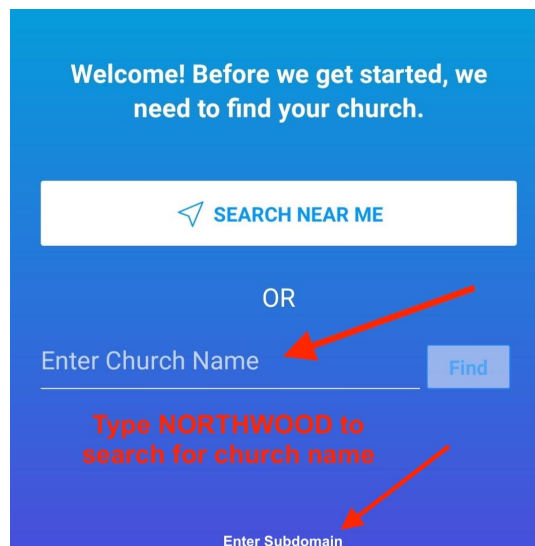


# LEAD app for Team Leaders

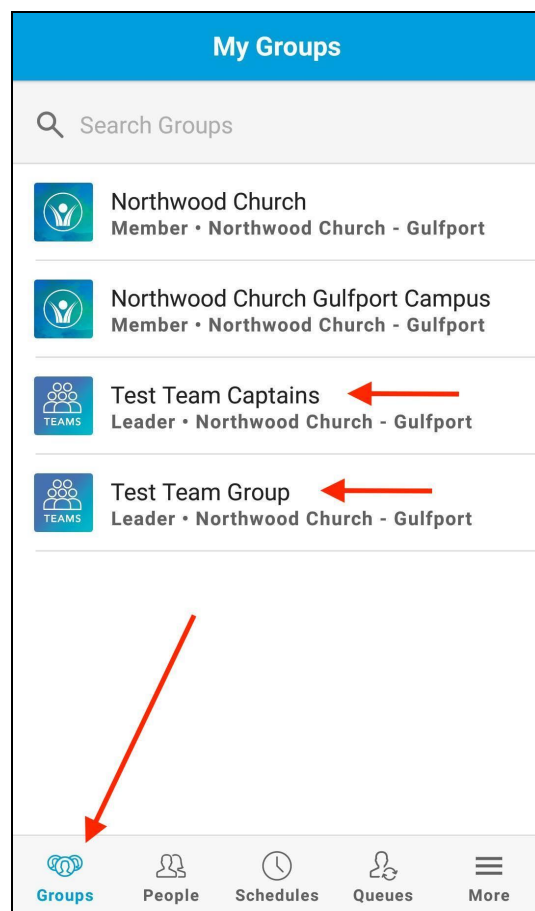
## GENERAL info

- Lead app is available for **Team or Group Leaders**.
  - Note: Lead app is not available for Team Captains or Team Members.
- Download the Lead app by Church Community Builder from your app store or google play.
- Once the app is downloaded, search by church name **Northwood** and select the appropriate location, or by clicking on “Enter Subdomain” and entering **Northwood**.
- Login with your MyNC login and password.
- **Team Leaders** can:
  - Add or Remove people from their group rosters.
  - View or Edit profile information for people in the group.
  - Take / Upload a photo of team members.
  - Communicate with volunteers through:
    - Group Messages (email)
    - Group Texts (twext)
    - Schedules
  - View Schedules
  - Manage Process Queues



