



TAKING ATTENDANCE THROUGH THE LEAD APP

1. Using the Lead App, find your Circle. You can do this by searching for your name under the "Groups" tab.
2. Go to the "Members" tab if you need to edit your members. Tap the + in the top right to search and add people as new members. Swipe to the left on someone's name to remove them from your Circle.
3. When you're ready to take attendance, tap "Attendance" in the action list for your Circle and select the correct date.
4. Check the box for each person who attended (including yourself), then tap "Next" in the upper right corner.
5. Tap "Event Notes" and add a summary of the responses to the question mentioned in the leader section of the Circle Guide for that week. Once you're done, tap "Add" in the upper right corner.
6. Tap "Email Summary To" and select "Leaders."
7. Tap "Save" in the upper right corner.