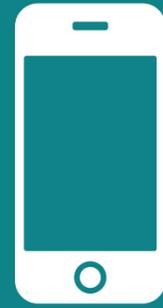


Taking Attendance and Adding Members



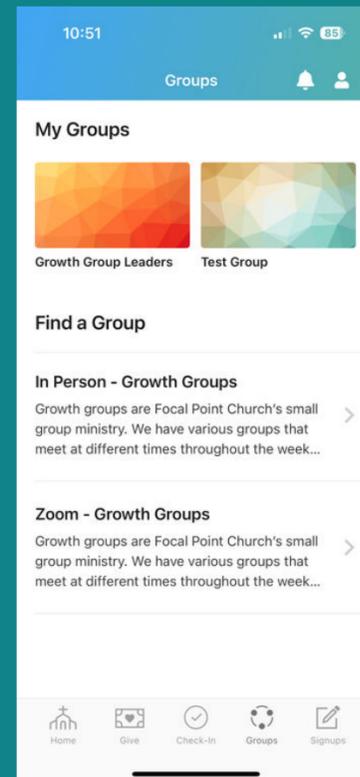
Attendance Basics



Mobile App

When to use:

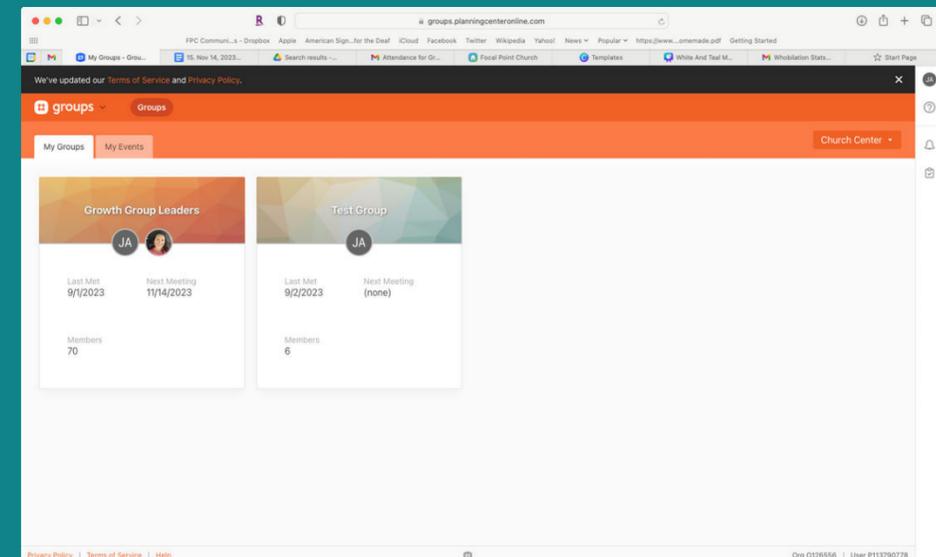
- Your existing group members are in attendance
- You have a first time visitor



