HOW TO ADD A GROUP MEMBER TO YOUR GROUP

From CCB Desktop Version
1) LOG INTO YOUR GROUP at https://overlake.ccbchurch.com/goto/login
2) UNDER "GROUP ACTIONS" CLICK "EDIT PARTICIPANT LIST"
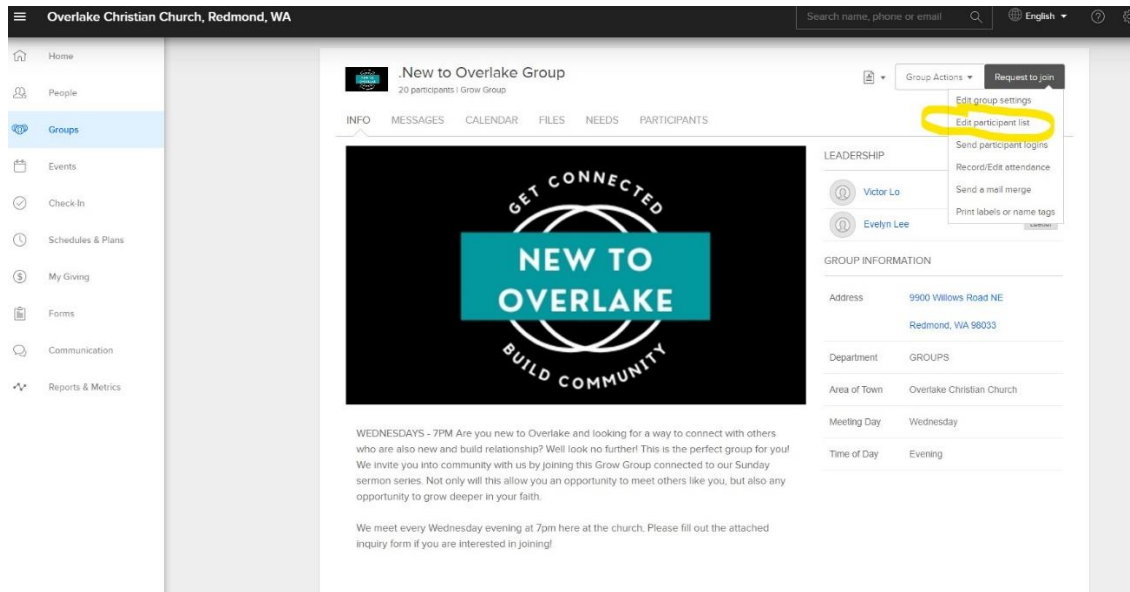
3) CLICK "ADD OR INVITE NEW PEOPLE"
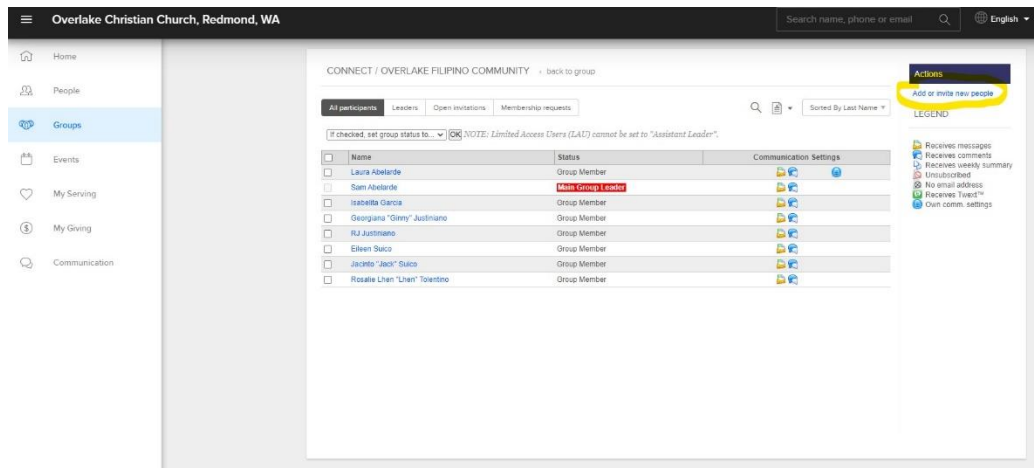
4) TWO SEARCH OPTIONS
   - People by Name (name only)
   - People by Search (can search by name, phone number, email etc.)
5) Once you find the right person, click "Add Now". If the person IS NOT in the system, PLEASE EMAIL LauraA@occ.org and she will add them.
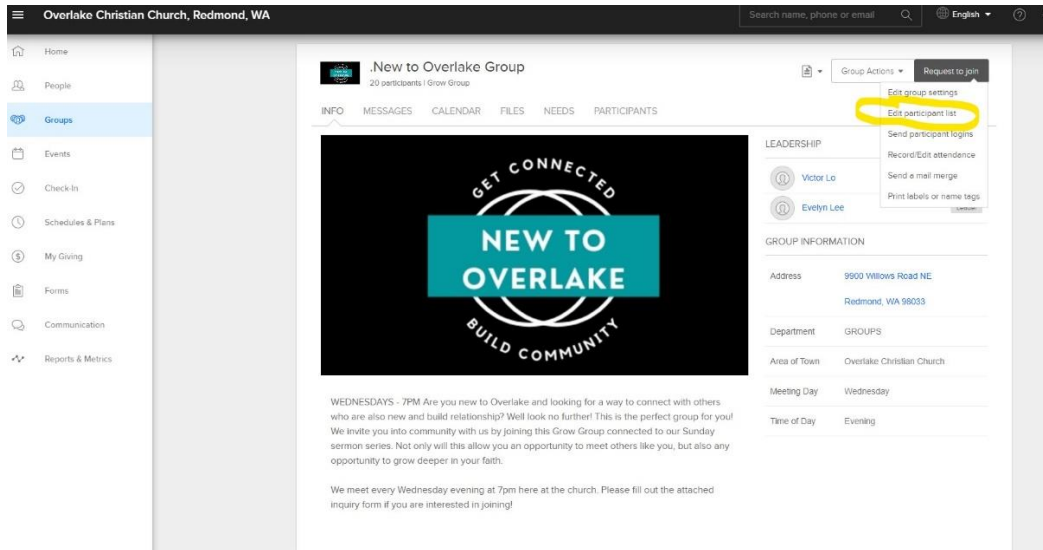
From CCB Lead App
1) SELECT YOUR GROUP
2) CLICK ON "MEMBERS"
3) CLICK THE + SIGN IN UPPER RIGHT-HAND CORNER
4) SEARCH FOR THE PERSON YOU WANT TO ADD