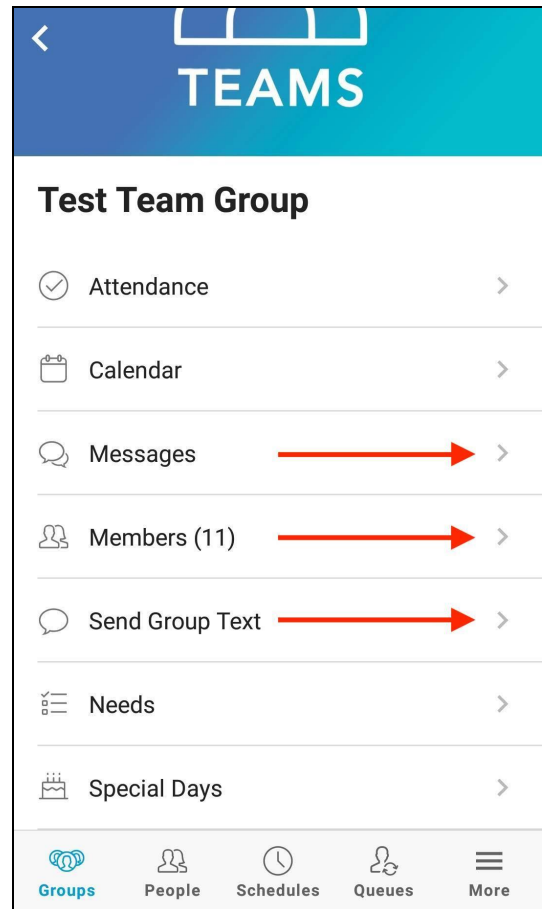
## GROUPS in lead app

- Select the **Groups** tab at the bottom screen.
- All groups you are a participant of will be listed.
- Select the Group name you want to open.



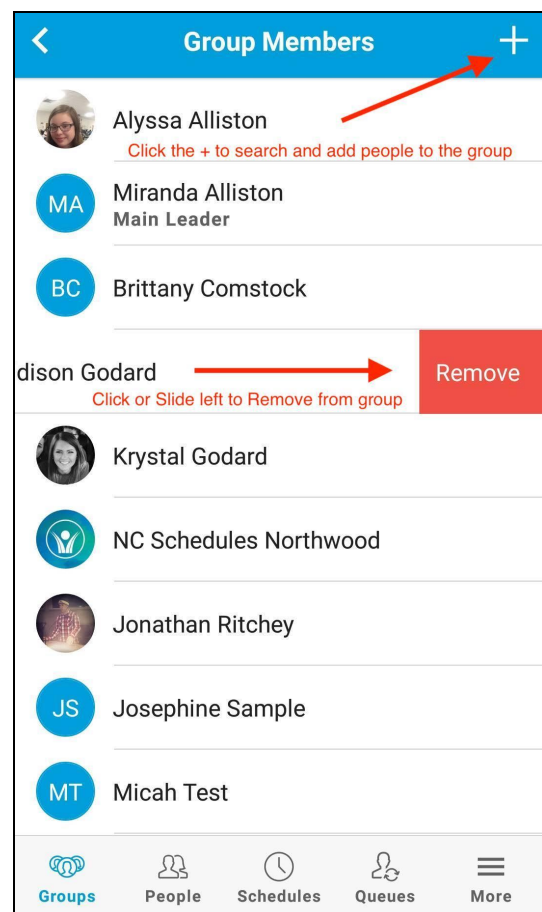
## GROUP messages & texts

- Leaders can view or create group messages (email) by tapping on the **Messages** menu.
- Click on the + sign to create a new message.
  - Enter subject & message.
  - Choose which participants will receive the message.
  - Click Send.
- Click **Send Group Text** to send a Twext.
- Note: Messages will be sent according to each group member's communication preferences. Group members must have an email address/phone number and carrier in their MyNC profiles to receive email messages or text.



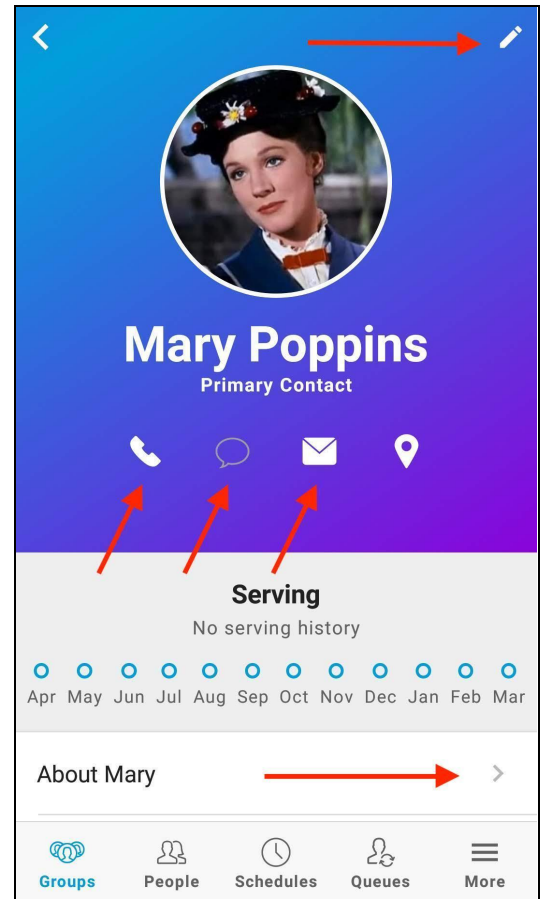
## GROUP members

- Leaders can view a list of members in the group by tapping on the **Members** menu.
- To **Add** a person to the group, click the + sign to search by name.
- To **Remove** a person from the group, click/slide left and select Remove button.
- To **View** more info about a person click on their name to open the person's profile.
  - Can call, text, email or edit profile info.



