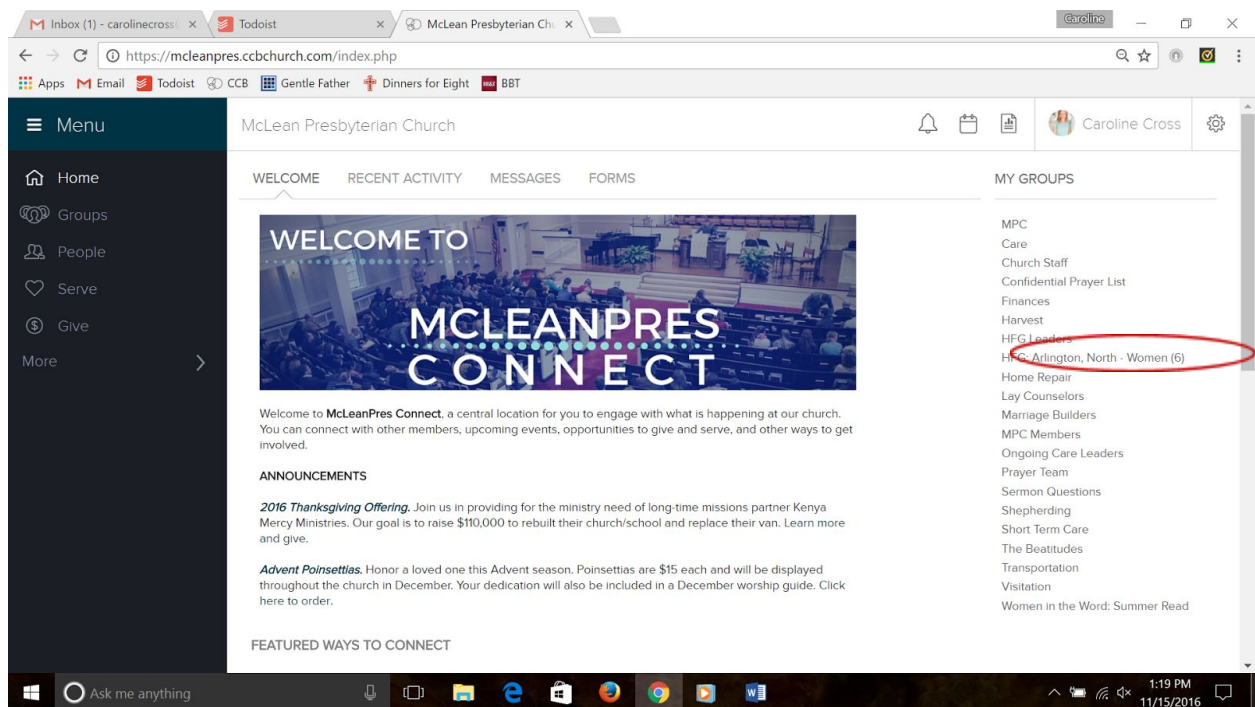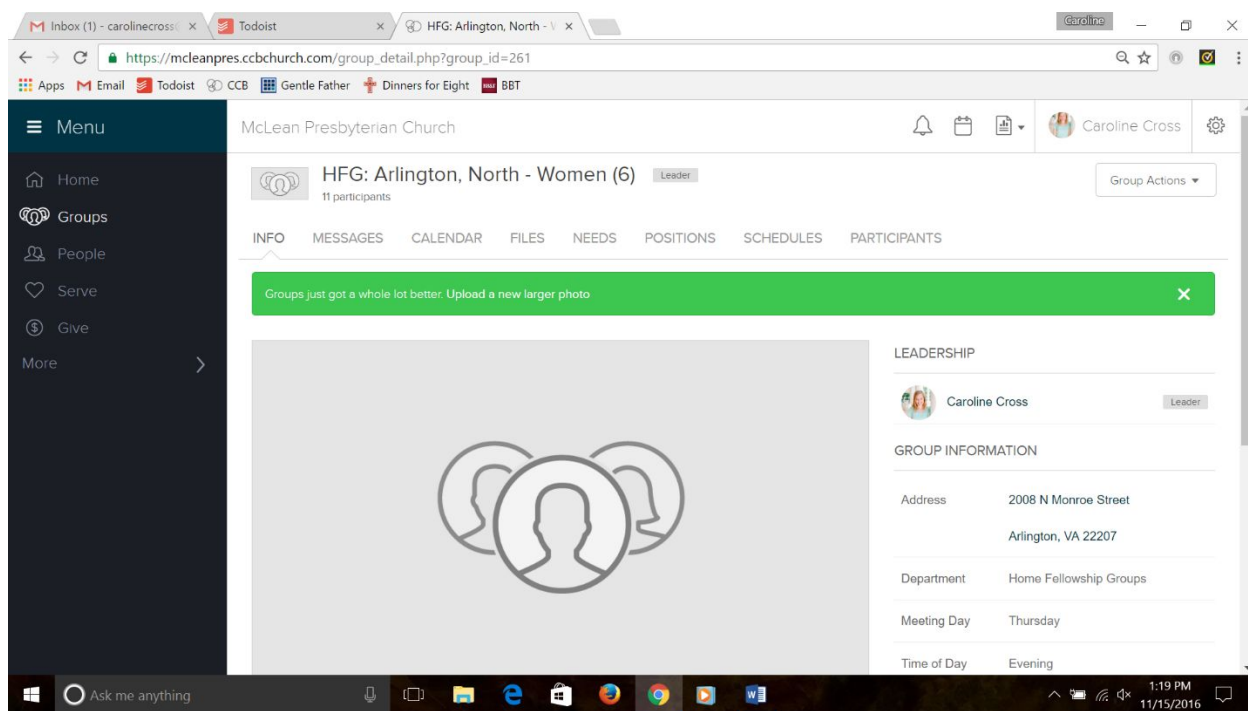# USING MCLEANPRES CONNECT
FOR YOUR CG

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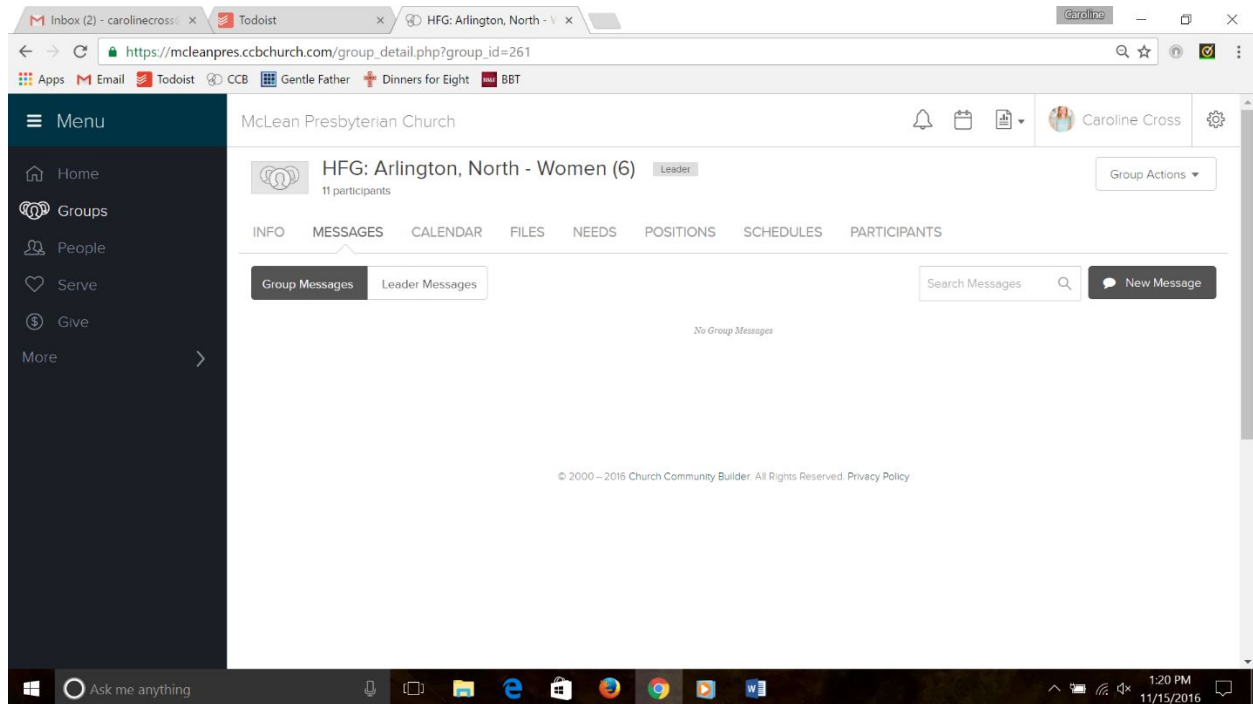
The homepage of your group will look like this. The address of the group's meeting place and the day and time of the meeting are listed on the right side of the page. You may also upload a photo to the homepage. Use the "Group Actions" button at the top, right of the page to make any edits.
