

# How to Take Attendance



Step 1 - Make sure you are logged in to your account. You should see your name in the upper right. Then click “My Account.”

Account Info

Change Password

Connection Requests

Vision Ambassador Connections

Join A Group Connections

Kids Serve Staff Discipleship & Care Connections

Groups

- Mixed Knapp/Kelemen 32082 (Leader \* )
- Compassion Volunteers (Member )
- Next Step Response Team - Eleven22 Online (Member )
- Test Mens Knapp 32250 (Leader \* )
- Baptism Teachers - SP (Member )
- Communion (Member )
- Baptism Ambassadors - SP (Member )

**HELLO GREG** ▾

MY ACCOUNT

LOG OUT

**Greg Knapp**  
56 years old (10/30/1968)  
Male  
Married

**Contact Information**

**Home Address**  
12345 Beach Blvd  
Jacksonville, FL 32224-1395

**Phone**  
(555) 555-5555 Mobile

**Email**  
gregory.knapp@coe22.com

**Baptized Here**  
No

**Opt out of Postal Mail**  
No

**Is Baptized**  
Yes

**Family Information**

Step 2 - Click on the group you want to take attendance for over on the left.

The screenshot shows a web browser window with the URL [my.coe22.com/myaccount](http://my.coe22.com/myaccount). The page header includes the church logo and navigation links: LOCATIONS, SERMONS, CURRICULUM, GET INVOLVED, ABOUT, GIVE, and HELLO GREG. The main content area is divided into two columns. The left column contains a sidebar menu with sections: Account Info (Change Password), Connection Requests, Vision Ambassador Connections, Join A Group Connections, Kids Serve Staff Discipleship & Care Connections, and Groups. The 'Groups' section lists several groups, with 'Mixed Knapp/Kelemen 32082 (Leader \*.)' circled in red. The right column displays the user profile for Greg Knapp, including a circular profile picture, his name, age (56 years old, born 10/30/1968), gender (Male), and marital status (Married). Below this is the 'Contact Information' section, which includes Home Address (12345 Beach Blvd, Jacksonville, FL 32224-1395), Email (gregory.knapp@coe22.com), Phone ((555) 555-5555 Mobile), Baptized Here (No), and Opt out of Postal Mail (No). The 'Family Information' section is partially visible at the bottom.

Account Info

Change Password

Connection Requests

Vision Ambassador Connections

Join A Group Connections

Kids Serve Staff Discipleship & Care Connections

Groups

Disciple Group

Mixed Knapp/Kelemen 32082 (Leader \*.)

Compassion Volunteers (Member )

Next Step Response Team - Eleven22 Online (Member )

Test Mens Knapp 32250 (Leader \* )

Baptism Teachers - SP (Member )

Communion (Member )

Baptism Ambassadors - SP (Member )

Next Step Response Team ELE (Member )

