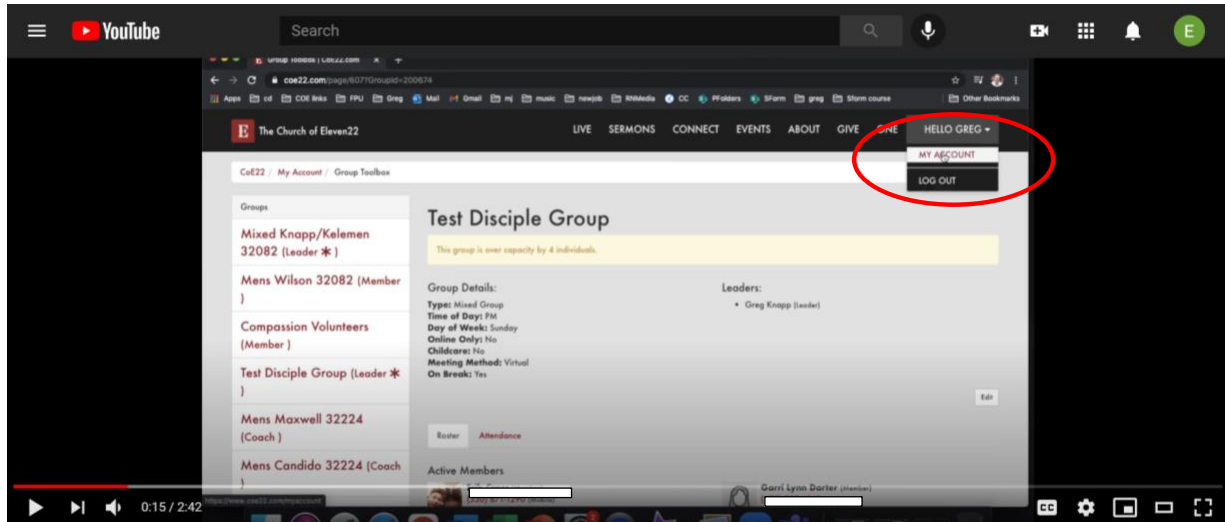


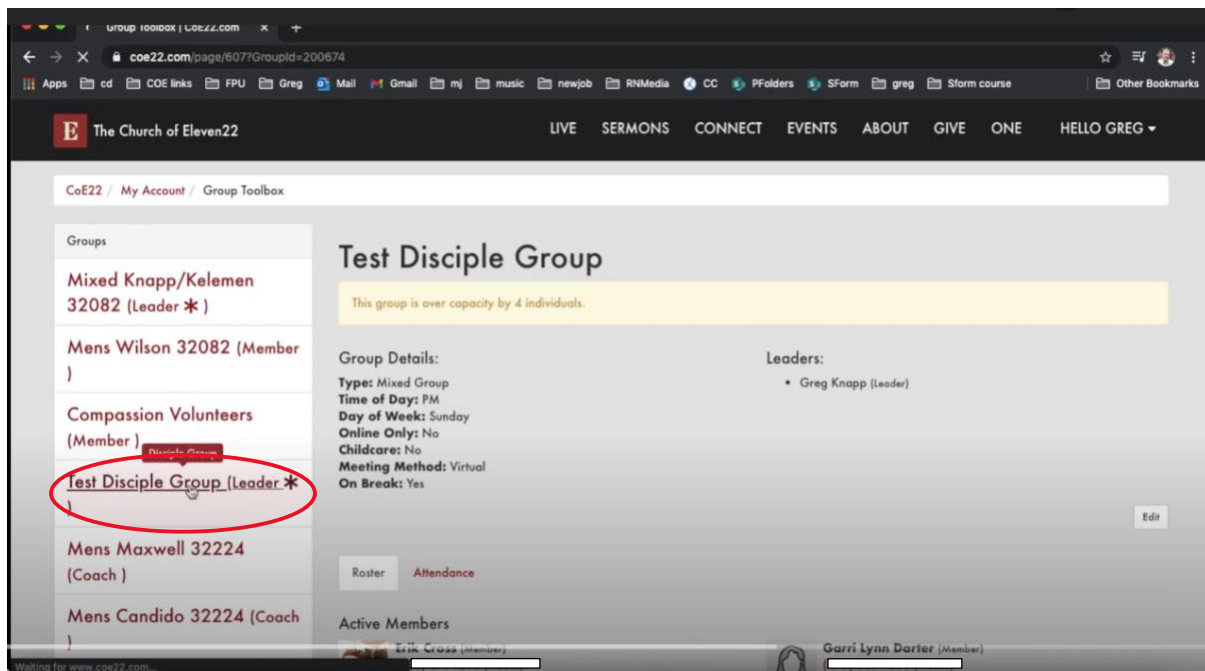
## TAKE ATTENDANCE

<https://youtu.be/Fmhqn5Wt2fc>

1. If logged in, your name will be in the right-hand corner (if not, log in first). Click on your name, then click **"My Account."**



2. Click on the name of your group on the left side.



3. Scroll to the bottom and click, "Attendance."

**Test Disciple Group**

This group is over capacity by 5 individuals.

**Group Details:**  
 Type: Mixed Group  
 Time of Day: PM  
 Day of Week: Sunday  
 Online Only: No  
 Childcare: No  
 Meeting Method: Hybrid  
 On Break: No  
 Launching Campus:  
 Launching Leader:  
 Launching Leader:  
 Launching Group: Group type: Disciple Group

**Leaders:**  
 • Katie Cox (Leader)  
 • Greg Knapp (Leader)

Roster Attendance

Active Members

4. Click the date you wish to enter attendance for.

The Church of Eleven22 VISIT CONNECT SERMONS EVENTS ABOUT GIVE HELLO GREG

Roster Attendance

Enabled Filters  
 Date Range: from 6/7/2021

Date	Location	Schedule	Attendance Entered	Didn't Meet	Attendance Count	Percent Attended	Notes	Attendance Type
9/5/2021		Sunday at 5:00 PM			0	0 %		
8/29/2021		Sunday at 5:00 PM	✓		3	60 %		
8/22/2021		Sunday at 5:00 PM	✓		2	29 %		

5. Click the names of the people who attended, enter the names of any guests, or click the box, “We Did Not Meet,” and click, “Save.”

The screenshot shows the 'The Church of Eleven22' management interface. On the left is a sidebar with group names: '32002 (Leader \*)', 'Mens Fort 32082 (Member)', 'Compassion Volunteers (Member)', 'Test Disciple Group (Leader \*)', 'Mens Maxwell 32224 (Coach)', 'Mens Candido 32224 (Coach)', 'Mens Fort 32082 (Coach)', 'Mens Coker 32250 (Coach)', and 'Mens Trice 32224 (Coach)'. The main panel displays the 'Members' section for a selected group. At the top of this panel, there is a checkbox labeled 'We Did Not Meet' which is circled in red. Below it, the 'Sort by' dropdown is set to 'Last Name'. A list of members is shown with checkboxes: Bradstreet, Eric; Cox, Katie; Cross, Erik; Darter, Garri Lynn; and Knapp, Greg. Below the members list are two input fields: 'New Guests' (with a value of 0) and 'Returning Guests' (with a value of 0), both circled in red. A 'Notes' text area is located below these fields. At the bottom of the panel, there are 'Save' and 'Cancel' buttons, with the 'Save' button circled in red.

\*You will also receive an email each week reminding you to take attendance for your group. If you would rather use the email to take attendance, click on the link in the email, click the names of the people who attended or click the box, “We Did Not Meet,” and click, “Save.”