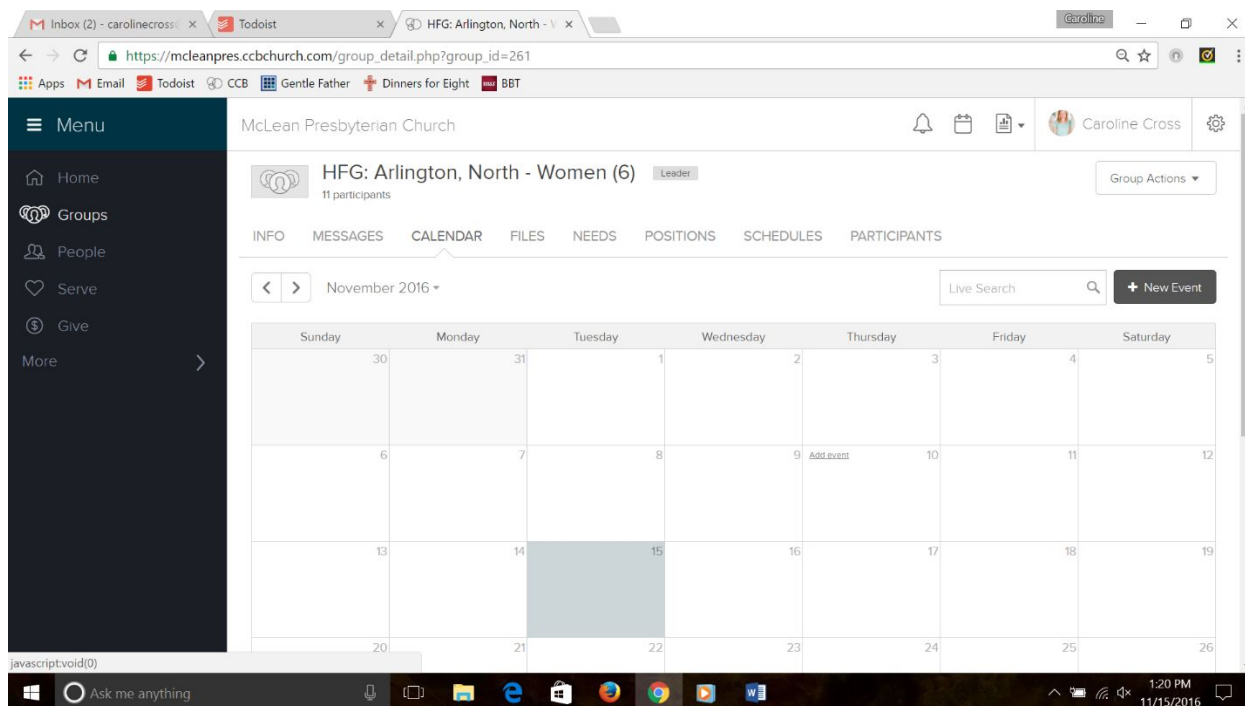
Please make sure to update your group to include an address, meeting time, and meeting place.

