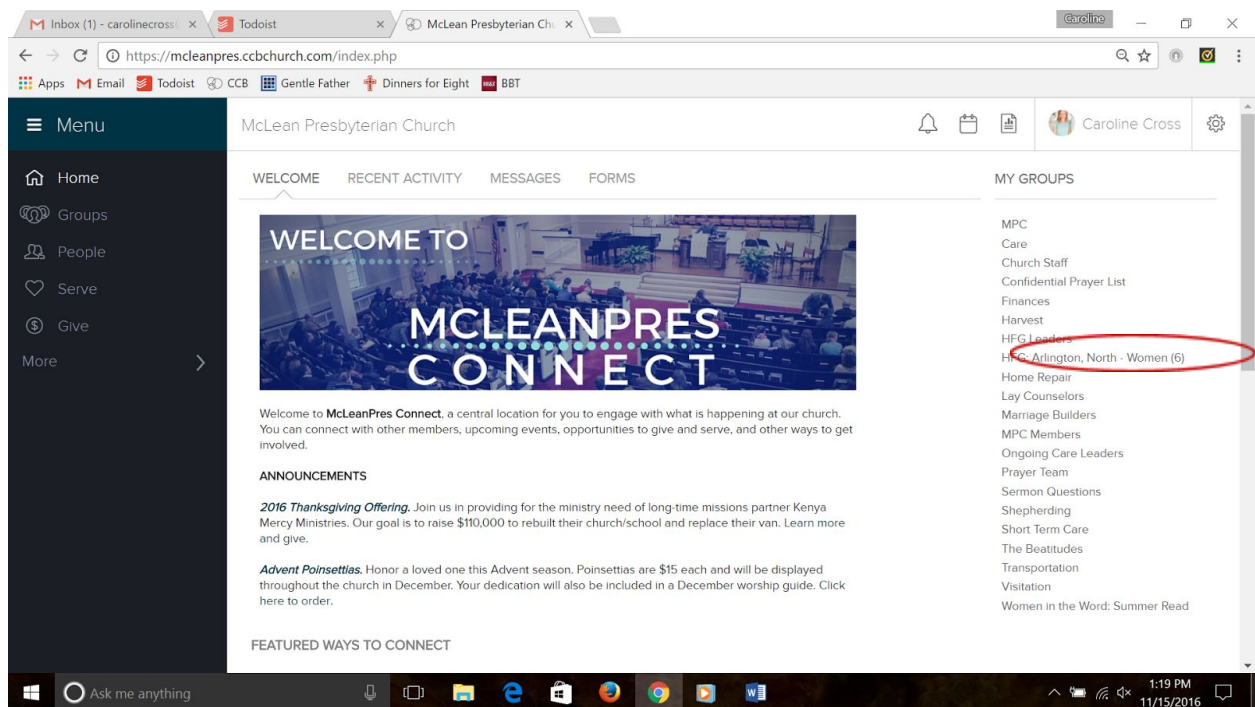


# USING MCLEANPRES CONNECT FOR YOUR CG

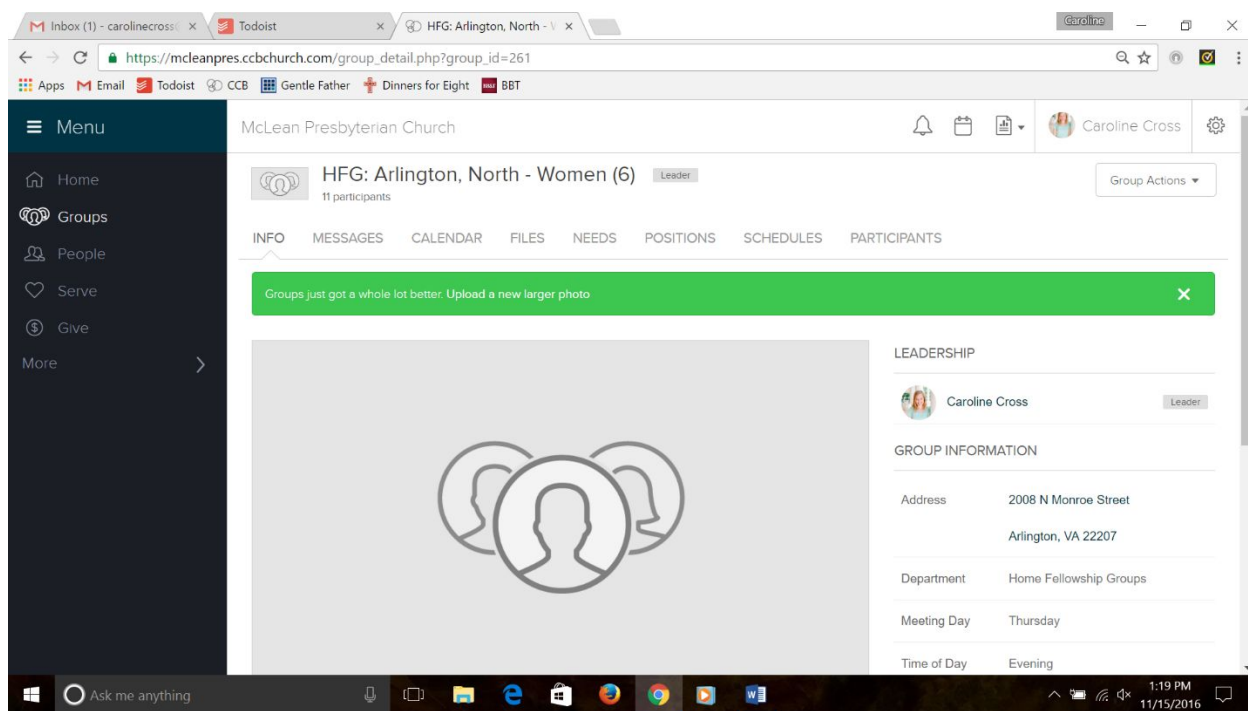
McLean Connect is a powerful database, ideal for small group organization and communication. Follow these simple steps to get started using McLean Connect for your group:

To access your group's page, log into McLean Connect and locate your group on the right side of the homepage.

