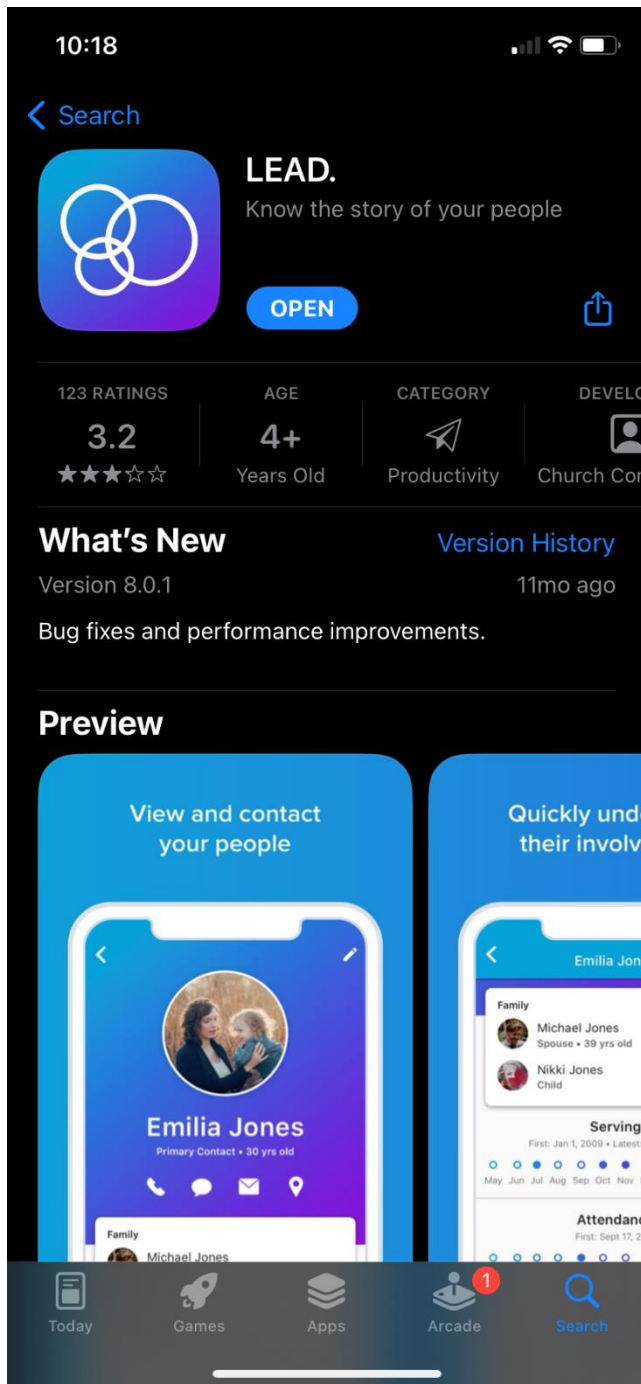


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Below are instructions on how to access Grace Connect from the LEAD App.

1. Search “Church Community Builder” in the App Store or Google Play. The correct app will come up labeled as “LEAD”.



After you download the app, it will ask you to enter the church name.