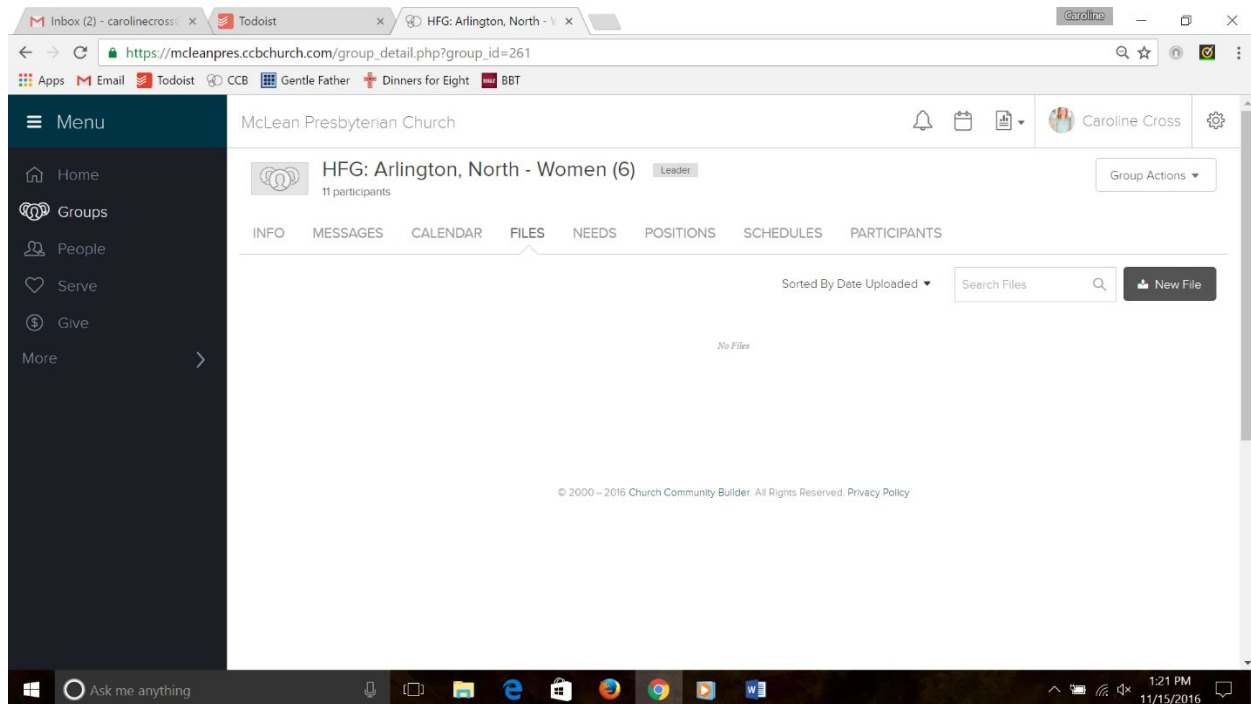Use the messages tab as a way to send updates to your group.

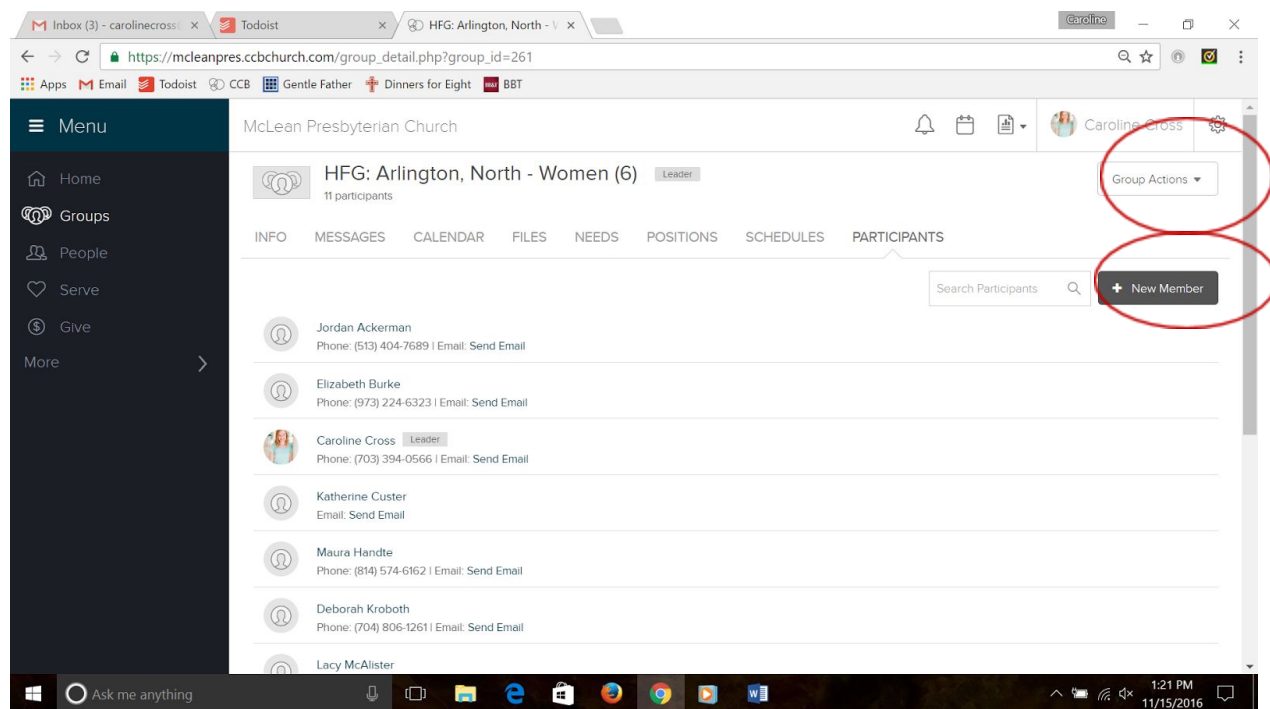Use the calendar tab to mark meeting dates and special group events.

