SMALL GROUP LEADER: Lead App User Guide
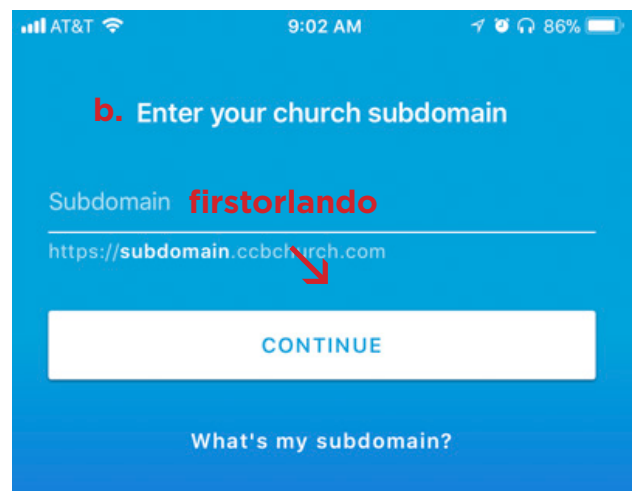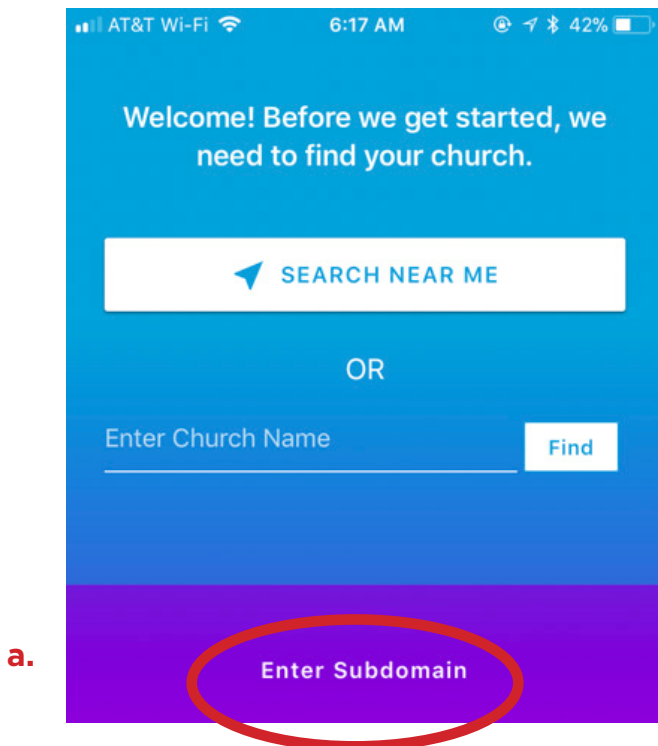
1. **Download**
   a. Download the "LEAD" app to your smartphone.
   b. Once download is completed, open the app.

2. **Set up** (Pictures below)
   a. At the bottom of the screen, select "enter subdomain"
   (Super important step. A lot of people miss this part and can't log in. Please make sure you go to the bottom and click on "enter domain". DO NOT use the search feature.)
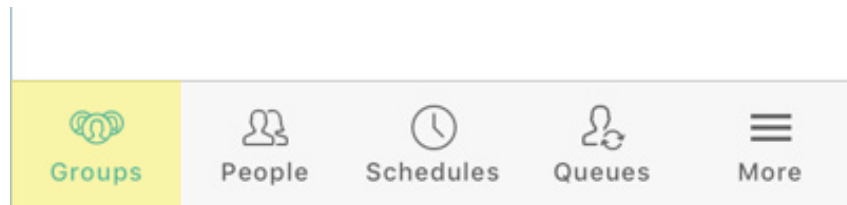
   b. Type **firstorlando** then click continue.

3. **Log In**
   a. Use your MyFirstOrlando.com log in username and password to sign in.
   • If you do not have one, please email MiriamCurl@FirstOrlando.com

Groups in Lead App

Finding Your Group:
1. Click on the "Groups" tab located on the bottom of your screen.
2. A list of all your groups will be shown. Click on the group you want to work with.
a. Ex: JY: Students- 6th Grade Boys 1

Finding a Contact/Personal Information on your Group Members (and their family members).
1. Go to your group's page (steps above).
2. Click on the "members" tab.
3. Select a group member's name to go to their profile.
   a. Once you are on their profile, you should see the "family" members listed on top. You can click on any of the family members at any time to view their profile information.
4. Scroll down on the individual's profile and click on "About (their name)"
   a. You should now be able to see their contact and personal information such as phone number, address, email, birthday, etc.

Disclaimer:
• Not all individuals will have family members listed on their profile.
• Not all individuals will have all their contact or personal information listed available.

Example: phone number, email, address, birthday...
The reason for any missing information is because the individual simply has not shared that information with us.