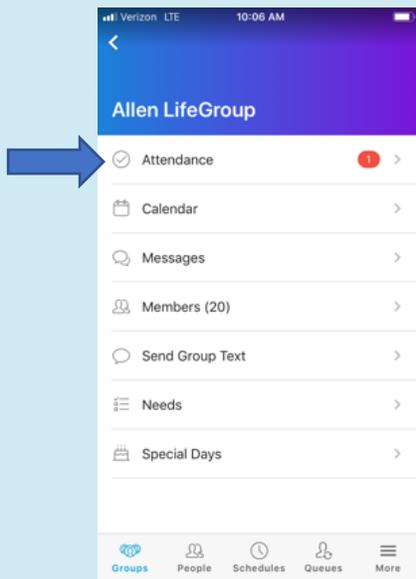


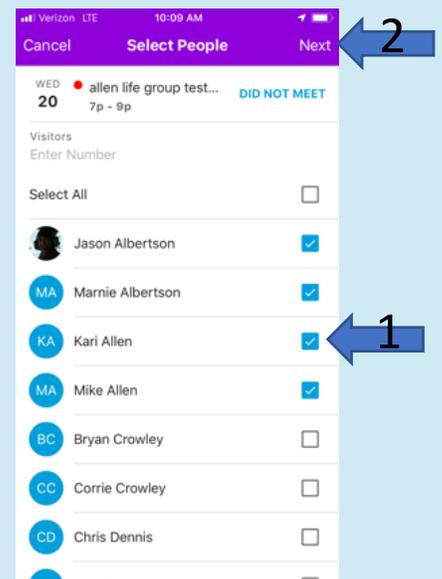
# LEAD app – an extension of CCB.

## RECORDING ATTENDANCE

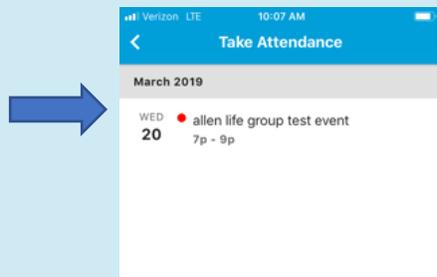
1. Tap on 'Attendance' (The red number shows how many events are planned for your group.)



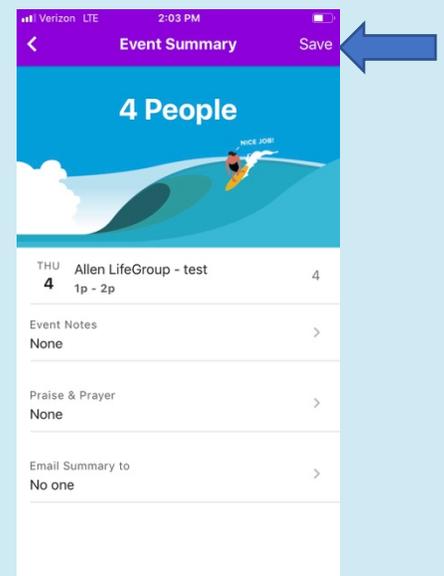
3. Tap on the square to the right of each group member that is present for the event.
  - a. Once all are complete tap on 'Next'.



2. On the 'Take Attendance' screen, tap on the correct calendar date for your meeting.



- b. Tap on 'Save' in the upper right-hand corner of the screen.



- a. Your group members will populate here
- b. Add number of visitors that are not on your group member list
  - i. Leave blank if none

Thank you for recording attendance!