## 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 <u>www.briarcliff.church/sgl</u>.

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



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



## Adults (Bredemeier)

$\bigcirc$	Attendance	>
	Calendar	>
Q	Messages	>
27	Members (10)	>
$\bigcirc$	Send Group Text	>
×===	Needs	>
Ë	Special Days	>

	23	$\bigcirc$	20	$\equiv$
Groups	People	Schedules	Queues	More

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.

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	Daryl Brede Main Leade	emeier r			
	Julie Brede Leader	emeier			
	Bob Cox				
RC	Rosemary	Cox			
HF	Hila Foster				
	Gregg Protenic				
	Pam Protenic				
(See	Deb Simmons				
• Smith				Remove	
JS	Jill Smith				
ဏ္ဍာ Groups	People	() Schedules	Queues	More	

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.

11:48	3	ull 🕈 🗖
Cance	Add Member	
Q Br	ret	×
BB	Brett Bredemeier	
BF	Brett Fleming	
BM	Brett Matney	
BW	Brett Wilson	

