

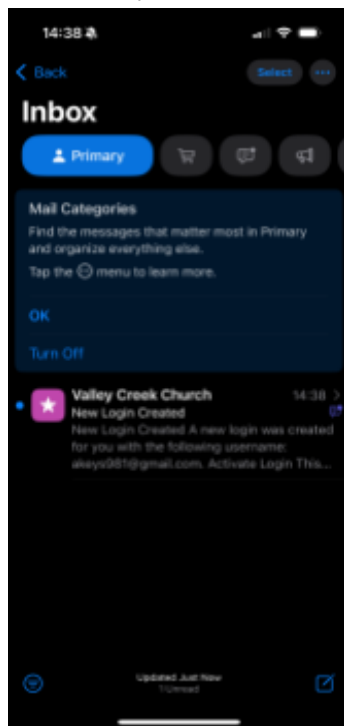


LEAD APP INTRO

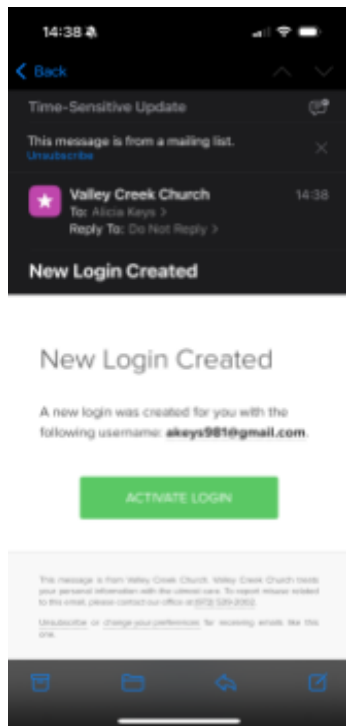
designed to help you lead and love people well

ACTIVATE YOUR ACCOUNT

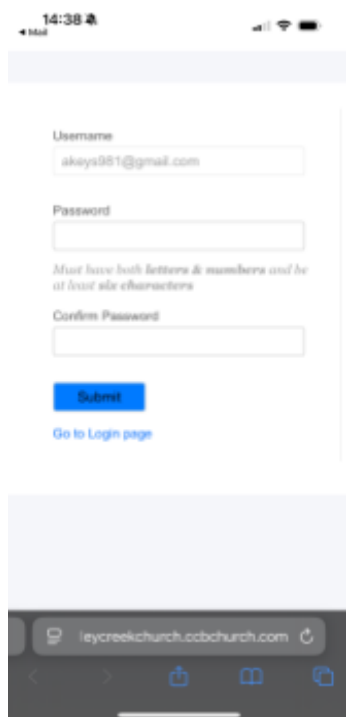
STEP 1: Open the email you will receive once your login is created:



STEP 2: Select the green 'Activate Login' button in the email:

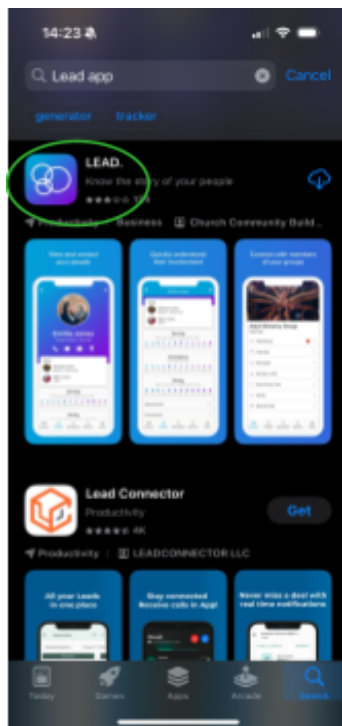


STEP 3: Create username & password:

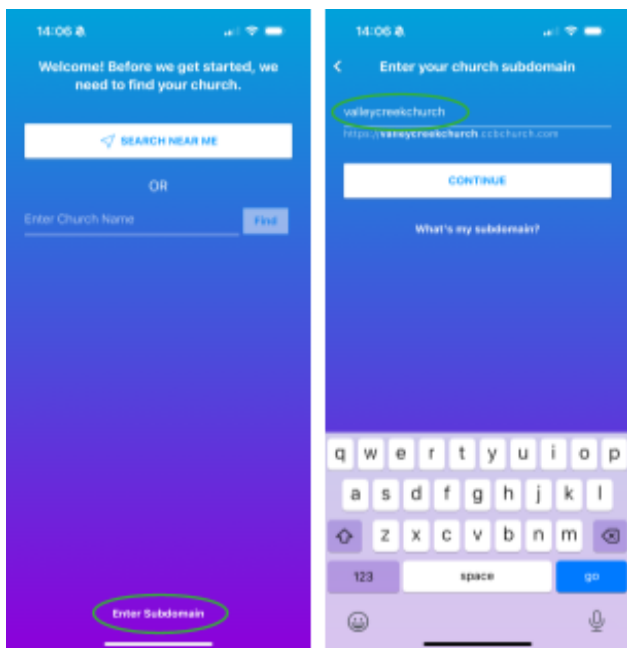


DOWNLOAD THE LEAD APP

STEP 1: Search for the LEAD App in app store:

