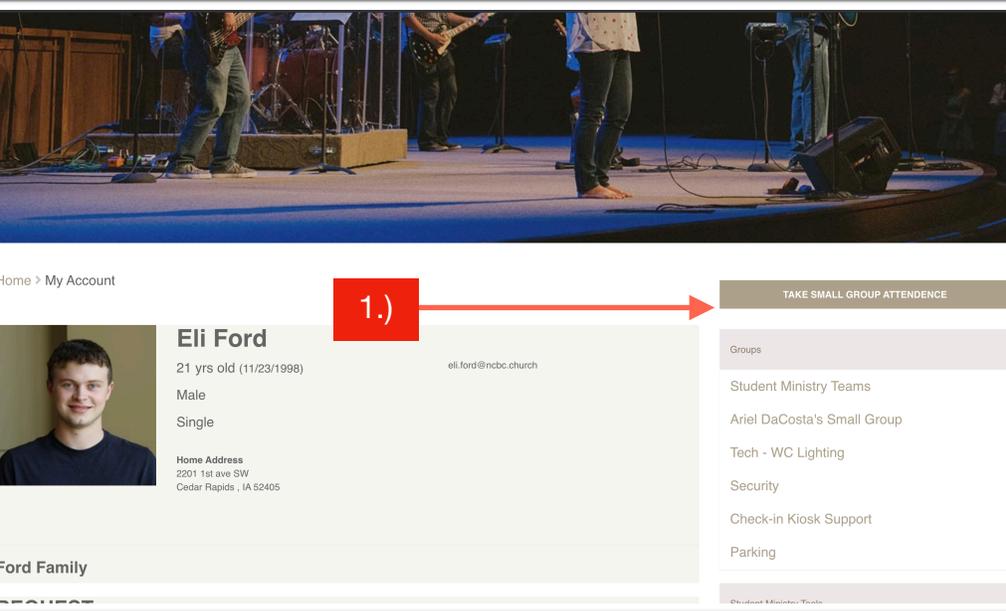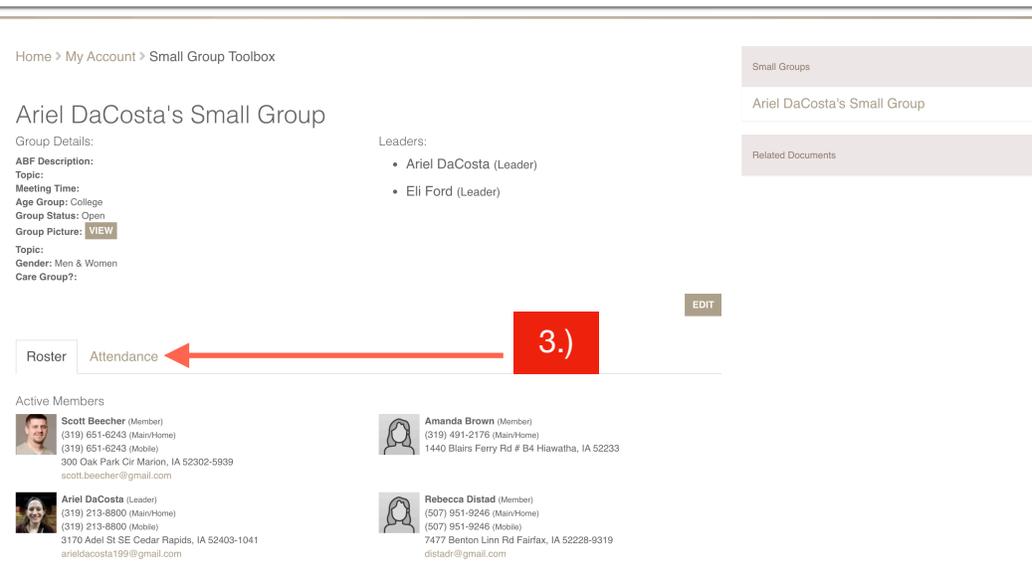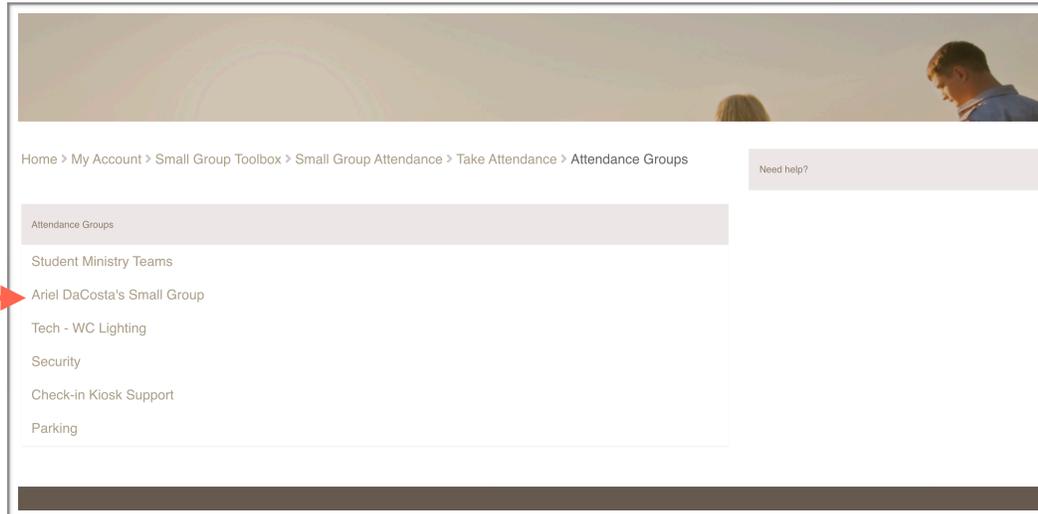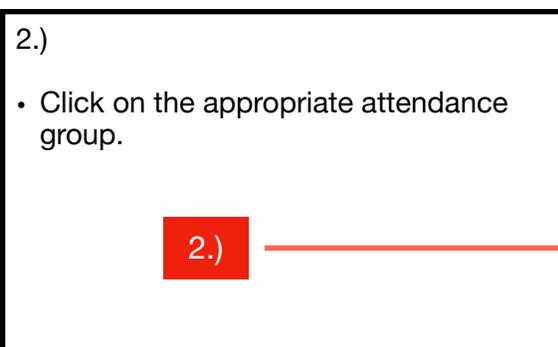# Small Group Attendance Instructions

