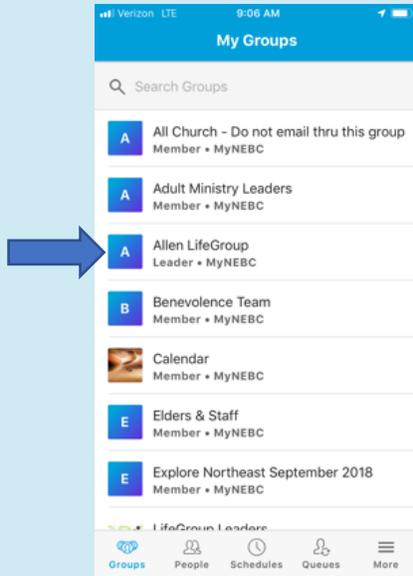


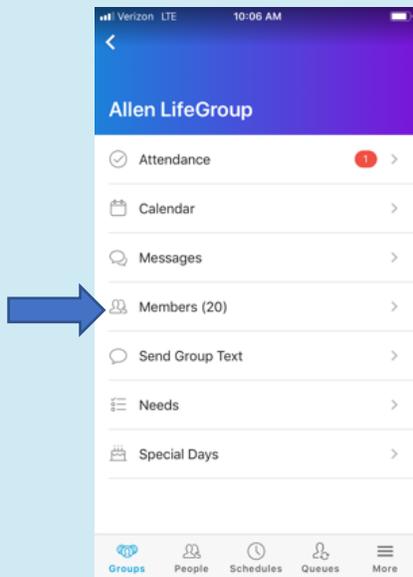
LEAD app – an extension of CCB.

ADDING GROUP MEMBERS

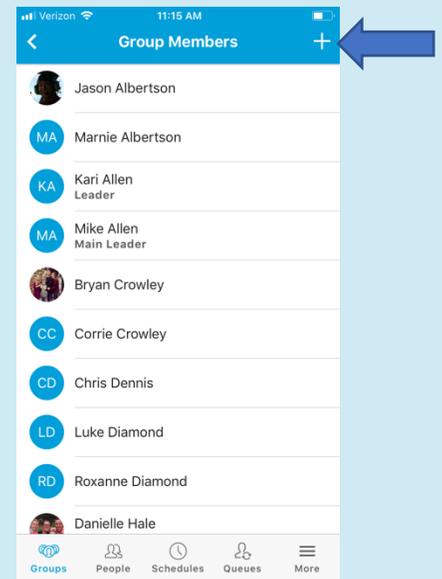
1. In the LEAD app tap on the correct group for your event



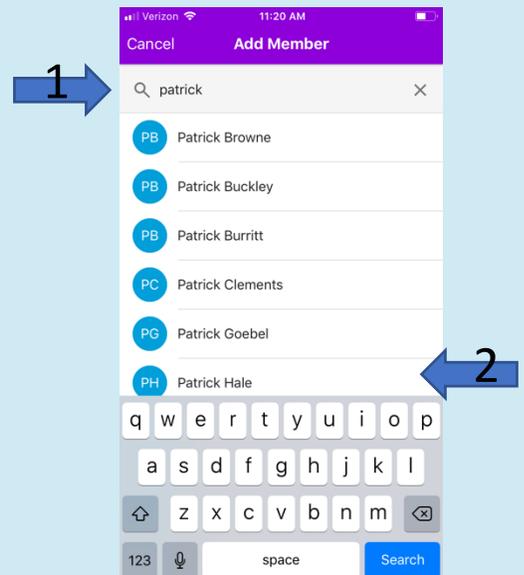
2. Tap on 'Members'



3. Your Group Member List will populate
 - a. Tap on the 'plus' sign at the top right corner



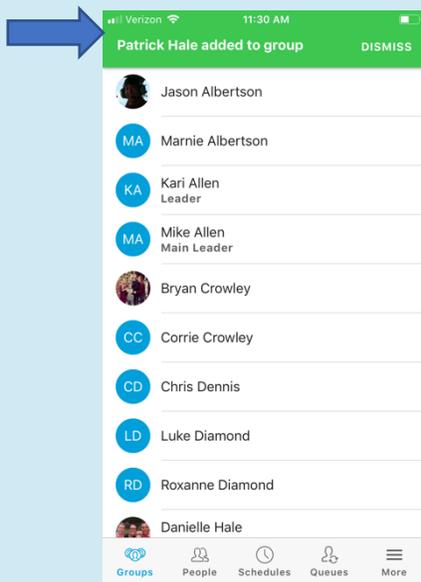
4. Type your new members name next to the magnifying glass
 - a. Tap on correct name from drop down list



LEAD app – an extension of CCB.

ADDING GROUP MEMBERS

5. You will receive this notification when your member has been added.



A FEW THINGS TO KEEP IN MIND:

- Any changes in LEAD will also change your group in CCB
- A member is someone who has attended your group 2 or more times.
- Can't find your new member on the list? Try searching by the first 3 letters of their first and last name. (ex. Pat Hal)
- Still can't find them? Contact danielle.hale@nebc.ch with their name, email and phone number to have them added into CCB.

6. Your new member is now on your group members list!