Web Browser

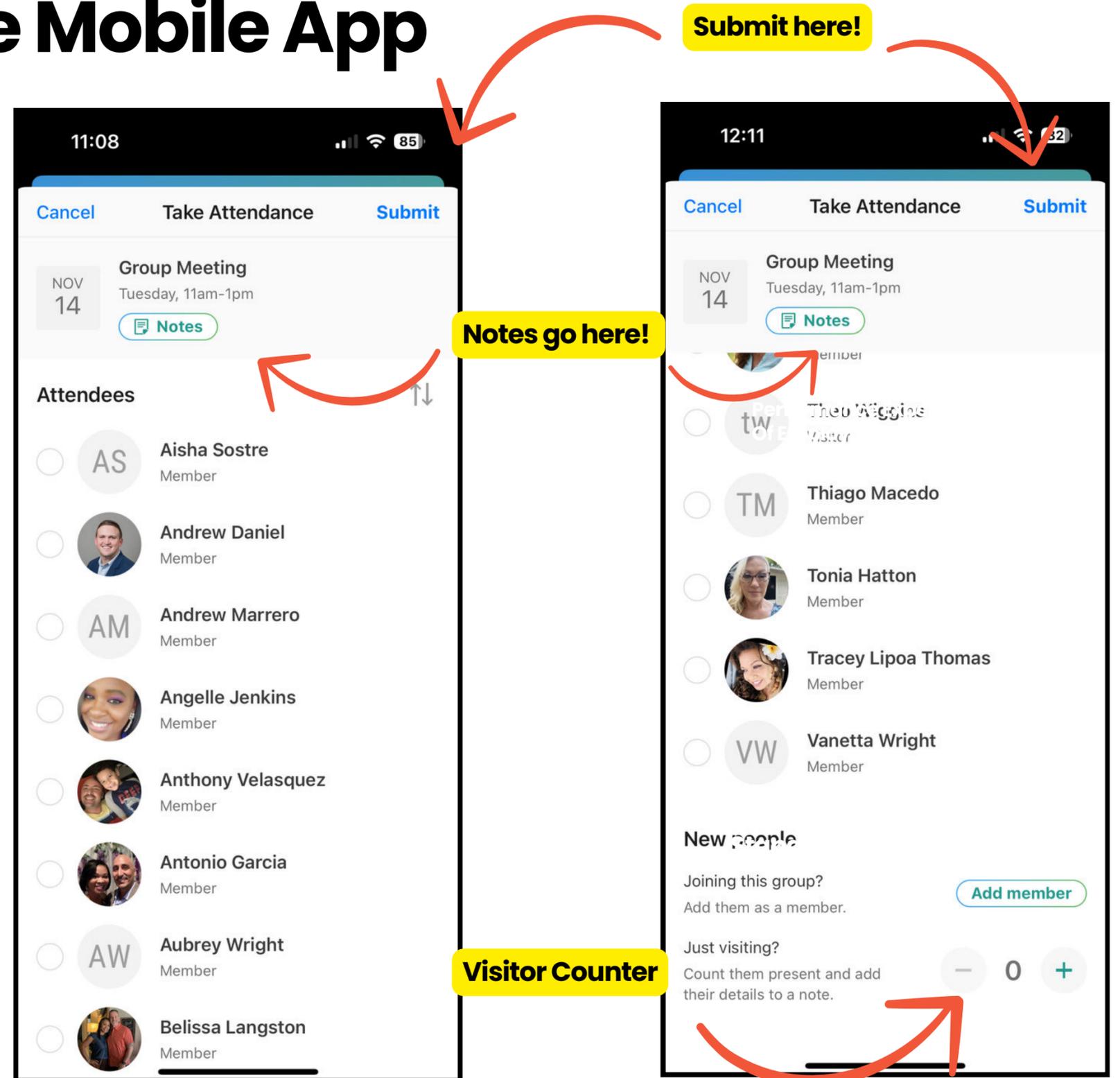
When to use:

- All the mobile functions
- You have a new group member (i.e. a second time visitor)

