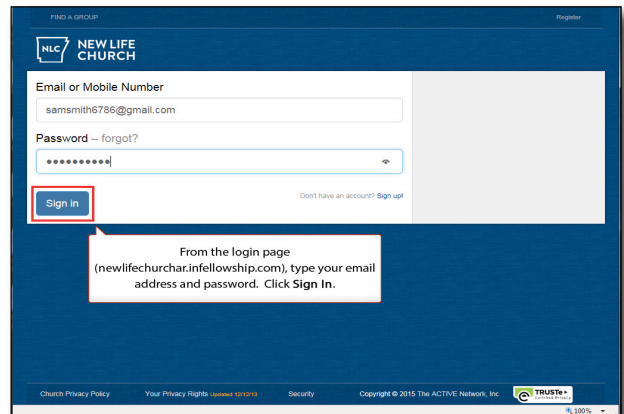


Taking Attendance



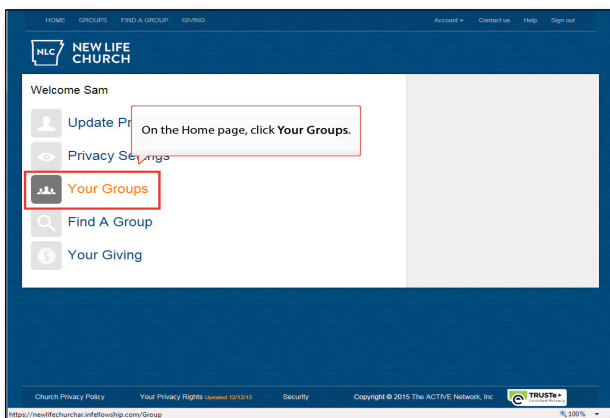
Slide 1

Text Captions: Fellowship One Demo
How to Take Attendance



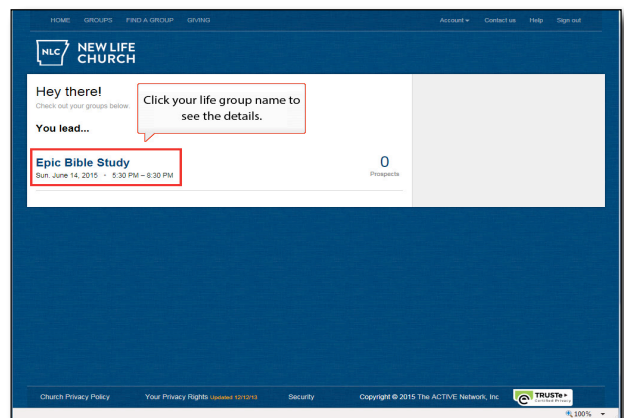
Slide 2

Text Captions: From the login page (newlifechurchar.infellowship.com), type your email address and password. Click Sign In.



Slide 3

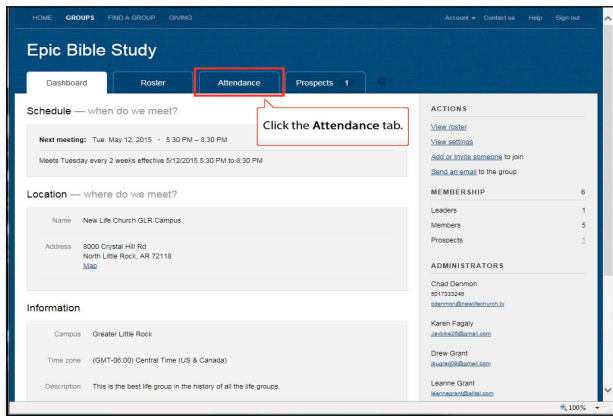
Text Captions: On the Home page, click Your Groups.