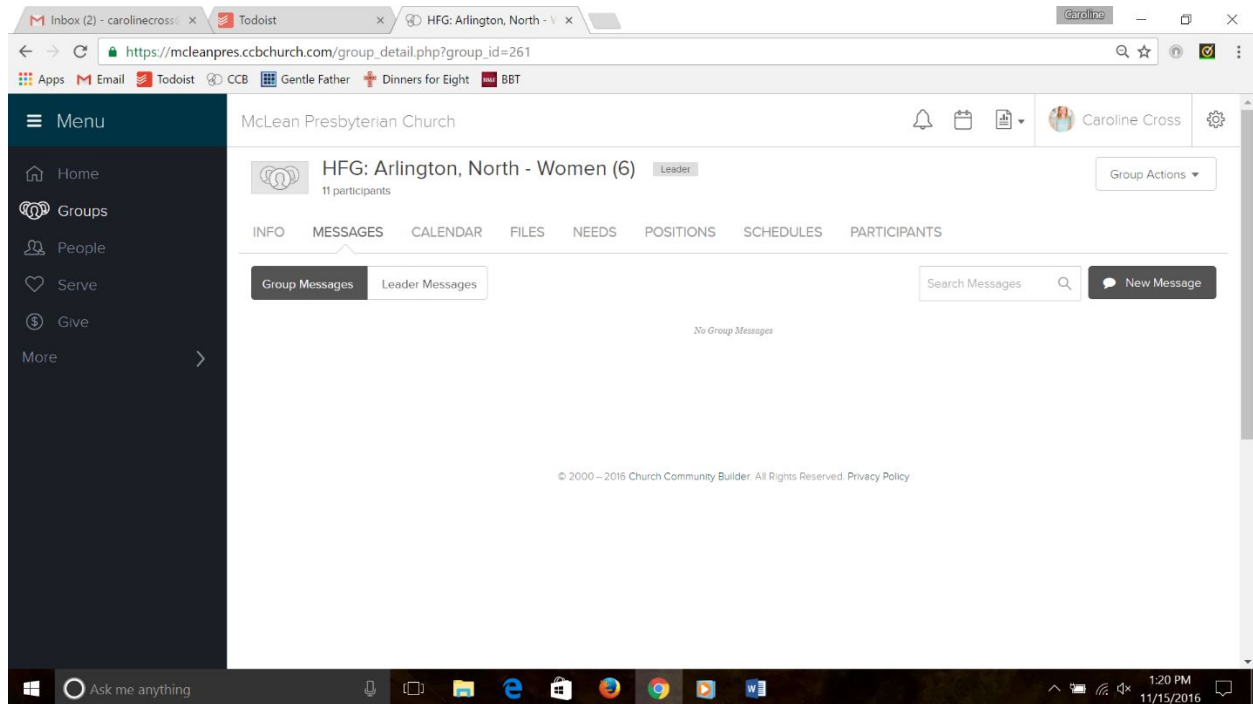


The homepage of your group will look like this. The address of the group's meeting place and the day and time of the meeting are listed on the right side of the page. You may also upload a photo to the homepage. Use the "Group