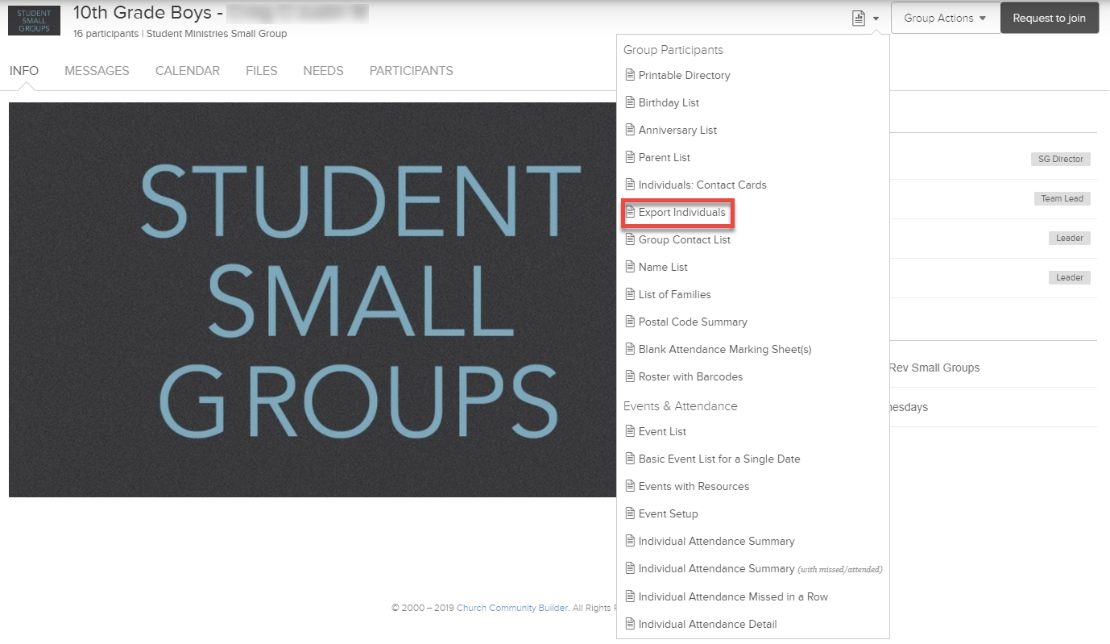
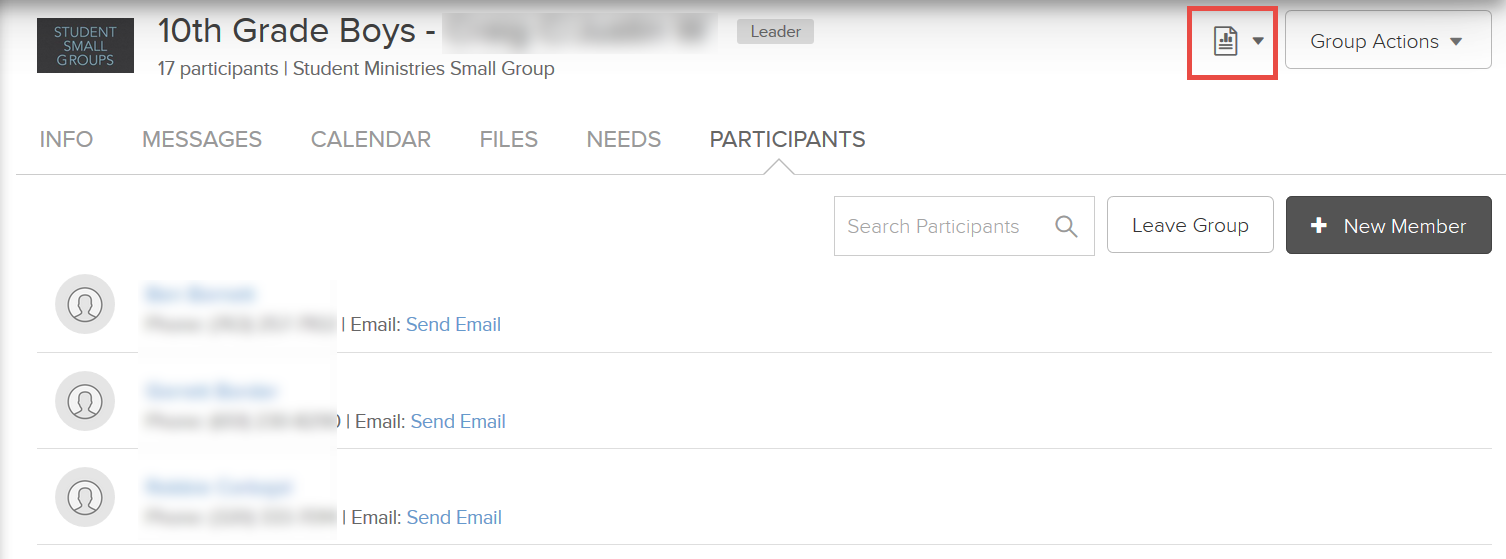
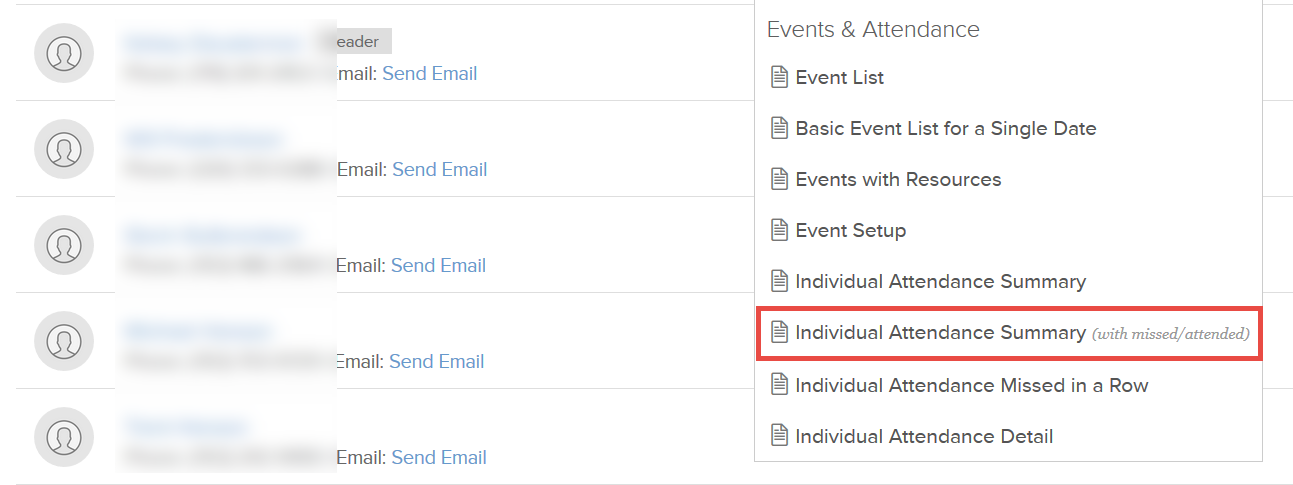
**How to See Who’s on the Group Roster**

