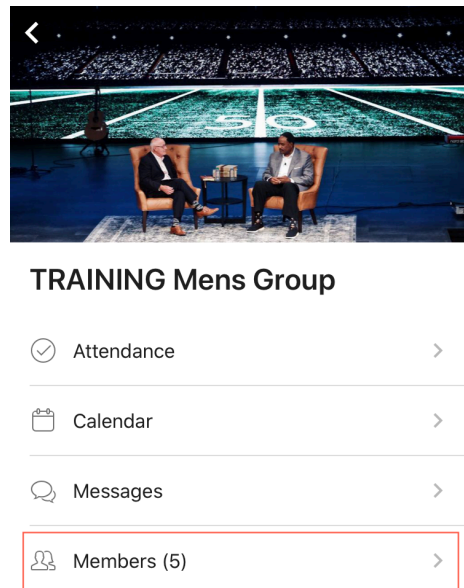


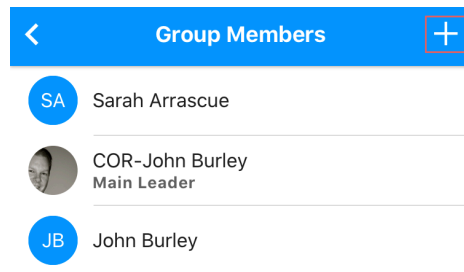
# Groups Guide – Taking Attendance

LEAD APP Version

1. From your Group screen, select *Members*



2. Tap the + to add a member



3. Start typing the name in the search box and then tap it when it comes up.

If the person is not in the database, email your Campus Coordinator to have them added.

