



Groups – Taking Attendance



Printing the multi-week attendance sheet – First week (Prints blank roster)

1. Click **Groups** on the left menu.
2. Select the Group(s) for which you wish to print an attendance sheet.
3. Click **Reports** and choose a report.
 - Selected Group Multi-Week Roster (Has a column for each week this group meets.)
 - Selected Rolescan Roster group (Nice if you have check-in – has a barcode) Includes allergies and spouses if this is an adult group.
4. Click the **diskette** button and choose PDF.
5. Open and Print the report.

Printing the multi-week attendance sheet – subsequent weeks (shows previous attendance)

1. Click **Groups** on the left menu.
2. Select the Group(s) for which you wish to print an attendance sheet.
3. Click **Reports** and choose **Selected Group Attendance by Event Type**.
4. Use the dropdown to select the group for which you'd like to print the roster.
5. Change Cancelled indicated by to A.
6. Click View Report.
7. Click the **diskette** button and choose PDF.
8. Open and Print the report.
9. Continue steps 4-7 for the remaining groups.

Mark Attendance into system.

1. Gather the roster from the teacher.
2. Click **Events** on the left menu.
3. Open today's event.
(Pro tip: Choose the view "Today's Events" to see all events occurring today.)
4. Click **Tools** and choose **Group Attendance** tool.
5. Choose a group from the **Select a Group From the Event** drop down menu.
6. Check mark attendees shown as attended on the paper roster. (A member is considered absent when they haven't been check marked.)
7. Choose **Confirmed** from the **Choose a Participation Status** drop down menu.
8. Click **Complete**.
9. Repeat steps 4-7 to mark attendance for the next group. (Attendees will appear in the Event. Click the members link to see that event's confirmed attendees.)
10. Return the roster to the teacher for the next event.