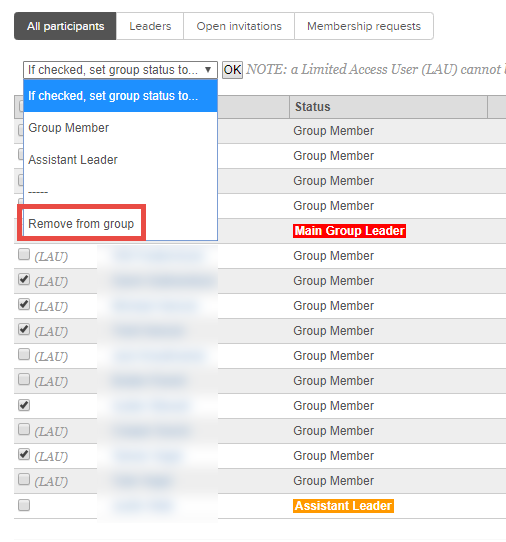
1. Go to your group’s page in MyEBC
2. To see a list of participants, either:
   1. Click on the Participants tab (good for a smaller group)
   2. Click on the Reports icon and select Export Individuals (good for a larger group)



**How to Run an Attendance Report**

1. Go to your group’s page
2. Click on the Reports icon
3. ****Click Individual Attendance Summary (with missed/attended)
4. In the box that pops up:
   1. Enter the dates of the last school year
   2. Select Once per week (Saturday-Friday)
   3. To see who has never attended the group, select Attended, Less Than, 1 Time (these are the people you will want to remove from your group)
   4. To get a breakdown of each member’s attendance, select Attended, Greater Than or Equal To, 1 Time (will not show people who have never attended)
   5. Choose preferred output method
   6. Click Run Report

**How to Remove or Add Participants**

1. Remove:
   1. Click Group Actions in the top right corner of your group’s page
   2. Click Edit Participant List
   3. Check the boxes next to the people you’d like removed
   4. In the dropdown menu, select Remove from group (see below left)
   5. Click OK
2. Add:
   1. Click the Participants tab in your group’s page
   2. Click +New Member
   3. Click People by Name
   4. Type in the names of the people you’d like to add (make sure to keep Add Directly selected)
   5. Click Add Now