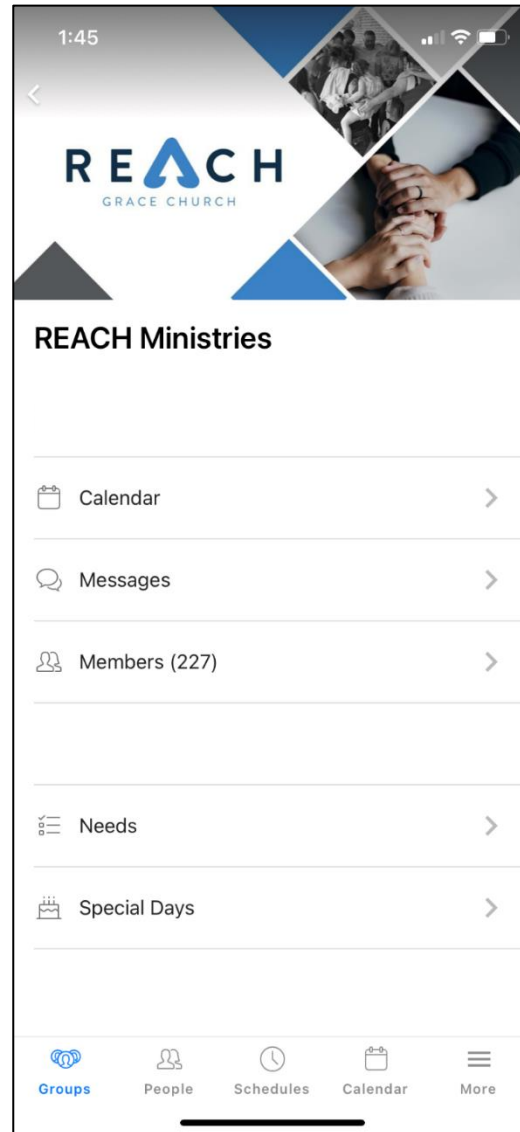
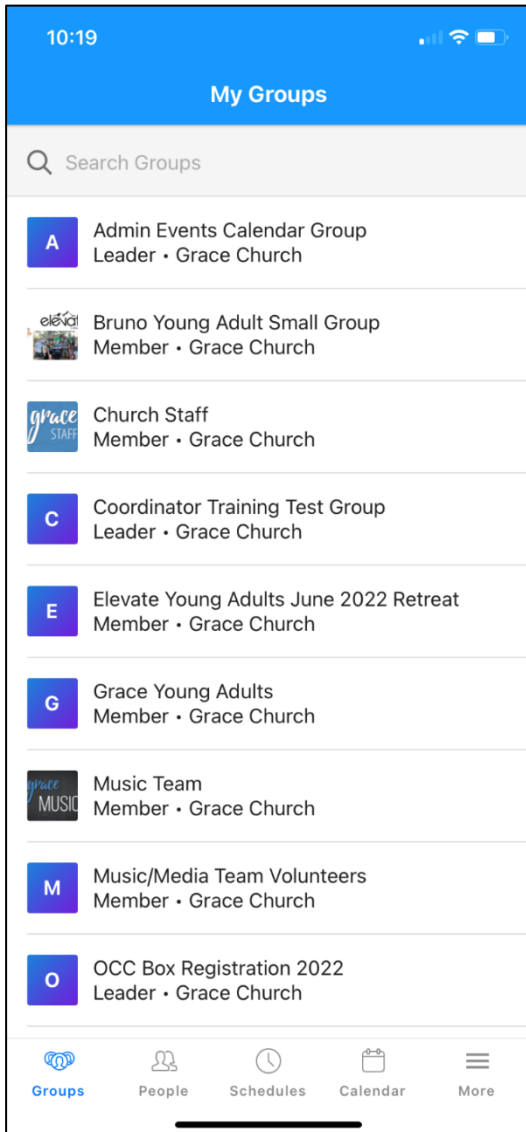
Enter **“Grace Church”** and choose the one with the following address:

6969 Sheridan Blvd.
Arvada, CO 80003

Next, it will ask you to put in your username and password. Click “Forgot password” if you can’t remember your login info.

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- After you are logged in, you will see the *Groups* page. If this page does not appear, use the tabs on the bottom to navigate to *Groups*.