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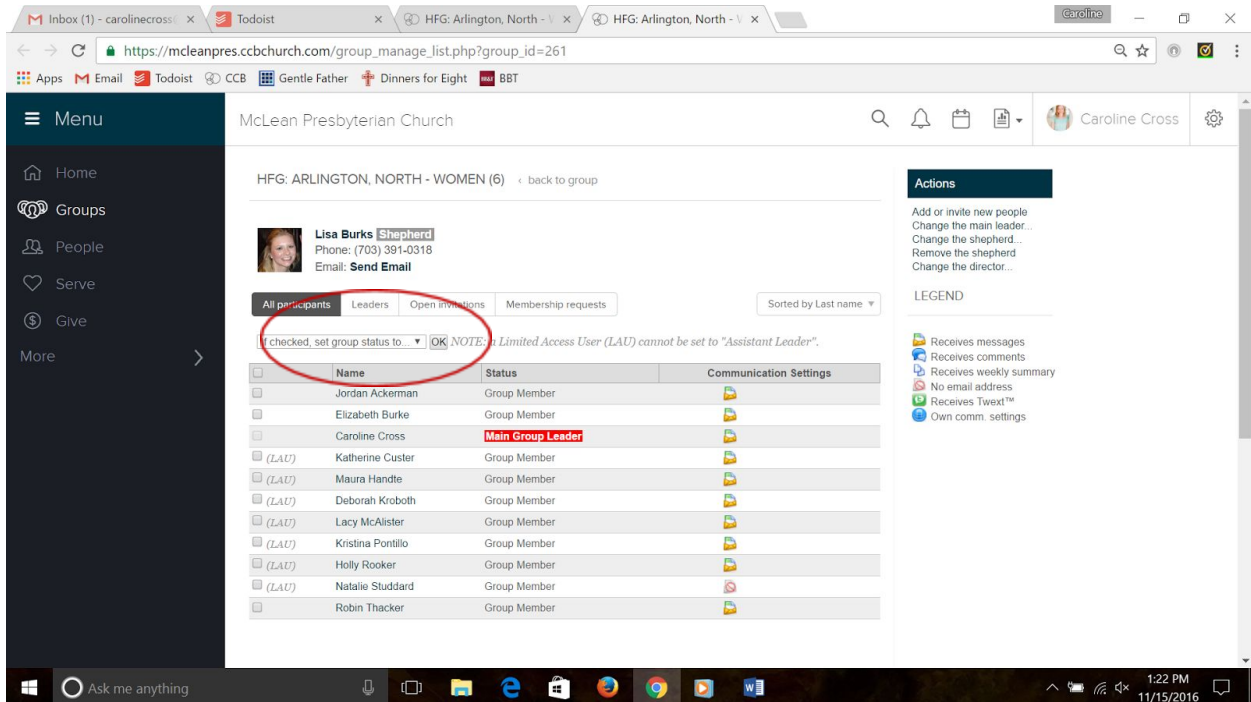
The participants tab allows you to update your list of members. Click on the "New Member" button to add a member. If the new member is not already in the church database, please email Laura (Lauraw@mcleanpres.org). Laura will add the individual to the database and then to your group.

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.

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

McLean Connect questions.