

Attendance

Student Ministry Group Leader Perspective

*This assumes that the GFC Admin has already populated their events for them and check-in has been used.

From the LEAD. App

1. Click on your group.
2. Click on Attendance.
3. Click on the event for today's date.
4. Click Edit in the top right corner. Members that are checked-in will have a checkmark beside their name. Double-check that you have these students. Add or Remove students as necessary. Hit Next in the top right corner.
5. If you would like to enter any Event Notes or prayer requests, add them here. Mark "Email summary to=No one."
6. Hit save in the top right corner.