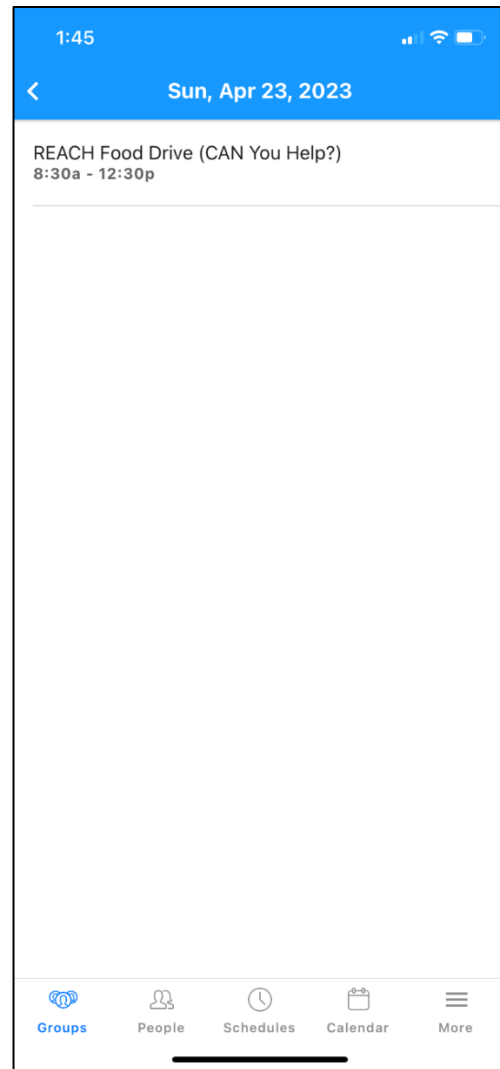
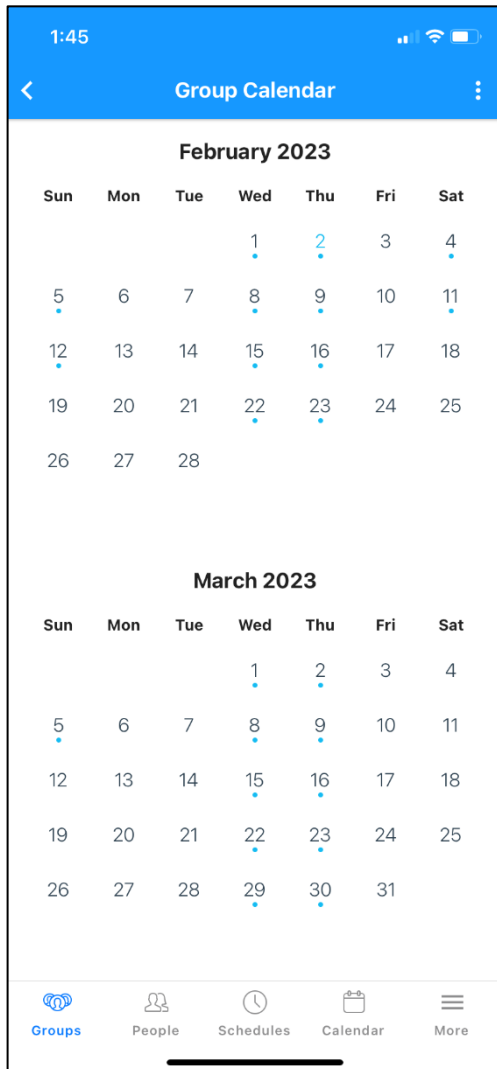


- When you get to this Group page, search the title of your ministry team. Ex: REACH Ministries, Money Mentor, Clean Wheeling, Car Show, Backpack Drive, etc. It should bring up the related REACH group.

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4. There are a lot of options that you can explore within each group.
 - To see the description of the team and the status of the team (active or in the process of launching), you will need to access Grace Connect *via a laptop/computer or web browser* and view the **Info** tab.
 - The **Messages** tab shows you all the past messages that have been sent to the group, and you can also view any comments left on a particular message. Group Leaders can send messages to the group here. Reminder: all messages are also delivered as an email.
 - Click on the **Members** tab to view a list of everyone in that group.
 - The **Needs** tab shows all the current needs. *You can view past needs lists via your laptop/web browser.* We often use a needs list to ask people to sign up when donating items or bringing items to an event. You can view all of those on the Needs tab, including if you signed up for something and need a refresher on what you signed up to bring!
 - The **Special Days** tab will show you the birthdays and anniversaries of everyone on your team.
 - The **Calendar** tab is also important! Clicking on the Calendar tab and will bring you to the page below. There are small blue dots on the dates that have events scheduled. You can click on the date with the blue dot to see the scheduled group event for that day. You can also click on the event and “View Description” to see the details (see pictures on next page).

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Note: you cannot view as much information on the Grace Connect app compared to accessing Grace Connect on your laptop or via a web browser.

Thank you for viewing these instructions!

Grace Connect is a very valuable tool for Grace Church, and especially for REACH volunteer leaders! If you have any questions, please email REACH@gracechurchco.com.