

Locate Individuals in your Groups

As a group leader, you can locate individuals who are in the groups you lead.

To locate individuals

1. Point to **Directories**, then click **Locate Individual**.
2. In the **Last Name** field, enter the individual's last name.
3. In the **First Name/Goes-By Name** field, enter the individual's first name.
4. Click **Run Search**.
5. To view the individual's information, click the name.

Related Topics

[Group Leader Guide](#)

[Accept and Decline Volunteers](#)

[Work with Outreach and Group Leader Connections](#)

[View Information about Small Groups you Lead](#)