Actions" button at the top, right of the page to make any edits.

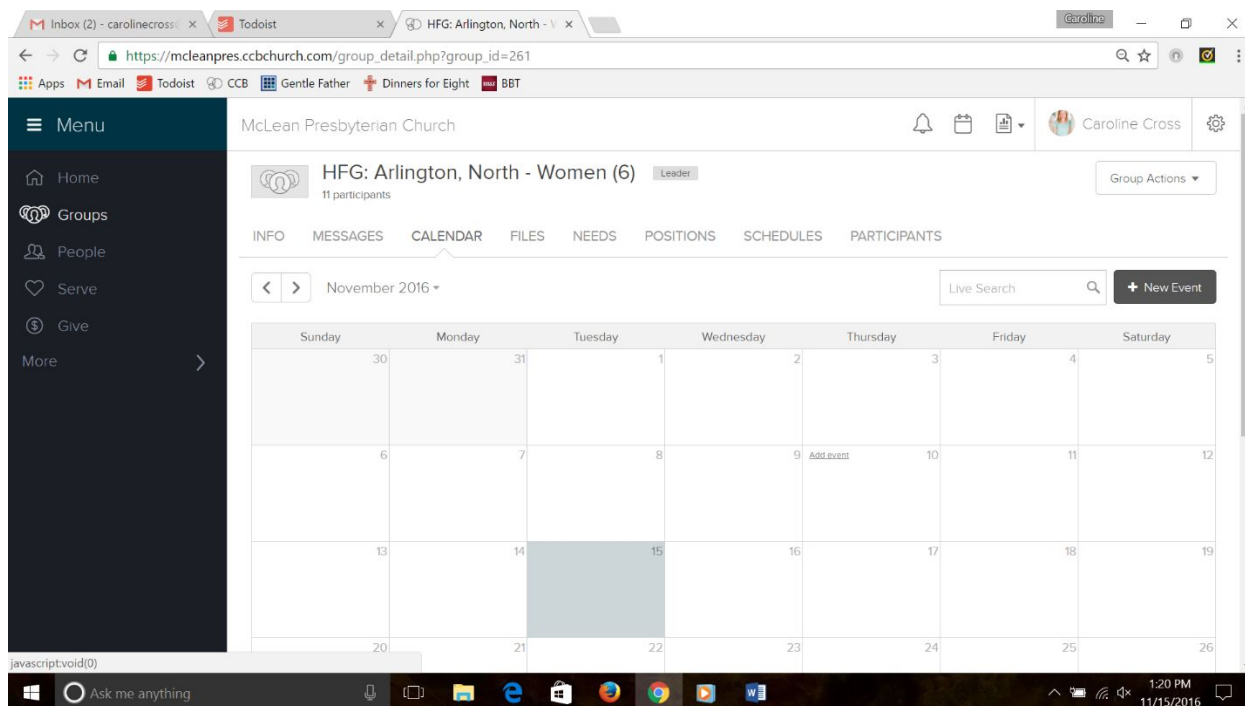
*\*Please make sure to update your group to include an address, meeting time, and meeting place.*



Use the messages tab as a way to send updates to your group.

