



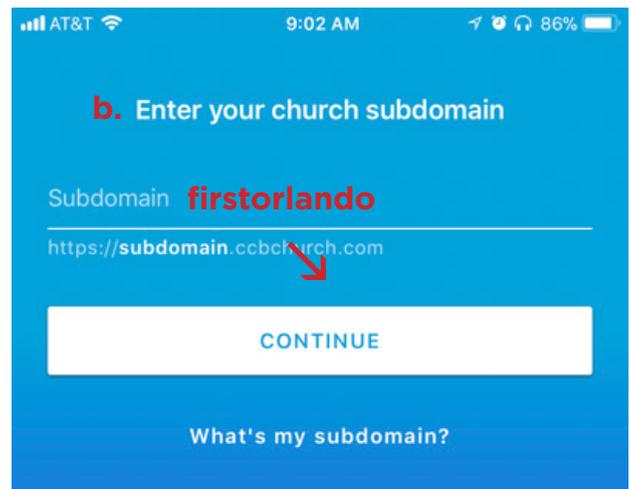
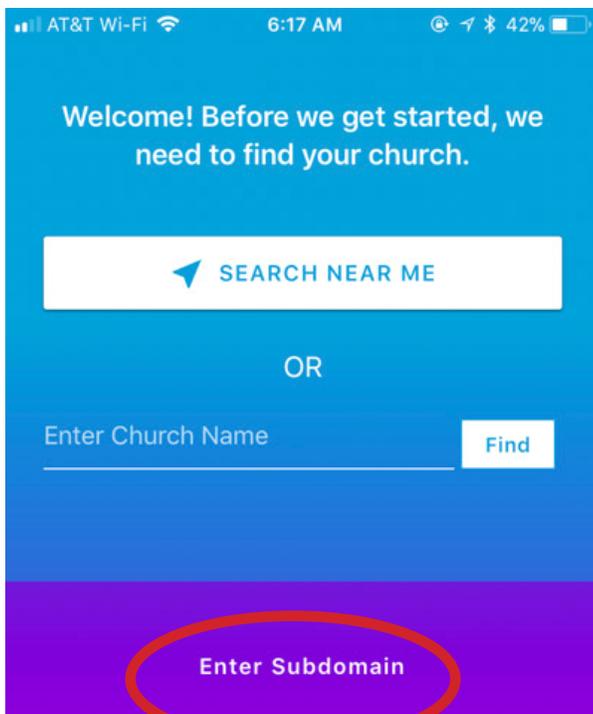
## LEAD APP: How to Take Attendance

### 1. Open the “LEAD” App

- If you haven't already, download the “Lead” app to your smartphone.
- Once download is completed, open the app.

### 2. Set up

- At the bottom of the screen, select “enter subdomain”
- Type **firstorlando** then click continue.



### 3. Log In

- Use your MyFirstOrlando.com log in username and password to sign in.
- If you do not have one, please email [MiriamCurl@FirstOrlando.com](mailto:MiriamCurl@FirstOrlando.com)

## Groups

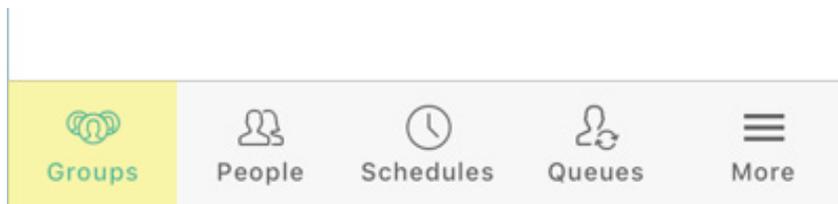
Once you are logged in to the “Lead” app, on the bottom of the screen you will see a menu tab. The Groups tab (the first icon on the bottom left) is where you will be able to see a list of your small group participants, take attendance, contact your group members and more.



### Groups

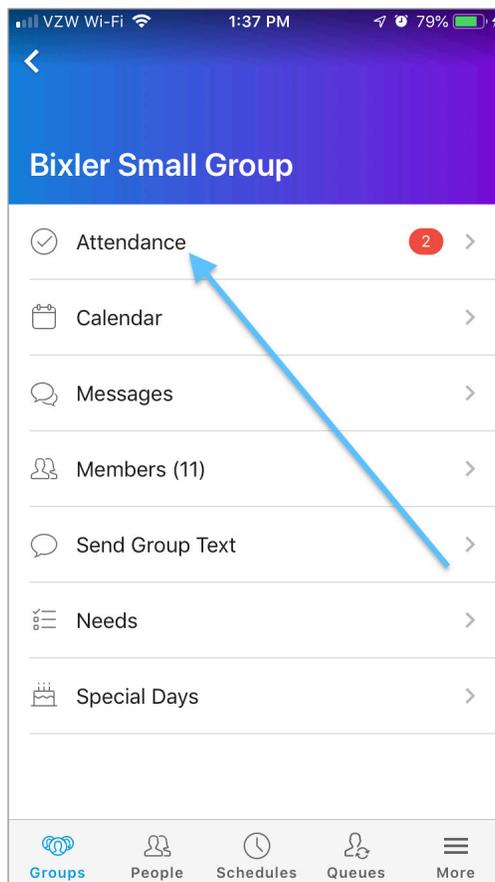
### Finding Your Group

1. Click on the “Groups” tab located on the bottom left 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 Girls 2

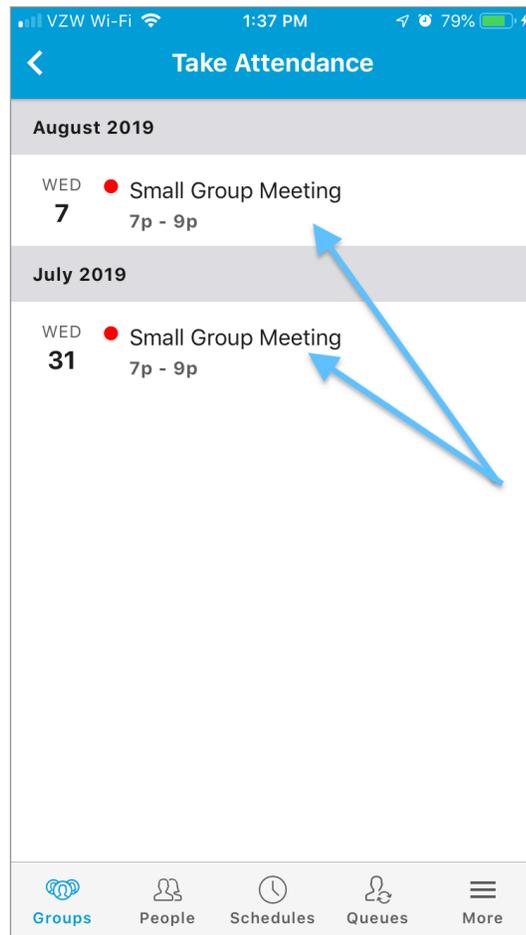


### How to Take Attendance

1. From the group’s tab, click on “Attendance”.



2. Start by tapping on the event you want to record attendance for:



3. Select those who are “present” by tapping on their name. Once you do so, a check mark will appear by their name.
4. When you are done taking attendance click on “NEXT”, located on the top right of your screen. Then, click on “SAVE”, located on the top right of your screen.

### Questions

Please email [MiriamCurl@firstorlando.com](mailto:MiriamCurl@firstorlando.com)