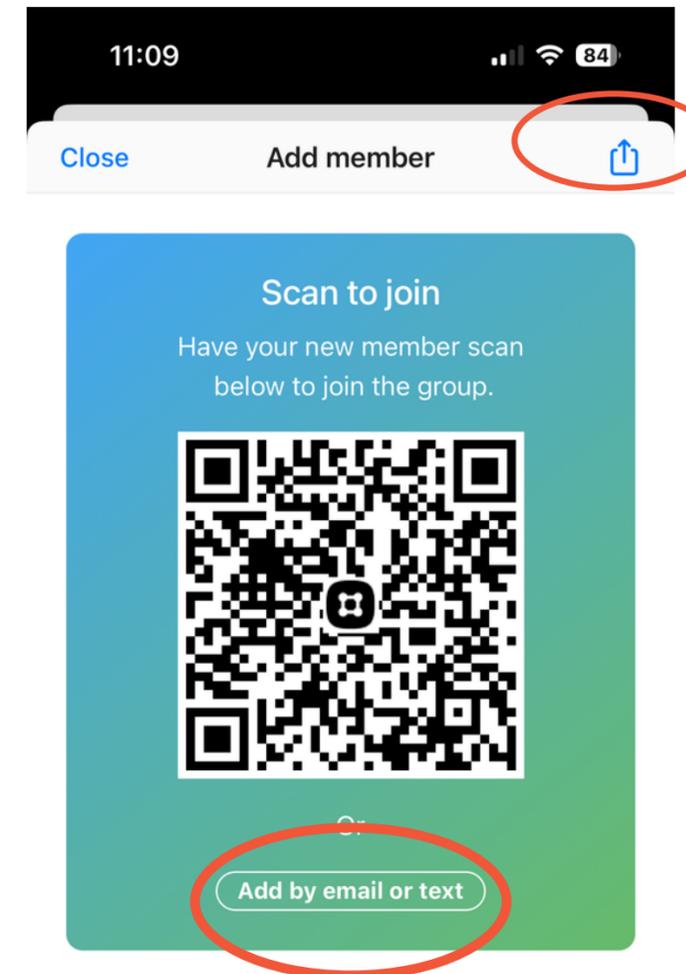
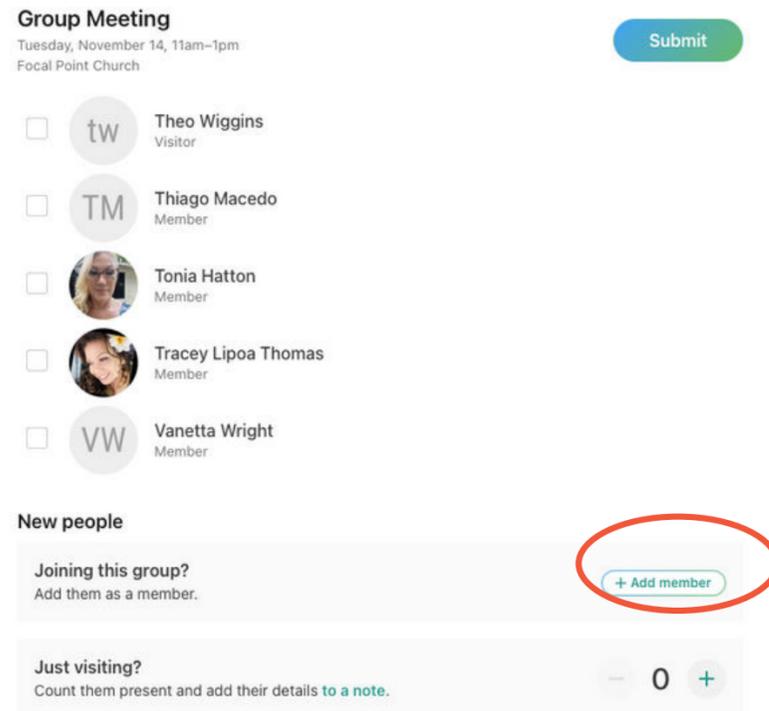


Using the Mobile App

- Click on Radio button for any group members in attendance
- Use the Notes to record FULL NAME, PHONE NUMBER, & Email for any first time visitors, as well as any other items you'd like to remember
 - Also add them to the visitor counter at the bottom of the attendance list
- Don't forget to hit submit! If you do, just log back and submit the draft.