Slide 4

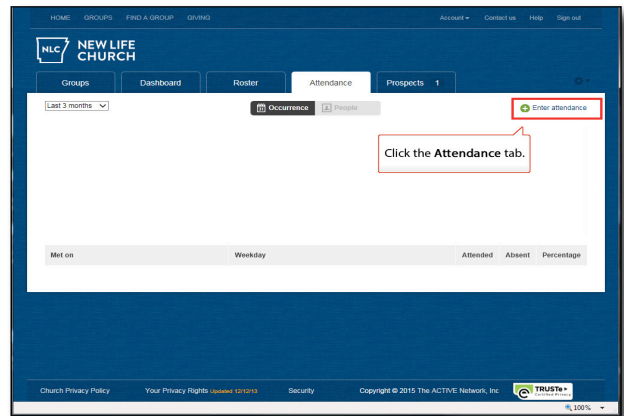
Text Captions: Click your life group name to see the details.

Taking Attendance



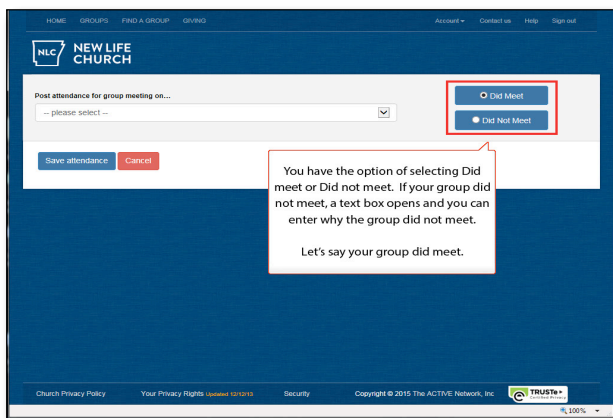
Slide 5

Text Captions: Click the Attendance tab.



Slide 6

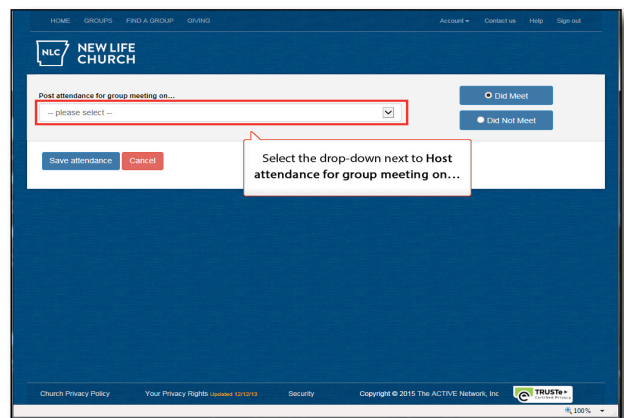
Text Captions: Click the Attendance tab.



Slide 7

Text Captions: You have the option of selecting Did meet or Did not meet. If your group did not meet, a text box opens and you can enter why the group did not meet.

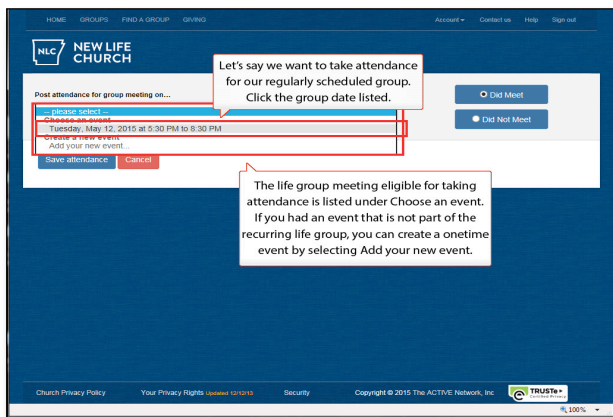
Let's say your group did meet.



Slide 8

Text Captions: Select the drop-down next to Host attendance for group meeting on...

