# How To Report Attendance

You can record attendance for any group meeting that has been scheduled on your group calendar.

GROUPS THAT MEET AT A CONSISTENT TIME ON A REGULAR BASIS
(ie. every Tuesday morning, every other Friday evening, etc.)

If your group does NOT meet at the same day/time each week, skip to page 3

- **Your meetings have been setup on your calendar for you** by the church staff.
- **You will automatically be prompted to report attendance via email**.
  - Attendance reminders will send up to four emails to the group leader(s), beginning one hour before the event takes place and then daily beginning the day after the event if attendance has not already been recorded.
  - If you record attendance after the first reminder email is sent out, you will not receive the other three reminder emails.

To record attendance, click the button in the email. If you didn't meet, you can select 'Did Not Meet' right from the email to record that. (The attendance recording interface, accessible through email, is mobile-friendly).
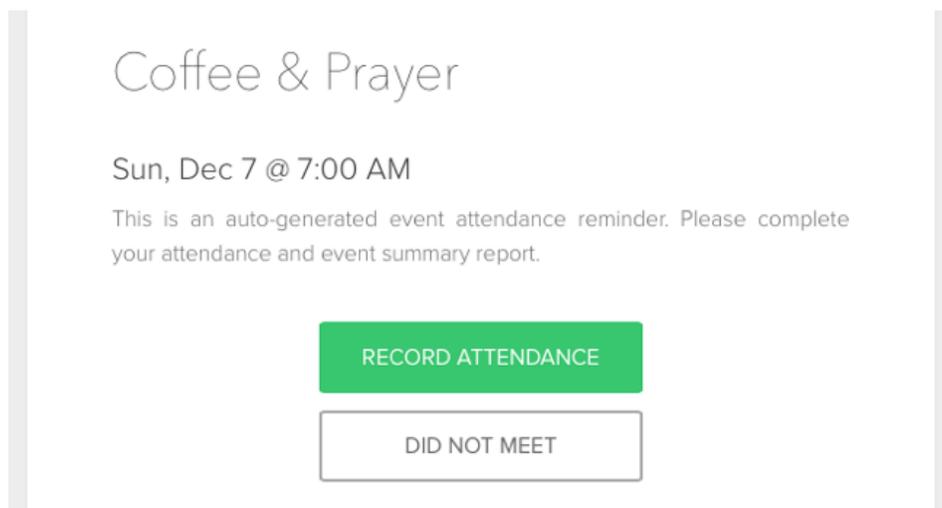
You will land on an attendance entry page, allowing you to mark the attendance of any group member or person on the RSVP list. You can also enter the number of other visitors who attended. If you are on a mobile phone, the attendance marking screen and the visitors count screen will be separate.

The next page will allow you to enter notes about the event…

Once you have submitted the attendance, you will see a summary page with information about the Event.

The link in the email will remain active for two weeks and will allow you to return to the summary page should you wish to do so.

***If you schedule an additional meeting beyond your regularly-scheduled ones, follow the process in the next section to record attendance for those events.*
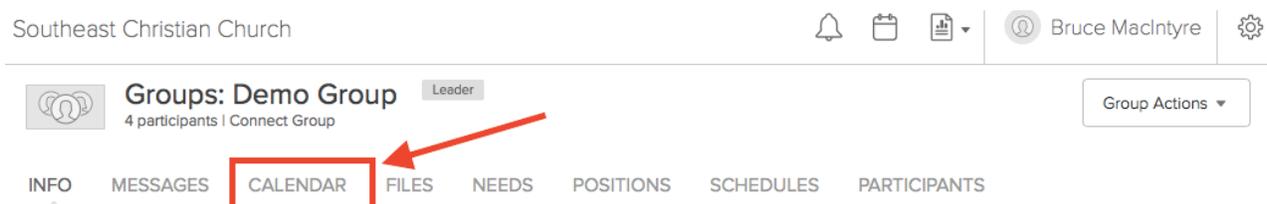

GROUPS THAT DO <u>NOT</u> MEET ON THE SAME DAY/TIME EACH WEEK
(ie., groups that schedule events a week at a time based on members' availability)