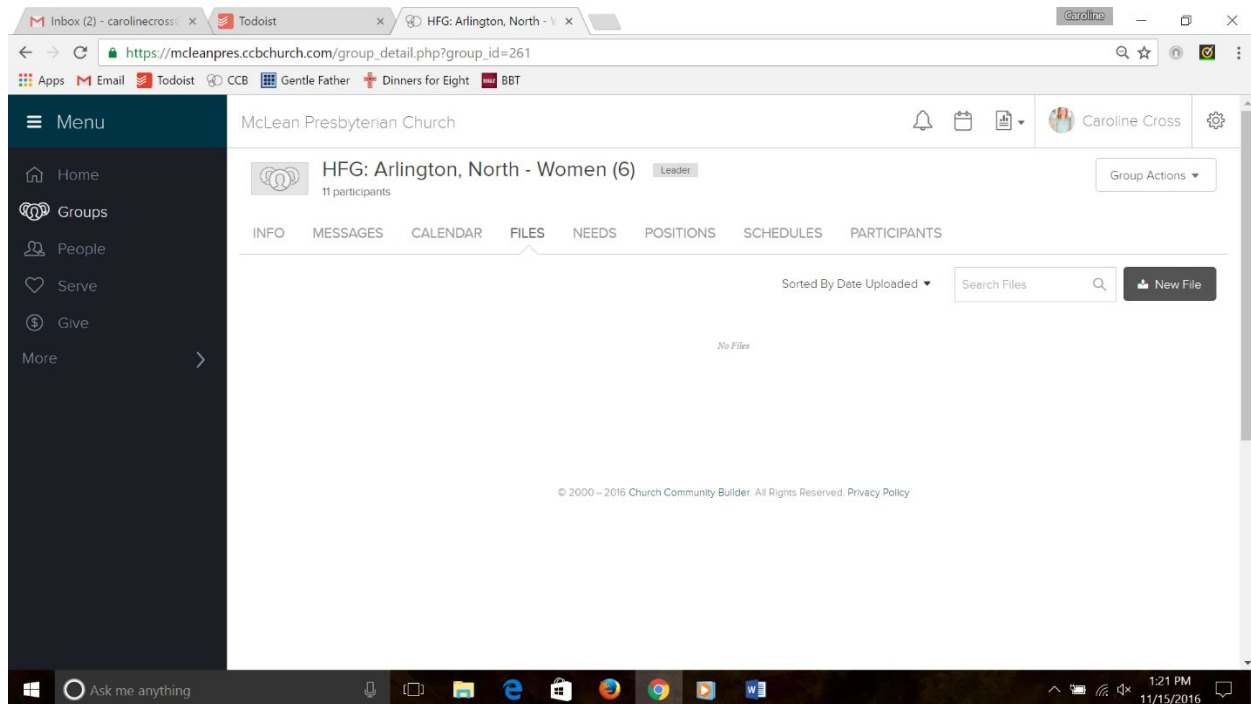


Use the calendar tab to mark meeting dates and special group events.