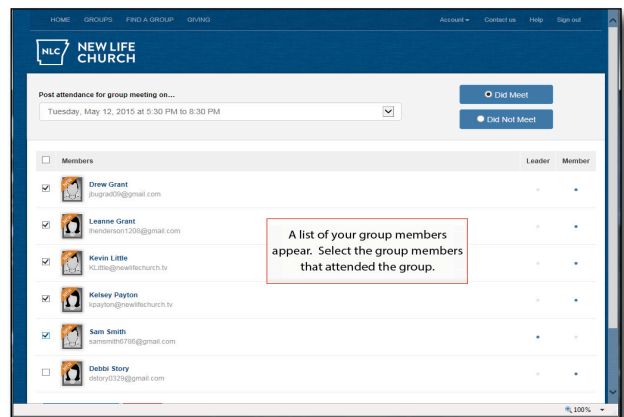
Taking Attendance



Slide 9

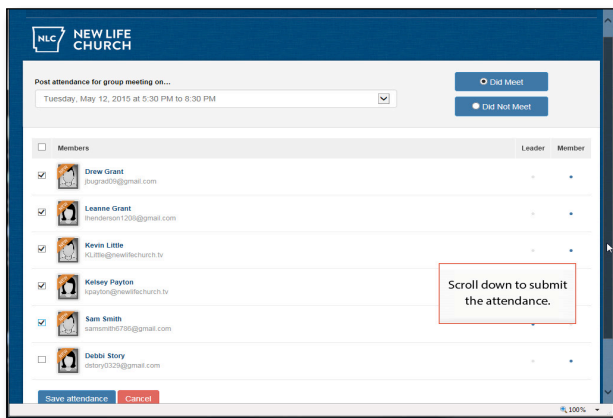
Text Captions: The life group meeting eligible for taking attendance is listed under Choose an event. If you had an event that is not part of the recurring life group, you can create a onetime event by selecting Add your new event.

Let's say we want to take attendance for our regularly scheduled group. Click the group date listed.



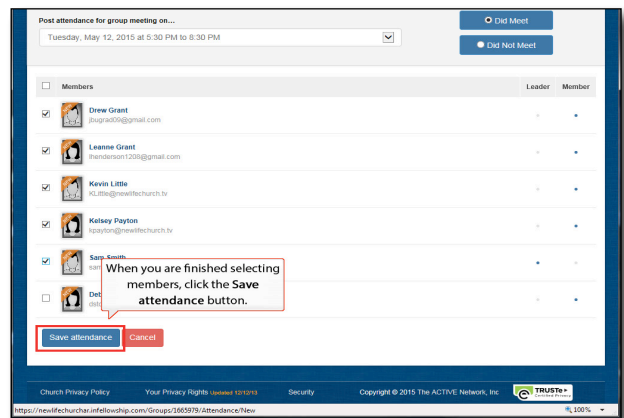
Slide 10

Text Captions: A list of your group members appear. Select the group members that attended the group.



Slide 11

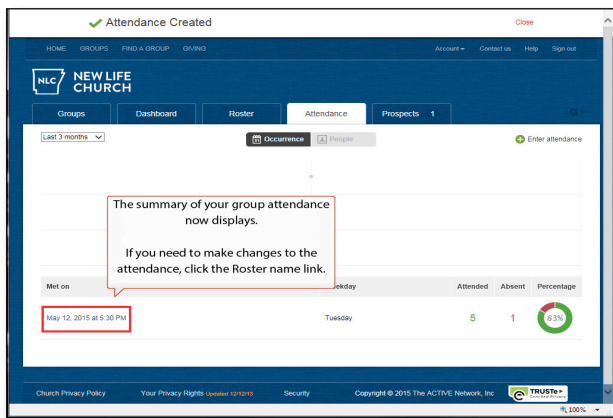
Text Captions: Scroll down to submit the attendance.



Slide 12

Text Captions: When you are finished selecting members, click the Save attendance button.