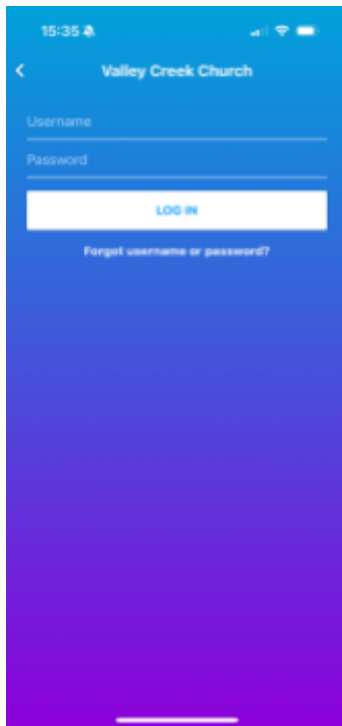


STEP 2: Select 'Enter Subdomain' at the bottom, then search for '*valleycreekchurch*':

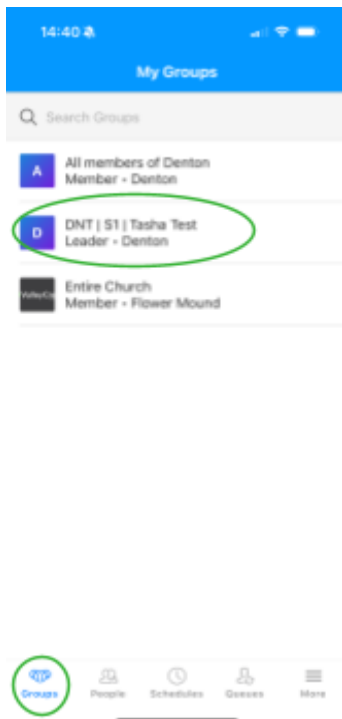


LOGIN & NAVIGATION

STEP 1: Use the username & password you created earlier to log in:

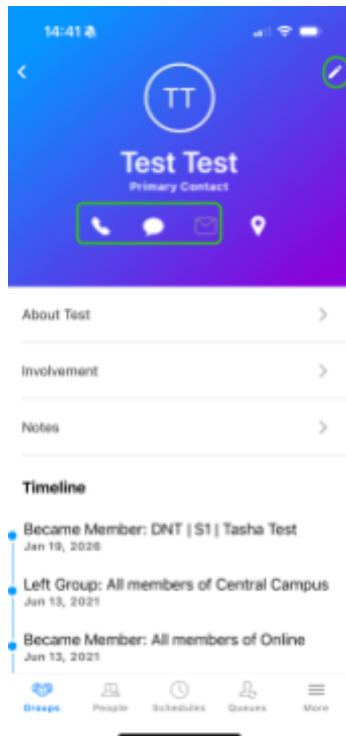


STEP 2: Navigate to 'Groups' where you will find your Circle:

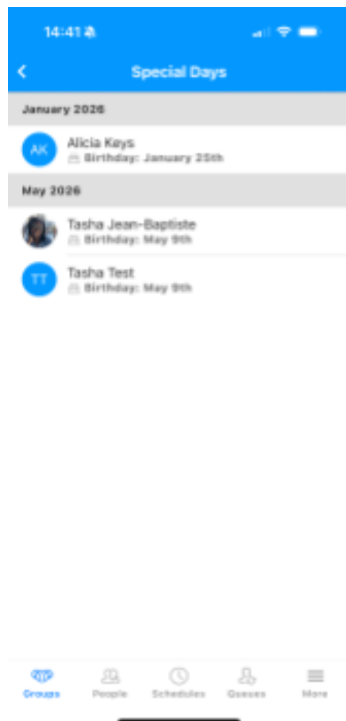


STEP 3: From here, you are able to record attendance and manage the people in your Circle (see additional resources for step-by-step instructions)

STEP 4: To look up member contact information, select a name and choose how you would like to contact them. Use the pencil icon to update contact info:



STEP 5: Navigate to 'Special Days' to view birthdays, anniversaries, etc. for Circle members. This is a way to lead small & love people well:



Additional resources:

[Circles | Taking Attendance | How-to](#)
[Circles | Adding to Roster | How-to](#)
[Circles | Removing from Roster | How-to](#)