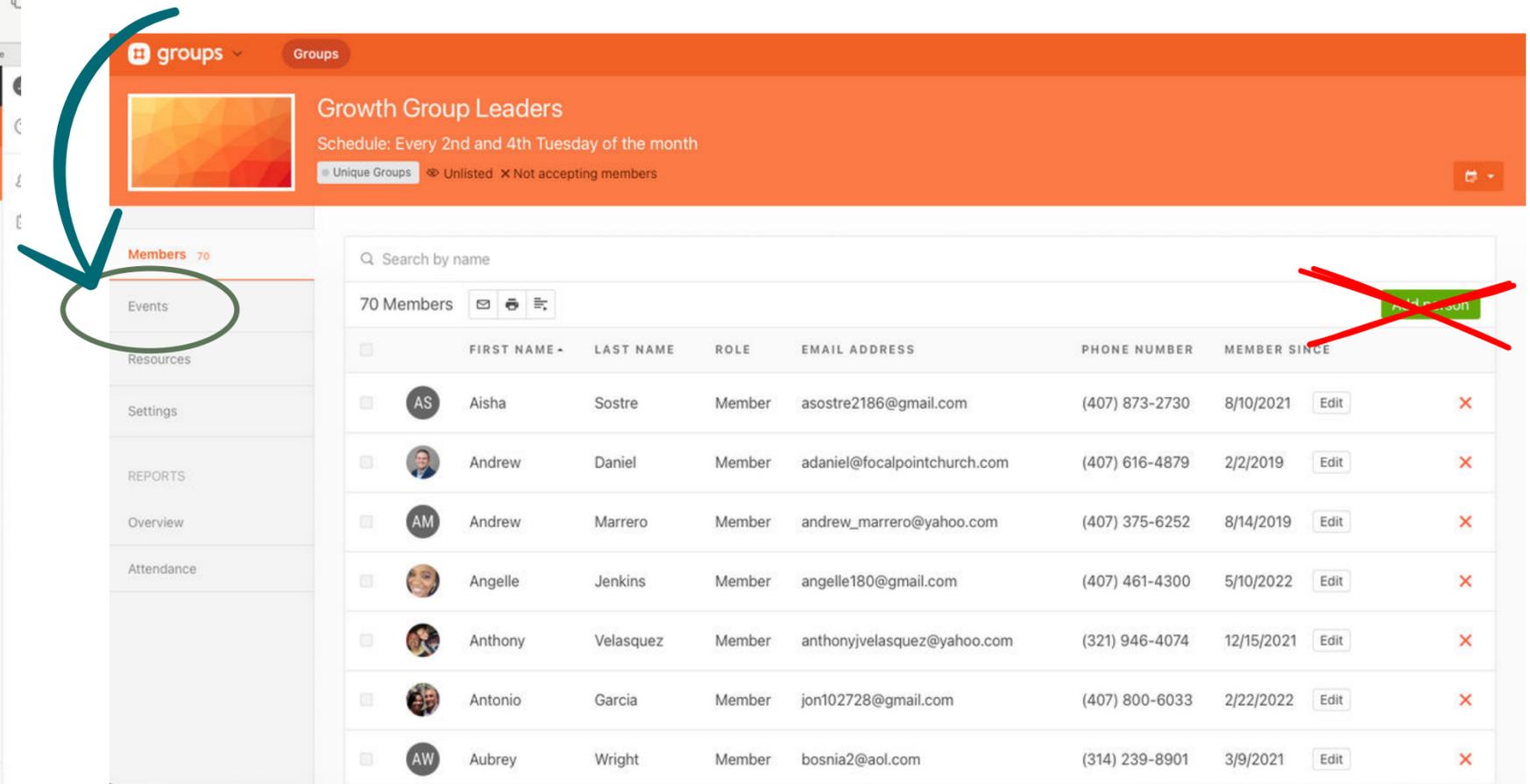