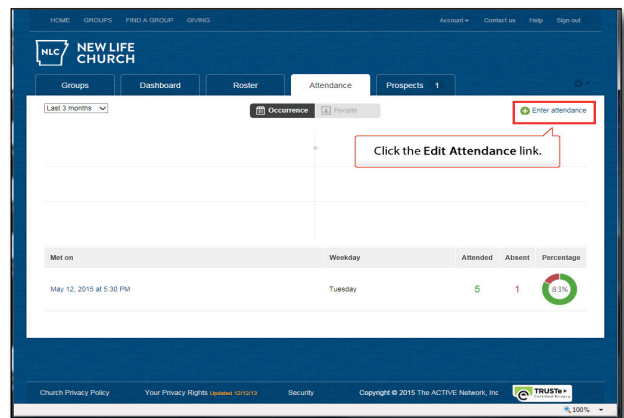
Taking Attendance



Slide 13

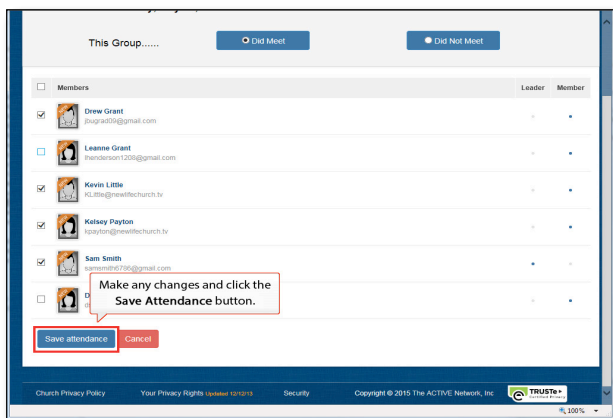
Text Captions: The summary of your group attendance now displays.

If you need to make changes to the attendance, click the Roster name link.



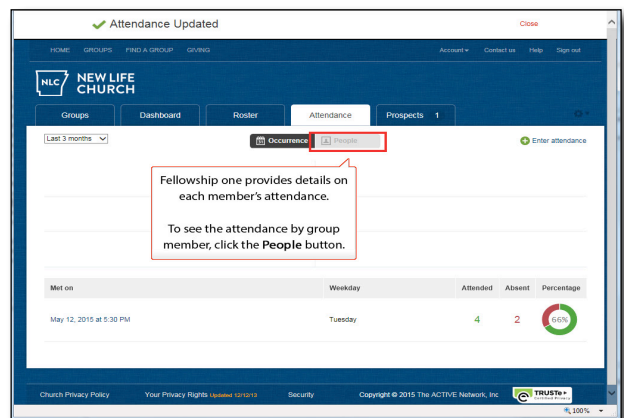
Slide 14

Text Captions: Click the Edit Attendance link.



Slide 15

Text Captions: Make any changes and click the Save Attendance button.



Slide 16

Text Captions: Fellowship one provides details on each member's attendance.

To see the attendance by group member, click the People button.

Taking Attendance

Now you can see the group member's Name.

This is a great tool to help prevent group members from falling through the cracks!

The overall percentage of attendance.

Member	May 12	Percentage
Debbie Story	+	0%
Debra Grant	+	100%
Kelley Platon	+	100%
Kevin Little	+	100%
Lanette Grant	+	100%
Sam Smith	+	100%

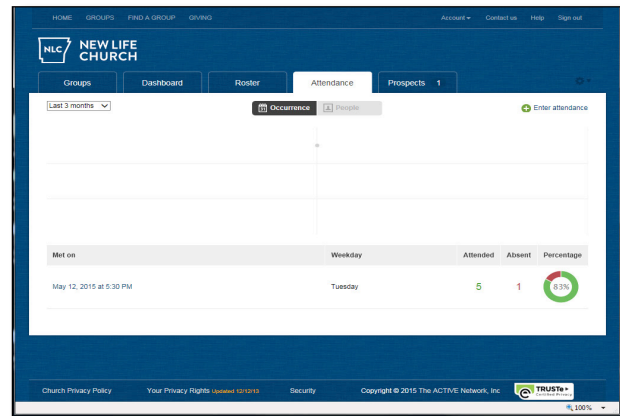
Slide 17

Text Captions: Now you can see the group member's Name.

A blue dot next to the date the group member attended.

The overall percentage of attendance.

This is a great tool to help prevent group members from falling through the cracks!



Slide 18