HOW TO REMOVE A GROUP MEMBER FROM YOUR GROUP

From CCB Desktop Version
1) LOG INTO YOUR GROUP at https://overlake.ccbchurch.com/goto/login
2) UNDER "GROUP ACTIONS" CLICK "EDIT PARTICIPANT LIST"

3) CHECK THE PERSON YOU'D LIKE TO REMOVE (the checkbox to the left of their name)
4) GO TO THE DROP DOWN CIRCLED BELOW & SELECT "REMOVE FROM GROUP"
5) THEN SELECT "OK"
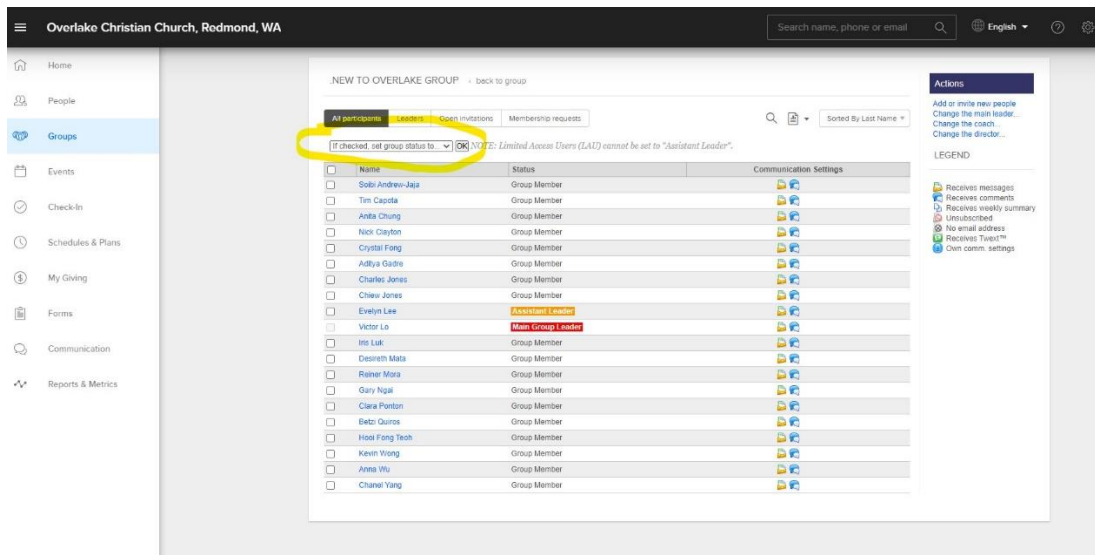
From CCB Lead App
1) SELECT YOUR GROUP
2) CLICK ON "MEMBERS"
3) HOLD AND SLIDE TO THE LEFT THE MEMBER YOU WANT TO REMOVE.
4) SELECT "REMOVE"