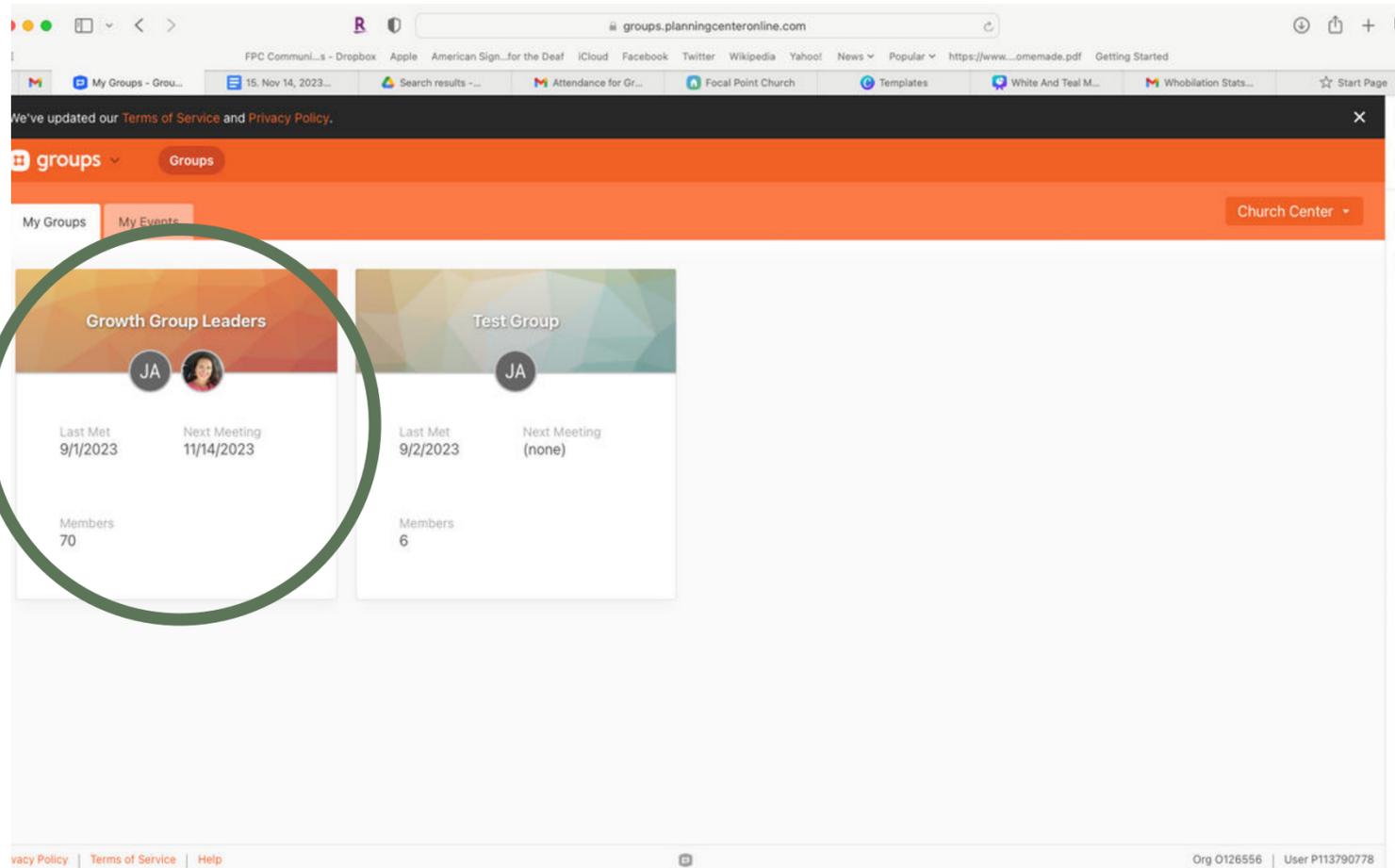
Adding a new member- Mobile



