

USING CCB AND THE LEAD APP TO BUILD YOUR ROSTER AND TAKE ATTENDANCE

Why do we ask you to do this?

Proverbs 27:23: "Know well the condition of your flocks, and give attention to your herds."

God has been kind to us by sending new people our way, so as our groups grow, we want to do our best to love, challenge and disciple well. Sometimes it can be hard to recall who came to group and who's been out for a couple of weeks. Taking attendance helps us be intentional about not letting people fall off our radar. From a church perspective, taking attendance gives data that's needed as we continue to form a disciple-making and multiplying culture.

Using CCB to Build and Maintain Your Roster and Message Your Members

- **View your roster:** Go to CCB - Church Community Builder by clicking [HERE](#). If you've never used CCB before, click the link that says "sign up" and follow the prompts.
- **Find your group:** Once you're logged into CCB, on the right side of the screen you'll see a section titled 'My Groups'. Your group will be called "(Year) (Type of Group) ____" (the blank space is your name). Click on it. From here you can send email messages to your group members (click "messages") and view your roster (click on the 'participants' section). You may want to use the report feature at the top right to import your group members into an Excel spreadsheet - from there you can send emails from your own email platform.
- **Adjust your roster:** Remove anyone from your roster who is no longer in your group- or add people who are in the group, but not on your list. It's pretty intuitive to add/remove folks from your group (click the 'participants' tab, select 'add member', select 'people by name', and type in the name of the person you want to add). Please let us know if you have any questions.

Using the LEAD App to Take Attendance and More:

The LEAD app is the app-based version of CCB - you can use it to take attendance, update your roster, and take notes on your small group meetings.

- **Download the LEAD App:** Go to the App Store and download the *LEAD App by Church Community Builder* to your phone.
- **Log-In:** Once you download the App, you'll be prompted for the RADIUS CCB URL. In the box that asks for our church code, type *Radius*. After that, simply log-in using your email (or username) and CCB password. If you don't have these, email your campus or groups pastor and we can get you a log-in profile.
- **Select Group:** Once you have logged in, your group should pop up. Click on the group, and you'll be taken to a new page.
- **Take Attendance:** Once you are at the main page for your group, click on "Take Attendance." From there you check who was able to attend, add any notes you'd like to share, and save the form. At the end it will ask you who you'd like to receive the summary. Select "group leaders."
 - You can only take attendance once your scheduled meeting has happened.
 - You will get reminders to take attendance.
 - If you forget, you can go back and take attendance after your group has occurred.