You will need to create your own calendar events and report attendance manually. But don't worry, it's easy!
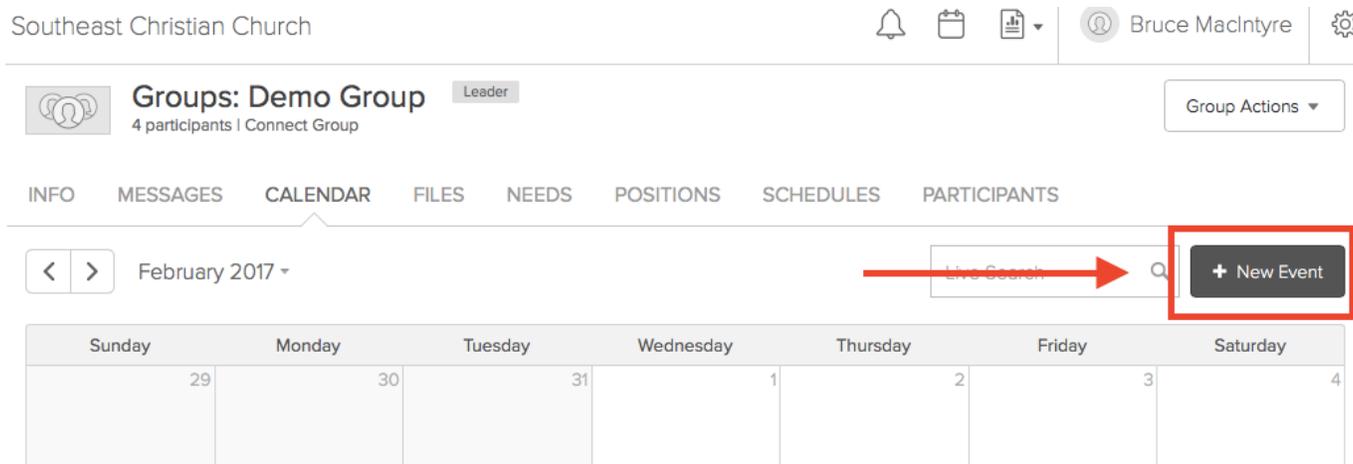
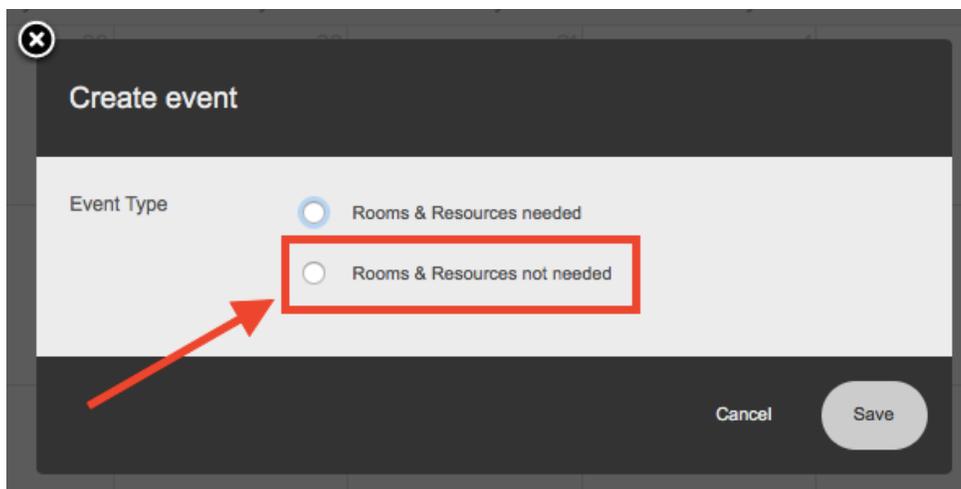1. Log into Southeast Connect, and select your group from your homepage
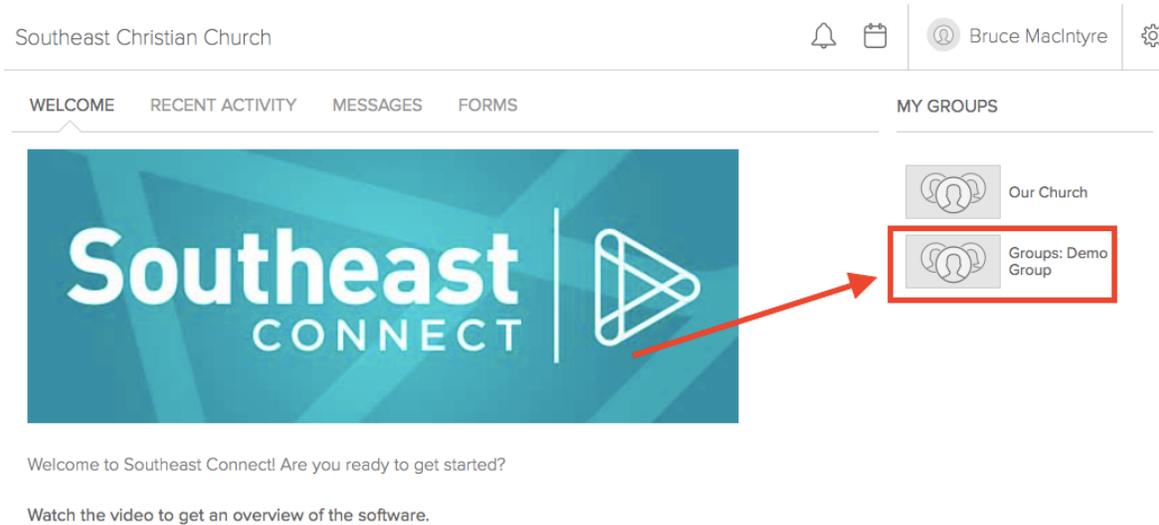
2. Click the "Calendar" tab

