

Attendance

Serve Team Leader Perspective

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

From the website:

1. Go to Schedules & Plans on the left hand side. It has a clock icon.
2. Click on your Category (serve team name).
3. Click on the week for which you want to take attendance.
4. Make sure the people who served have a “checked-in” status. If not, click the ellipses beside the person’s name and click Change Status.
5. Click Checked-In and Save.

From the LEAD. app:

1. Go to Schedules on the bottom menu bar.
2. Click on your category.
3. Click on the week for which you want to take attendance.
4. Make sure the people who served have a “checked-in” status. If not, click on the person’s name and click Change Status. Click Checked-In.

Marking them as “Checked-In” ensures they will be counted as time served, instead of only “accepting” the opportunity to serve.