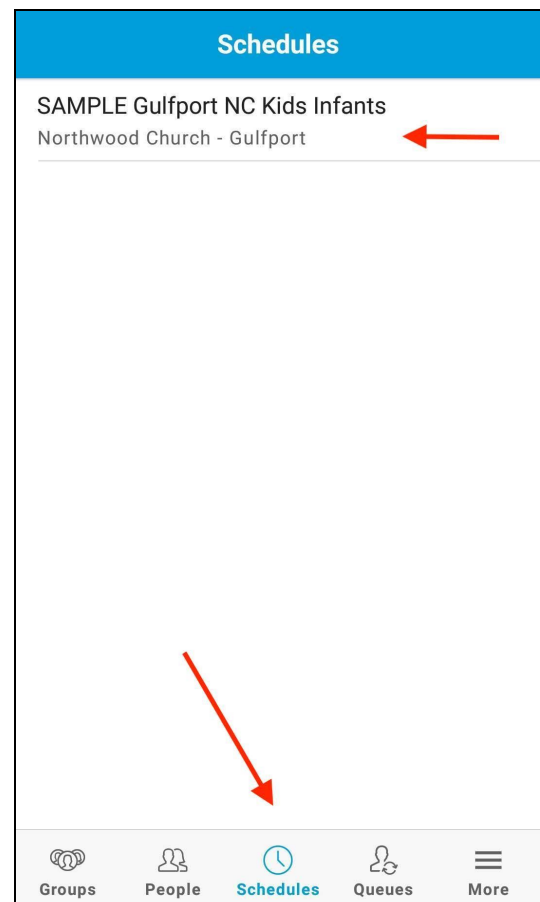
## EDIT profiles

- Leaders can Edit profile information for individuals in their group.
- Select **About** to view more information about the person you are viewing.
- Select the **Pencil icon** in the upper right hand Corner to **Edit** any information or add a photo
- Click **Save** to finalize edits.



## VIEW schedules

- Team Leaders can View Schedules by clicking on the Schedules menu.
- Click on a week to view. Team Leaders can:
  - Message, text, call Volunteers by clicking on a name.
  - Resend requests.
  - Add Volunteers.
    - **Note:** Lead app version of Schedules will view one week at a time. To view the full **Grid**, login to MyNC browser to see all weeks at once.



**SAMPLE Gulfport NC Kids ...**

CURRENT	PAST
Sun Mar 17 - Sat Mar 23, 2019	3
Sun Mar 24 - Sat Mar 30, 2019	3
Sun Mar 31 - Sat Apr 6, 2019	4
Sun Apr 7 - Sat Apr 13, 2019	4
Sun Apr 14 - Sat Apr 20, 2019	4
Sun Apr 21 - Sat Apr 27, 2019	4
Sun Apr 28 - Sat May 4, 2019	4

Groups People Schedules Queues More

**SAMPLE Gulfport NC Kids ...**  
Sun Mar 17 - Sat Mar 23, 2019

**Weekend Services**  
Sun Mar 17, 9a-11:35a

**NC Kids Infant Team**

**Infant Team Captain**

Krystal Godard **Accepted**

**ADD VOLUNTEERS**

**Infant Team Member** **1 needed**

Addison Godard **Accepted**

Josephine Sample **Pending**

**ADD VOLUNTEERS**

Groups People Schedules Queues More

**SAMPLE Gulfport NC Kids ...**  
Sun Mar 17 - Sat Mar 23, 2019

**Weekend Services**  
Sun Mar 17, 9a-11:35a

**NC Kids Infant Team**

**Infant Team Captain**

Krystal Godard **Accepted**

Call

Text

Email

Change Status

View Profile

Remove Volunteer

Cancel