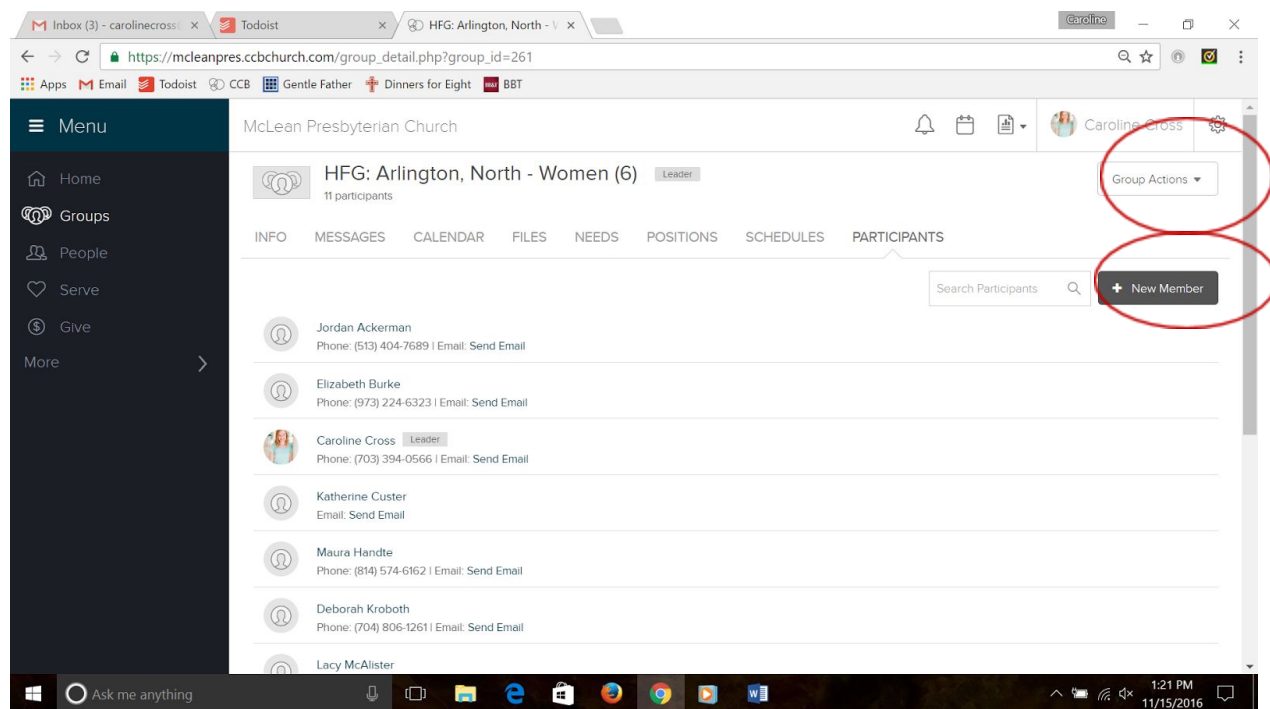
The screenshot shows a web browser window with the URL [https://mcleanpres.ccbchurch.com/group\\_detail.php?group\\_id=261](https://mcleanpres.ccbchurch.com/group_detail.php?group_id=261). The page is titled "McLean Presbyterian Church" and displays details for the "HFG: Arlington, North - Women (6)" group, which has 11 participants. The "CALENDAR" tab is selected, showing a monthly view for November 2016. The calendar grid includes days from Sunday to Saturday, with dates 30 through 26 visible. A "Live Search" bar and a "+ New Event" button are present. The browser's taskbar at the bottom shows various application icons and the system clock indicating 1:20 PM on 11/15/2016.

Use the files page to upload documents for the group. For example, if your group uses sermon questions, you may upload the weekly questions to this page for each group member to review before the meeting.

