



Taking Attendance for Groups

Taking Attendance for your Group Meetings via email link

- 1) Group Leader will receive email notifications that they should record attendance for their group. Click the “Record Attendance” link in the email to begin. (If you did not meet click “Did not meet”.)

Group Meeting

Sun, Jul 14 @ 3pm

This is an auto-generated event attendance reminder. Please complete your attendance and event summary report.

RECORD ATTENDANCE

DID NOT MEET

- 2) Select the individuals who were present. Click Next

Group Meeting September 8, 2019

VISITORS

Number of Individuals

RECORD ATTENDANCE Select all

Next

Group Meeting September 8, 2019

Group Members Attended: 6
Number of Guests: 0

6 People

TORIC

NOTES

PRAISE & PRAYER

PEOPLE INFO

Take me back Finish

- 3) If you would like to add notes or prayer requests here, you may. Click Finish. You can decide who you would like to notify with the “Email Event Summary”. Leadership only will send the summary to the Pastor and Group Leaders of your group. Group & Leadership will be those individuals plus group participants (helpful for prayer requests!). No one does not send an email summary at all.

Email event summary to:

Leadership only

Group & leadership

No one

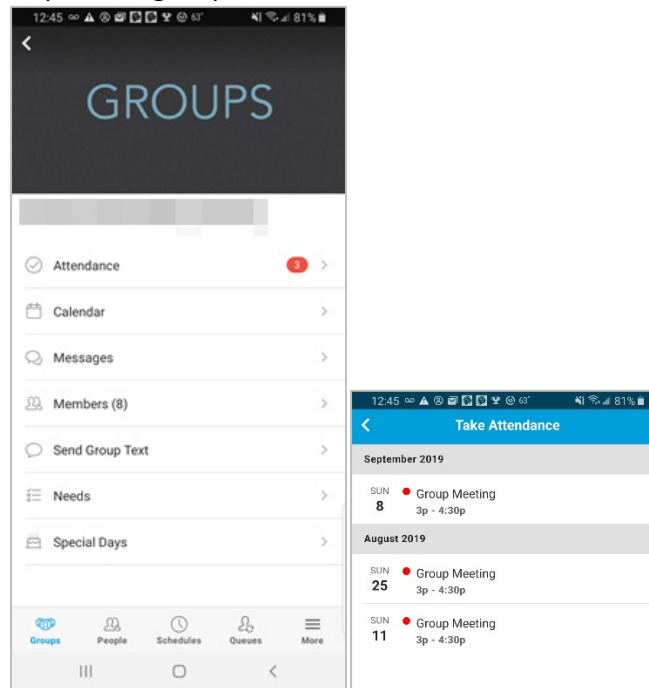
Cancel Send



Taking Attendance for Groups

Using the LEAD app to take attendance

- 1) Log in to the LEAD app using your MyEBC credentials. Only Main Group Leaders and Assistant Group Leaders have access to the group through LEAD.
- 2) Go to the Groups tab and open the group.



- 3) Tap on Attendance and choose the date you are taking attendance for.
- 4) Select all individuals present. Next.
- 5) Add any notes or prayer requests.
- 6) Choose the email notification option. Save.

