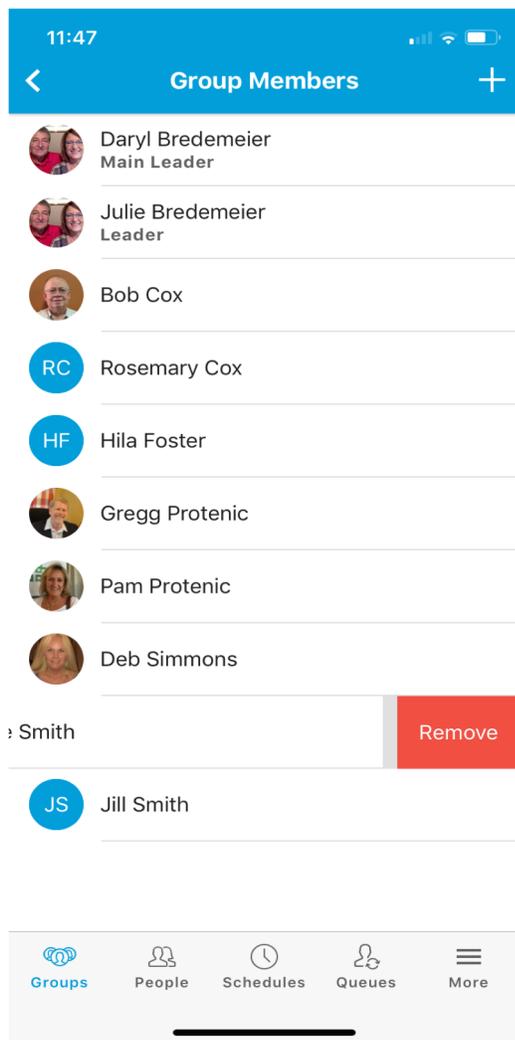


On your group home page, click on "members".



To remove a member, swipe left on their name and select “remove.”

To add a member, click on the plus sign to be taken to the Add Member screen.



Begin typing the person’s name. When their name appears, tap it to add them to your group.

If the person’s name does not appear, try an alternate first name or just their last name. If their name still does not appear, they may not be in the system and will need to create a profile before they can be added.