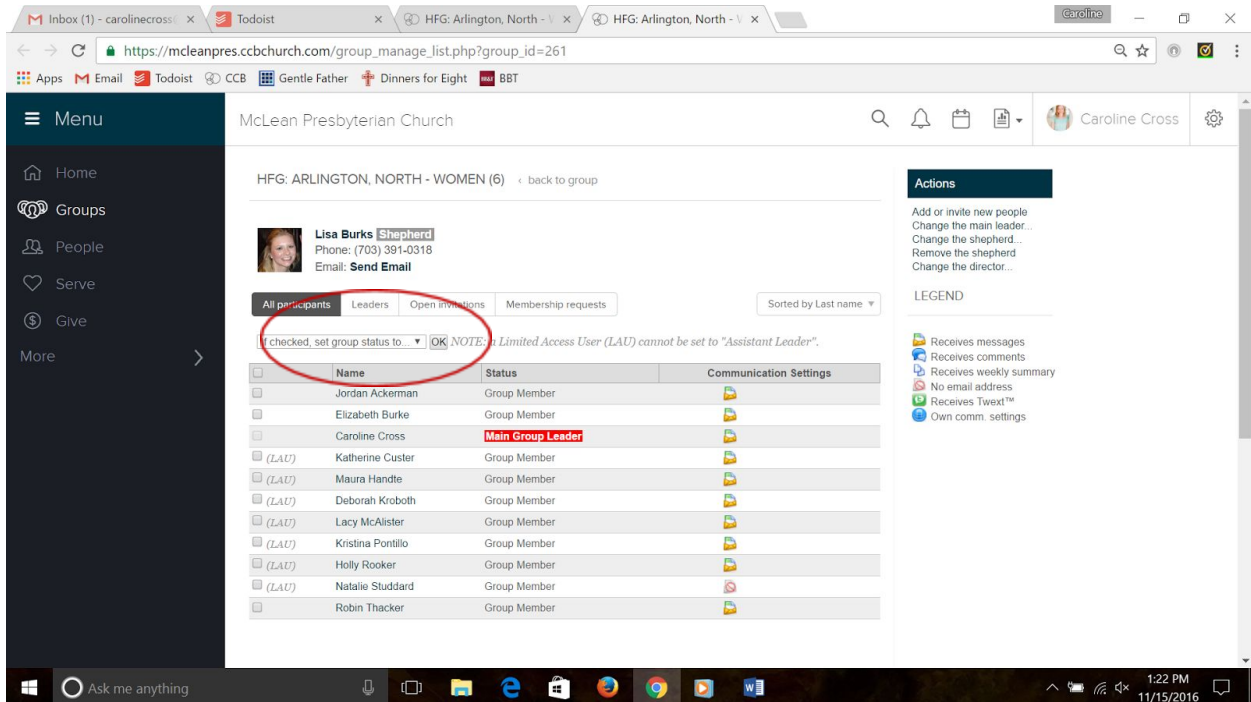


The participants tab allows you to update your list of members. Click on the “New Member” button to add a member. If the new member is not already in the church database, please email Laura (Lauraw@mcleanpres.org). Laura will add the individual to the database and then to your group.

To remove a member or to change the group’s leader or assistant leader, click the “Group Actions” button at top, right of the page.



After clicking the “Group Actions” button, you will be directed to this screen. Check the person you wish to remove or change the status of, navigate to the drop-down menu, and select the appropriate option.



McLean Presbyterian Church

HFG: ARLINGTON, NORTH - WOMEN (6) < back to group

**Lisa Burks** **Shepherd**  
Phone: (703) 391-0318  
Email: [Send Email](#)

**All participants** Leaders Open invitations Membership requests

Sorted by Last name

checked, set group status to... OK NOTE: Limited Access User (LAU) cannot be set to "Assistant Leader".

Name	Status	Communication Settings
Jordan Ackerman	Group Member	
Elizabeth Burke	Group Member	
Caroline Cross	<b>Main Group Leader</b>	
(LAU) Katherine Custer	Group Member	
(LAU) Maura Handte	Group Member	
(LAU) Deborah Kroboth	Group Member	
(LAU) Lacy McAlister	Group Member	
(LAU) Kristina Pontillo	Group Member	
(LAU) Holly Rooker	Group Member	
(LAU) Natalie Studdard	Group Member	
Robin Thacker	Group Member	

**Actions**

- Add or invite new people
- Change the main leader...
- Change the shepherd...
- Remove the shepherd
- Change the director...

**LEGEND**

- Receives messages
- Receives comments
- Receives weekly summary
- No email address
- Receives Tweet™
- Own comm. settings

*Please call or email Laura (lauraw@mcleanpres.org or 703-394-0566) with any*

*McLean Connect questions.*