**Greg Knapp**

56 years old (10/30/1968)  
Male  
Married

**Contact Information**

**Home Address**  
12345 Beach Blvd  
Jacksonville, FL 32224-1395

**Email**  
gregory.knapp@coe22.com

**Baptized Here**  
No

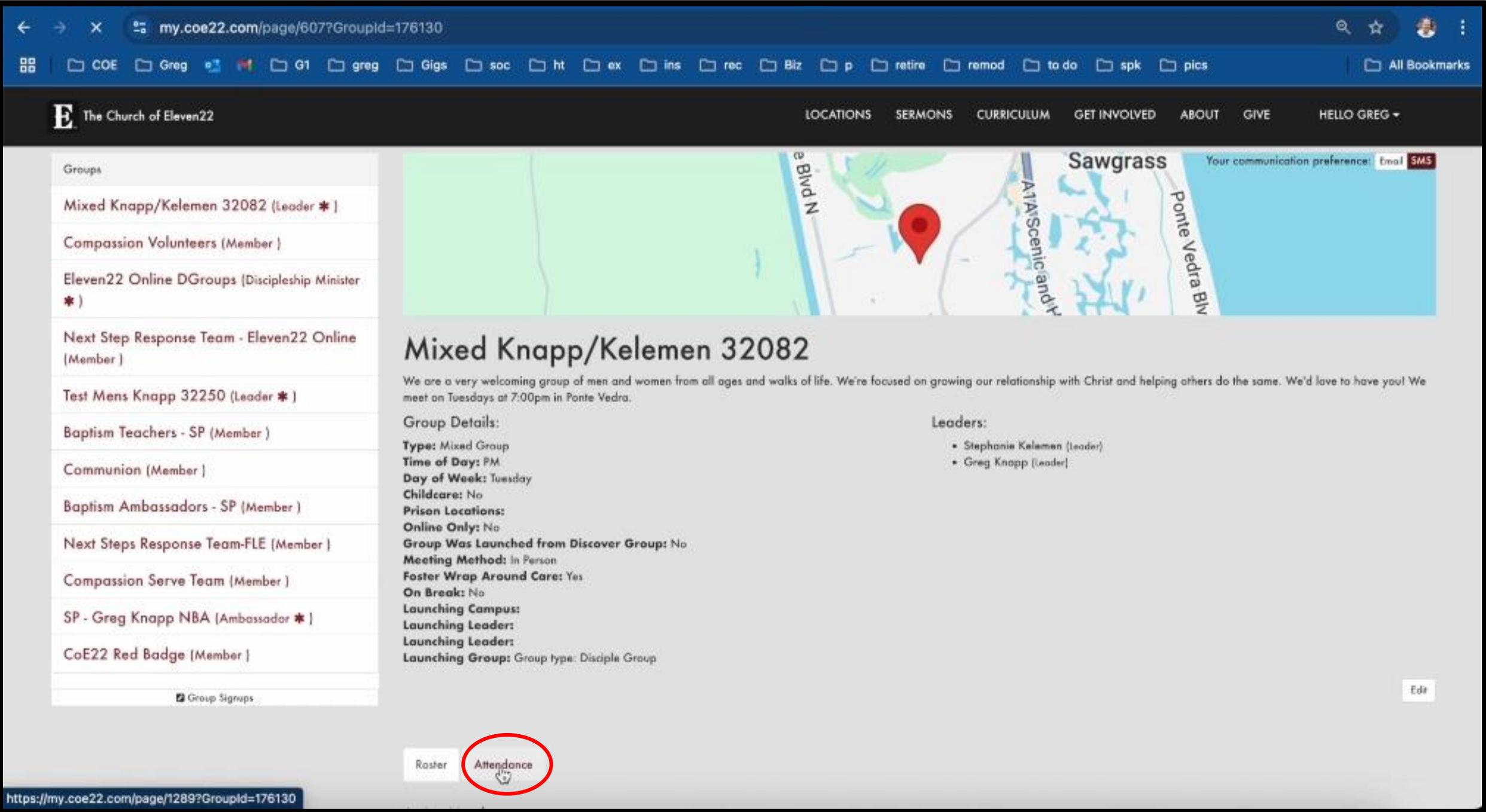
**Opt out of Postal Mail**  
No

**Family Information**  
Father Family

**Phone**  
(555) 555-5555 Mobile

**Is Baptized**  
Yes

Step 3 - Click the “Attendance” tab to the right of the “Roster” tab.



# Step 4 - Click on the week you want to take attendance for.

The screenshot shows a web browser window with the URL `my.coe22.com/page/1289?GroupId=176130`. The page displays meeting details and an attendance table. The table has columns for Date, Location, Schedule, Attendance Entered, Didn't Meet, Attendance Count, Percent Attended, Salvations, Baptisms, Guests, and Notes. The row for 4/29/2025 is highlighted with a red oval.

Meeting Method: In Person  
Foster Wrap Around Care: Yes  
On Break: No  
Launching Campus:  
Launching Leader:  
Launching Leader:  
Launching Group: Group type: Disciple Group

Roster Attendance

Filter Options  
Enabled Filters  
Date Range: from 2/6/2025

Date	Location	Schedule	Attendance Entered	Didn't Meet	Attendance Count	Percent Attended	Salvations	Baptisms	Guests	Notes
5/6/2025		Tuesday at 7:00 PM			0	0 %				
4/29/2025		Tuesday at 7:00 PM	✓		11	55 %	0	0	1	
4/22/2025		Tuesday at 7:00 PM	✓		9	45 %				
4/15/2025		Tuesday at 7:00 PM		✓	0	0 %				Passion service
4/8/2025		Tuesday at 7:00 PM	✓		6	29 %				
4/1/2025		Tuesday at 7:00 PM	✓		6	29 %				True Believers

Step 5 - Check the people who attended for that week. If you had guests that week, add the number of guests over on the right and hit "Save." You can ignore the number of salvations and baptisms as that is used by the prison ministry.