1.)

- Upon logging into the website, click **My Account** to navigate to the **My Account** Page.

- Click on **Take Small Group Attendance**

2.)

- Click on the appropriate attendance group.

3.)

- Click on Attendance to take attendance.

- Scroll down to view roster.

FILTER OPTIONS ∨

Enabled Filters

Date Range: from 12/4/2019

Date	Location	Schedule	Attendance Entered	Didn't Meet	Attendance Count	Percent Attended	Notes	
2/27/2020		Thursday at 6:00 PM			0	0 %		☑
2/20/2020		Thursday at 6:00 PM			0	0 %		☑
2/13/2020		Thursday at 6:00 PM			0	0 %		☑
2/6/2020		Thursday at 6:00 PM			0	0 %		☑
1/30/2020		Thursday at 6:00 PM			0	0 %		☑
1/23/2020		Thursday at 6:00 PM			0	0 %		☑
1/16/2020		Thursday at 6:00 PM			0	0 %		☑
1/9/2020		Thursday at 6:00 PM			0	0 %		☑

4.)

- Click the plus icon to start a new attendance group.

- *Tip: Previous' weeks attendance can be viewed by clicking the check box near the instance.*

3/4/2020

☐ We Did Not Meet

Members

Sort by

FIRST NAME   LAST NAME

☐ Aaron Hofmann
☐ Alyssa Luurtsema
☐ Amanda Brown
☐ Ariel DaCosta
☐ Beth Lesh
☐ Bree Rehder
☐ Clint Meinecke
☐ Connor Zuber
☐ Damian Matthews
☐ Eli Ford
☐ Jacob Spiekermeier
☐ Jon O'Neill
☐ Kyle Joss
☐ Rebecca Distad
☐ Scott Beecher
☐ Stacie Hoppman

Notes

SAVE   CANCEL

5.)

- Select the appropriate attenders and options.

- When finished, simply select **Save**.

- *Tip: Make sure the date above is accurate before proceeding.*