Attendance   Group Leader Perspective

*This assumes that the GFC Admin has already populated their events for them.

From the LEAD. App

1. Go to groups.
2. Click on your group.
3. Click on Attendance.
4. Click on the Event/Date for which you would like to enter attendance. You have the option to mark attendance for today or a past event.
5. Checkmark members that attended. (You may also mark DID NOT MEET) Enter the total number of visitors. Hit Next in the top right corner.
6. If you would like to enter any Event Notes or prayer requests, add them here. You may choose to email the group members the summary if you'd like, otherwise leave "Email summary to=No one."
7. Hit save in the top right corner.

Tips:
● The red dot by an event means that no attendance has been entered, or you have not marked that you did not meet.
● If you need to edit your attendance, click on the date and hit Edit, make your changes, hit next, and then Save.

From the Website

1. Go to groups on the left. Click on or search for your group.
2. Go to the Calendar. Click on the Event/Date for which you would like to enter attendance.
3. Click Manage Event.
4. Go to the Attendance tab. Click Record Attendance.
5. Checkmark members that attended. (You may also mark Did not meet) Enter the total number of visitors.
6. If you would like, enter the Discussion Topic, or any Event Notes, Praises & Prayer Requests, or People Info. You may choose to email the group members the summary, otherwise click Email an event summary to: No one - Don't send an email.
7. Click Save.

Tips:
● There's no need to send a summary to group leadership-the Groups Director will have access to their own attendance reports.
● If you have made a mistake or need to edit what you previously reported, simply click on the date in question and hit Edit Attendance on the Attendance tab.