3. Click the "+ New Event" button

4. Click "Rooms & resources not needed," and then click "Save".
   (Even if you do wish to request a room at the building for an event, that is a separate process. Contact Heather Norten by email at heather.norten@southeastcc.org for more info).

5. Enter the info about your event…

Create event

Event Type	○ Rooms & Resources needed
	⦿ Rooms & Resources not needed
Event Name	[ ]
Photo	[Choose File] no file selected
	NOTE: Your image will be adjusted to a 16:9 aspect ratio
Description	**B** *I* ≔ ⅟≡ 🔗

Always enter *the name of your Group* as the event name. Your group name automatically appears in the "Group" field below, so enter your group name as it appears there.

Enter pertinent details about your event (not required)

Group	Groups: Demo Group x
Organizer	Start typing the person's name
Event Phone	[ ]
Date	date ☐ All day event
Event Time	7:00 PM ▼ 9:00 PM ▼
	☐ Make this event repeat

Your group name is automatically entered here

Not required

Event date (required). Choose start and end times, or click "all day event"

Click to setup a repeating event… if checked will cause this section to appear where you can set the recurrence

	☑ Make this event repeat
How often?	Weekly ▼ Every week ▼
When	☐ Sun ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat
Ends	No end date

Continued on next page…

Location Name

Street

City

State

Postal Code

Other   ☐ Require leader approval or form response to get on the guest list

Cancel   Save

Enter location info if helpful for your group (not required)

Click "Save"

6. A summary of your event will appear…

    6.1. If you are creating your calendar event BEFORE the event occurs, you can schedule a reminder email to be sent to you on the day of the event to prompt you to record attendance (*see example on pages 1-3*)…

Southeast Christian Church   🔔 📅 📄▾   ⊚ Bruce MacIntyre   ⚙

Groups: Demo Group (MacIntyre)
Saturday, March 25, 2017 3:30 PM – 5:30 PM | Groups: Demo Group (MacIntyre)

PREVIEW   GUEST LIST   ATTENDANCE   CHECK-IN   PUBLISH

Event Actions ▾

Attendance Settings

ATTENDANCE SETTINGS

Attendance Grouping	Connect Groups
Attendee Limit	None
Attendance Reminder	Yes
Attendance Only	No

EVENT SUMMARY

No event summary for this event.

Click "Attendance Settings"

Select "connect groups" from the Attendance Grouping dropdown

Check this option to receive an email prompt to report attendance

Click "Save"

6.2. If you are creating your calendar event AFTER the event occurs, you will see the option to report attendance in your event summary… click "Record Attendance"

This will bring up the attendance report…

Number of guests at the event (ie., people not on your group participant list).

Groups: Demo Group - Feb 18 Hike at Castlewood Canyon

☐ **Did not meet**

| 1 | Head count for additional people not on this list |

☐	**Name**	▲
☐	Jefferson, Thomas	
☑	Lincoln, Abraham	
☑	MacIntyre, Bruce	
☑	Washington, George	

Check the boxes next to the names of those from your group who attended

Discussion Topic:
Castlewood Canyon Hike

Event Notes:
Great day in the great outdoors!

Praises & Prayer Requests:
Abe Lincoln is excited about his trip to the theater this weekend

People Info: *List new members, visitors, and people leaving the group and the reason.*
Benjamin Franklin joined us for the hike

Enter any info here that you would like to make note of, inform your group about, or inform church leadership about.
(Note: this is a great tool for sending out prayer requests to your group)

Email an event summary to: *(Required)*
○ Leadership only (group leaders, coaches, directors)
○ The entire group and the leadership
○ No one - Don't send an email.

Cancel or [Save]

Choose who will receive a copy of the attendance report.
If you are using this to communicate prayer requests to the group, select "the entire group and the leadership."

Click "Save"