The screenshot displays a web application for tracking church attendance. The browser address bar shows the URL: `my.coe22.com/page/1290?GroupId=176130&OccurrenceId=513723`. The page header includes the church logo "The Church of Eleven22" and navigation links: "LOCATIONS", "SERMONS", "CURRICULUM", "GET INVOLVED", "ABOUT", "GIVE", and "HELLO GREG".

The main content area is divided into three sections:

- Groups:** A list of church groups including "Mixed Knapp/Kelemen 32082 (Leader)", "Compassion Volunteers (Member)", "Eleven22 Online DGroups (Discipleship Minister)", "Next Step Response Team - Eleven22 Online (Member)", "Test Mens Knapp 32250 (Leader)", "Baptism Teachers - SP (Member)", "Communion (Member)", "Baptism Ambassadors - SP (Member)", "Next Steps Response Team-FLE (Member)", "Compassion Serve Team (Member)", and "CoE22 Red Badge (Member)".
- Attendance For 4/29/2025:** A section with a "We Did Not Meet" checkbox and a "Members" list. The members are sorted by "Last Name". A red oval highlights this list, which includes names like Argianas, Philip; Argianas, Suely; Betz, Jenny; Betz, Steve; Brubaker, Angela; DeWitt, John; Handzel Jr, Michael; Kelemen, Stephanie; Kelemen, Vinnie; Kim Smith, Hannah; Knapp, Anne; Knapp, Greg; Lareau, Doug; and Lareau, Lori.
- Summary and Form:** A table with columns for "Attendance For", "Schedule", and "Attendance Count" (showing 11). To the right is a form with input fields for "Number of Salvations" (0), "Number of Baptisms" (0), and "Number of Guests" (3). The "Save" button is circled in red, along with the "Number of Guests" field.

At the bottom of the page, there is a JavaScript snippet: `javascript:WebForm_DoPostBackWithOptions(new WebForm_PostBackOptions("c...`

Step 6 - In the notes section you can write down the names of the people who were guests that week. And then **REMEMBER** to hit “Save.”

The screenshot shows a web browser window with the URL `my.coe22.com/page/1290?GroupId=176130&OccurrenceId=513723`. The page header includes the logo for 'The Church of Eleven22' and a navigation menu with items: LOCATIONS, SERMONS, CURRICULUM, GET INVOLVED, ABOUT, GIVE, and HELLO GREG. On the left side, there is a sidebar with three items: 'Next Steps Response Team-FLE (Member)', 'Compassion Serve Team (Member)', and 'CoE22 Red Badge (Member)'. The main content area displays a list of names with checkboxes next to them. The names are: DeWitt, John; Handzel Jr, Michael; Kelemen, Stephanie; Kelemen, Vinnie; Kim Smith, Hannah; Knapp, Anne; Knapp, Greg; Lareau, Doug; Lareau, Lori; McClain, Melissa; McClain, Robert; Stafford, Mark; Stafford, Terri; Yant, Bob; and Yant, Debbie. Below the list is a 'Notes' section with a text input field and a 'Save' button. The 'Save' button is circled in red, and a larger red oval encompasses the entire 'Notes' section and the list of names below it.

Next Steps Response Team-FLE (Member )  
Compassion Serve Team (Member )  
CoE22 Red Badge (Member )

DeWitt, John  
 Handzel Jr, Michael  
 Kelemen, Stephanie  
 Kelemen, Vinnie  
 Kim Smith, Hannah  
 Knapp, Anne  
 Knapp, Greg  
 Lareau, Doug  
 Lareau, Lori  
 McClain, Melissa  
 McClain, Robert  
 Stafford, Mark  
 Stafford, Terri  
 Yant, Bob  
 Yant, Debbie

Notes

Save Cancel