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"

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nts		Name	Status	Communication Settings	Receives messages Receives comments
		Laura Abelarde	Group Member	🖨 😭 🛛 🔒	Unsubscribed
Service		Sam Abelarde	Main Group Leader		 No email address Receives Twext^{Tw} Own comm. settings
avory .		Isabelita Garcia	Group Member	📮 😭	
My Giving		Georgiana "Ginny" Justiniano	Group Member	🔤 🕿	
		RJ Justniano	Group Member	🖨 🕿	
		Eileen Suico	Group Member	🗁 😭 /	
amunication		Jacinto "Jack" Sulco	Group Member	😂 🕿	
		Rosalie Lhen "Lhen" Tolentino	Group Member	🖨 😭	
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- 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"

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0	Check-In		Tim Capota	Group Member	📮 😭	Receives comments	
S			Anita Chung	Group Member	📮 😭	Unsubscribed	
0	Schedules & Plans		Nick Clayton	Group Member		No email address Receiver Twent?**	
0			Crystal Fong	Group Member	۵ 💭	Own comm. settings	
			Adilya Gadre	Group Member	📮 🐑		
\$	My Giving		Charles Jones	Group Member	2		
			Chiew Jones	Group Member	📮 🐑		
1	Forms		Evelyn Lee	Assistant Leader			
			Victor Lo	Main Group Leader			
Q	Communication		Iris Luk	Group Member	🖨 😭		
			Desireth Mata	Group Member	🖨 🛱		
N	Reports & Metrics		Reiner Mora	Group Member			
			Gary Ngai	Group Member	📮 😭		
			Clara Ponton	Group Member	📮 🛱		
			Betzi Quiros	Group Member			
			Hool Fong Teoh	Group Member			
			Kevin Wong	Group Member	🖨 😭		
			Anna Wu	Group Member			
			Chanel Yang	Group Member	📮 🛱		

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"