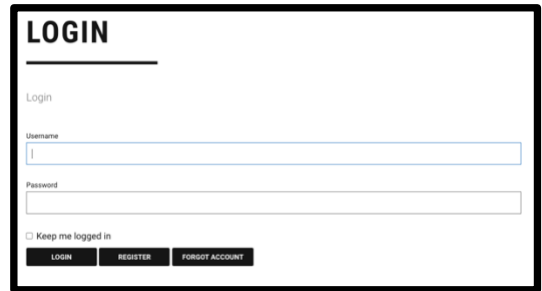


ACCESSING THE GROUP LEADER TOOLBOX

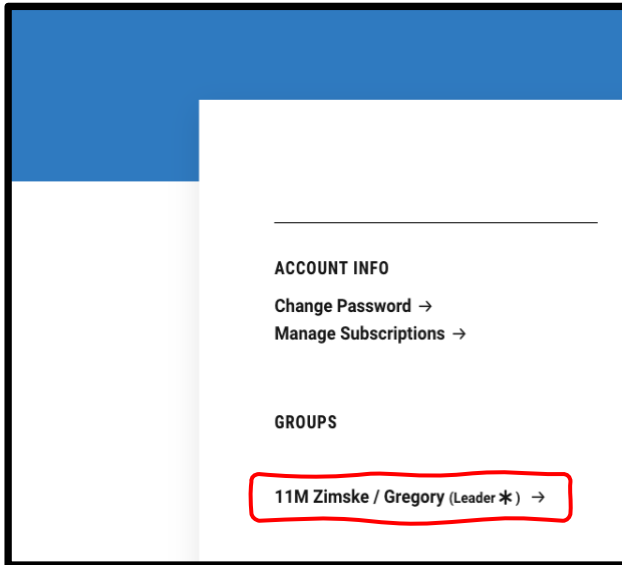
Open your browser and head to *tpcc.org/myaccount*.

Enter your username and password to login or click “Register” to create an account.



The screenshot shows a login form with the following elements:

- LOGIN** (Section Header)
- Username input field
- Password input field
- Keep me logged in
- Buttons: LOGIN, REGISTER, FORGOT ACCOUNT



The screenshot shows the account management interface with the following elements:

- ACCOUNT INFO**
 - [Change Password →](#)
 - [Manage Subscriptions →](#)
- GROUPS**
 - [11M Zimske / Gregory \(Leader ✪\) →](#) (highlighted with a red box)

On the right-hand side of the page, scroll to Groups and select the name of your Traders Point Youth group.

That's it. You've arrived at the Group Leader Toolbox!

GROUP LEADER TOOLBOX

11M ZIMSKE / GREGORY

GROUP DETAILS:

Campus: Northwest
Group Type:

LEADERS:

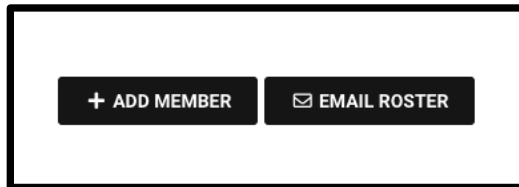
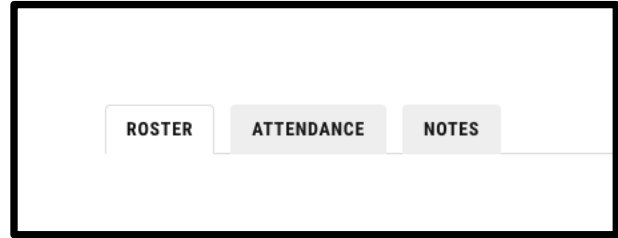
- Ryan Gregory
- Tyler Lemmel
- Tyler Zimske

[EDIT](#)

[ROSTER](#) [ATTENDANCE](#) [NOTES](#)

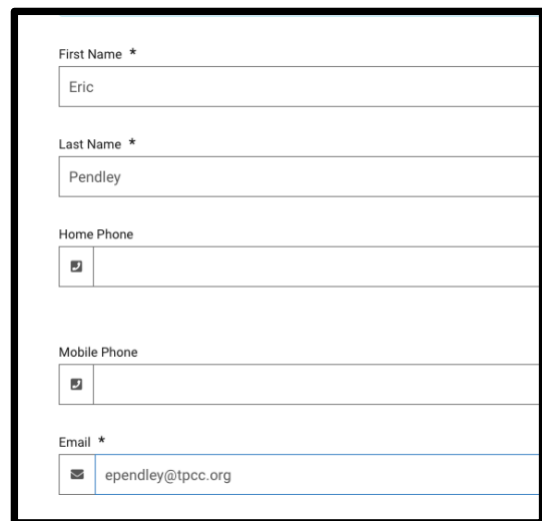
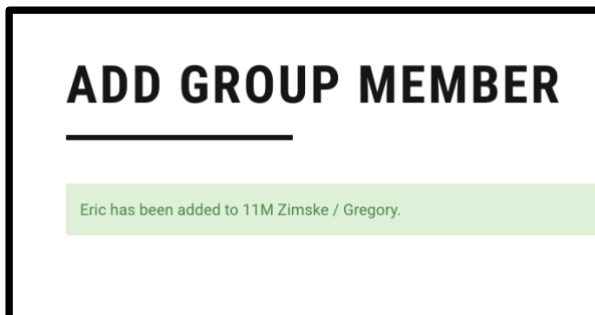
UPDATING YOUR ROSTER

Every time your group meets, open the Group Leader Toolbox and take a look at the Roster tab. Look around the room and make sure that everyone that's present is also listed on your roster.



If someone is in your group but not listed in the roster, please add them! Just scroll to the bottom of the page and tap the “+ Add Member” button.

Just enter their first name, last name, and email address. Scroll to the bottom and tap “Add.” You should see a confirmation that they've been added. When you go back to your roster, they'll be listed as a member of your group.

A screenshot of a form for adding a new member. It contains several input fields: 'First Name *' with the value 'Eric', 'Last Name *' with the value 'Pendley', 'Home Phone' with a checked checkbox, 'Mobile Phone' with a checked checkbox, and 'Email *' with the value 'ependley@tpcc.org'. Each field has a small icon to its left (a plus sign for names, a phone for Home Phone, a mobile phone for Mobile Phone, and an envelope for Email).

If you have an issue, please let your youth minister know who you attempted to add so that they can update their profile and add them to your group!