- Scroll to the bottom
 - Click 'Add Member'
 - You can also send the link via email or text
 - Pro- allows member to update their own information Con- requires member to update their own information

Using a Web Browser

Click here!



- Go to groups.planningcenter.com and log on using your email or phone number.
- Click on your Group
- Don't click on add person! Click on Events.

Adding a new member- Browser

The screenshot shows the 'Growth Group Leaders' interface. At the top, it says 'Growth Group Leaders' and 'Schedule: Every 2nd and 4th Tuesday of the month'. Below this are filters for 'Unique Groups', 'Unlisted', and 'Not accepting members'. A sidebar on the left contains navigation options: Members (70), Events, Resources, Settings, REPORTS, Overview, and Attendance. The main area features two calendar views for November 2023 and December 2023. Below the calendars is a table with columns: DATE & TIME, EVENT, STATUS, NOTES, REMINDER, and RESPONSES. The table contains one row for '11/14/2023' with the event 'Group Meeting' and a 'Take attendance' button circled in red.

The screenshot shows the 'Group Meeting' interface for Nov 14 - 11:00am. It features a table with columns: FIRST NAME, LAST NAME, and ROLE. The table lists several members and visitors, each with a checkbox and a profile picture. Below the table is a 'Church Center visitor count' section showing a count of 0. At the bottom, there is a search bar with a dropdown menu labeled 'Add visitor' circled in red, and a search input field labeled 'Search by name'.

- Click 'Take Attendance'
 - You can take attendance here just like on the app
- Scroll to the bottom
 - Use the drop down to select 'Add Member' or 'Add Visitor'

Adding a new member- Browser

Group Meeting ⓘ
Nov 14 - 11:00am Submit

	FIRST NAME	LAST NAME	ROLE
<input type="checkbox"/>	SB	Sherlon Bradshaw	Member
<input type="checkbox"/>		Staci Daniel	Member
<input type="checkbox"/>	tw	Theo Wiggins	Visitor ⓘ
<input type="checkbox"/>	TM	Thiago Macedo	Member
<input type="checkbox"/>		Tonia Hatton	Member
<input type="checkbox"/>		Tracey Lipoa Thomas	Member
<input type="checkbox"/>	VW	Vanetta Wright	Member

Church Center visitor count ⓘ - 0 +

Add member ⓘ Inigo Montoya 🔍

👤 Create a new person: "Inigo Montoya"

Growth Group Leaders
Schedule: Every 2nd and 4th Tue
Unique Groups ⓘ Unlisted ⓘ Not acc

Events > Group Meeting ⓘ

Group Meeting ⓘ
Nov 14 - 11:00am Submit

New Person ⓘ

First name: Inigo Last name: Montoya

Email address: Youkilledmyfather@preparetodie.com ⓘ

Performance Expectations
Employees & Superiors

	FIRST NAME	LAST NAME	ROLE
<input type="checkbox"/>	AS	Aisha	
<input type="checkbox"/>		Andrew Daniel	Member
<input type="checkbox"/>	AM	Andrew Marrero	Member
<input type="checkbox"/>		Angelle Jenkins	Member
<input type="checkbox"/>		Anthony Velasquez	Member
<input type="checkbox"/>		Antonio Garcia	Member

- Search using their name, be sure you have the correct spelling and email to avoid duplicates
- Pros- Doesn't require member action Cons- can't add phone number

Notes

Group Meeting ⓘ
Nov 14 - 11:00am

Submit

	FIRST NAME	LAST NAME	ROLE
<input type="checkbox"/>	SB Sherlon	Bradshaw	Member
<input type="checkbox"/>	Staci	Daniel	Member
<input type="checkbox"/>	tw Theo	Wiggins	Visitor
<input type="checkbox"/>	TM Thiago	Macedo	Member
<input type="checkbox"/>	Tonia	Hatton	Member
<input type="checkbox"/>	Tracey Lipoa	Thomas	Member
<input type="checkbox"/>	VW Vanetta	Wright	Member

Church Center visitor count ⓘ - 0 +

Add visitor ▾ Search by name 🔍

Group Meeting ⓘ
Nov 14 - 11:00am

Submit

	FIRST NAME	LAST NAME	ROLE
<input type="checkbox"/>	Belissa	Langston	Member
<input type="checkbox"/>	Betsy	Hegarty	Member
<input type="checkbox"/>	BB Briana	Bradshaw	Member
<input type="checkbox"/>	Brianna	Aleman	Member
<input type="checkbox"/>	Britney	Perkins	Member
<input type="checkbox"/>	CA Cammilah	Araujo	Member
<input type="checkbox"/>	Christian	Rosado	Member
<input type="checkbox"/>	Christina	Spoon	Applicant
<input type="checkbox"/>	CL Christy	Lacey	Member

- Visitors will be everyone listed as a visitor AND the total of your visitor counter
 - If you add them as a visitor by name, do not add them to your counter
 - if you add them only in the Note, then DO add them to your counter
- 'Applicants' do not count, regardless of whether you check the box, only members and visitors are counted.
- If you click on "Take Attendance" in your email, you will be taken to church center, similar to the mobile experience.