CCB Account Set-Up & Management

Step 1: Create a CCB login. A login prompt should have been sent to your email accounts. Let me know if you did not receive one. You might need to check spam accounts.

Step 2: Log in either on the desktop https://overlake.ccbchurch.com/goto/login OR by downloading the LEAD App by CCB (highly suggested). From either of these places you can manage your group, but I would recommend using the app as it is quick and easy!
**Note: If you need instructions on how to set up the LEAD App, click HERE.

Step 3: Locate & click on your group. Poke around a bit and check out the different features. I encourage you to watch this video **Managing Groups as a Group Leader** for all the details on how to manage your group.

Step 4: Take a few moments to make sure the details of your group looks accurate (day, time, description, etc). Update what needs to be updated.
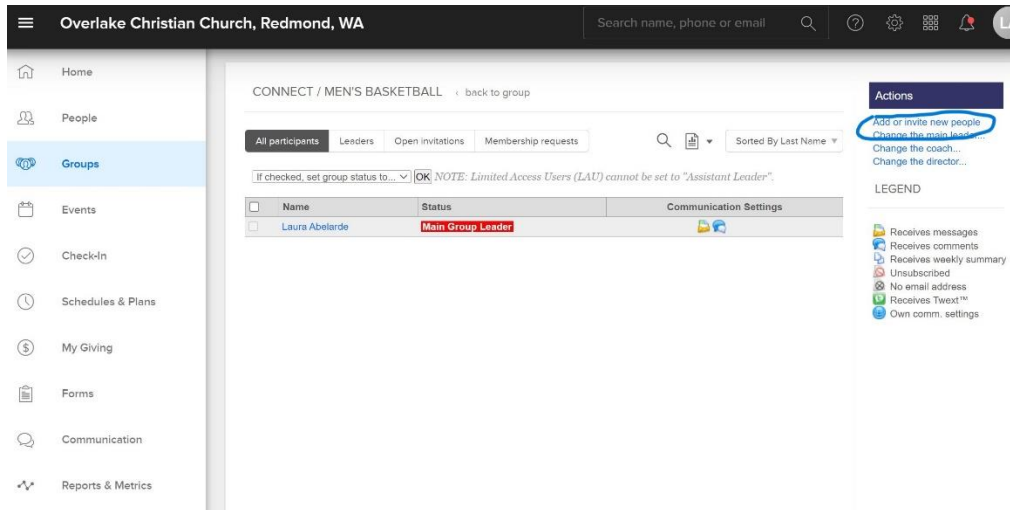**Note** Please don't change Group image or the Membership Type. The membership type should always be set to "Invitation or Request Required"

Other Details:

- **Member Requests:** You will be notified via CCB if someone new is wanting to join your group through an email. Please send them an email welcoming them to the group and with any relevant information. If they signed up while being logged into the system (CCB), you will find an "Accept" or "Decline" button in your group profile. Please accept them. If they signed up via a public search, then you will NOT see an Accept or Decline button and you will need to manually add them to your group.

- **Adding Members**: To add a member, go to Participants, then add a new person. When you go to add a member, if the person is not already in our database, then please send me their name & email so that I can add them and put them in your group.

- **Attendance**: For those of you who have regular meetings, you will need to make sure those are set up as "Events" on your Calendar as attendance can only be attached to an event. Please make sure under your events, that the attendance settings are set so that you will be notified to take attendance after each event (aka meeting). I believe I have already set this up. If you are not receiving attendance reminders, please let me know!
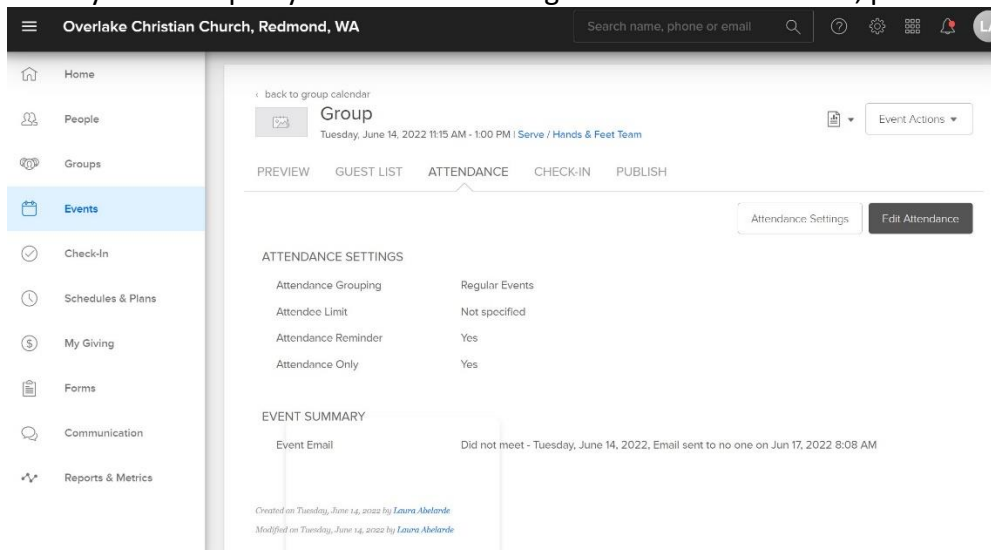
- **Interaction Types:** I have set up your group with the ability for group members to be able to interact with one another within the group (send emails to one another, see each others names, contact info, upload files, etc) If you prefer to NOT have this interface activated and simply be an "Announce Only" group (members cannot interact with one another within the group, only the leader can communicate), you can change this in the Group settings (Options-Interaction type).

Search name, phone or email

Home

People

Groups

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5 participants | Ministry Team

Group Actions ▾

Edit group settings

Edit participant list

Send participant logins

Record/Edit attendance

Send a Twext™

Send a mail merge

Print labels or name tags

INFO   MESSAGES   CALENDAR   FILES   NEEDS   PARTICIPANTS

Ministry Team

This team exists to be the "hands and feet of Jesus" to our church body and community. Often there are needs that come up where we are seeking folks like you who might be willing/able to help out. Examples could include:

- Help with moving

MEMBERSHIP REC

Sam Abela

LEADERSHIP

Laura Abelarde   Leader

GROUP INFORMATION

Department   MINISTRY TEAMS

Area of Town   Varies

Meeting Day   Varies

Time of Day   Varies