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## Using the Faith Teams Mobile App to Manage your Group

With Faith Teams, you can:

- See who has signed up for your group
- Approve them joining your group
- View their contact info
- Input attendance for your group weekly

**NOTE:** If you have not received an Email Invitation to use Faith Teams as a Group Leader, reach out to Cory Burcham at 662-415-3224

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Once you've downloaded the app, here are ways to use it as a Group Leader.

### Managing your Group:

1. Open the App
2. Click the 3 Lines in the top left
3. Click GROUPS
4. Click on the name of Your Group
5. Scroll down to the "Membership" section
  - You will see:
    - "Active Members"
    - "Registrations Pending"
    - "Events"

### Active Members:

This is where you can see the active members already approved in your group.

### Registrations Pending:

When sign-ups come in, they will be "pending." You will need to Approve them for your group. Simply "SWIPE LEFT" on their name and either Remove or Approve each one.

### Events:

Each week, input the attendance for your group. Simply click on the date of the group meeting, and then check the check box beside each name in attendance.

*Thank you for serving as a Group Leader! Thank you for creating a safe place for people to connect with others and grow in their relationship with God!*