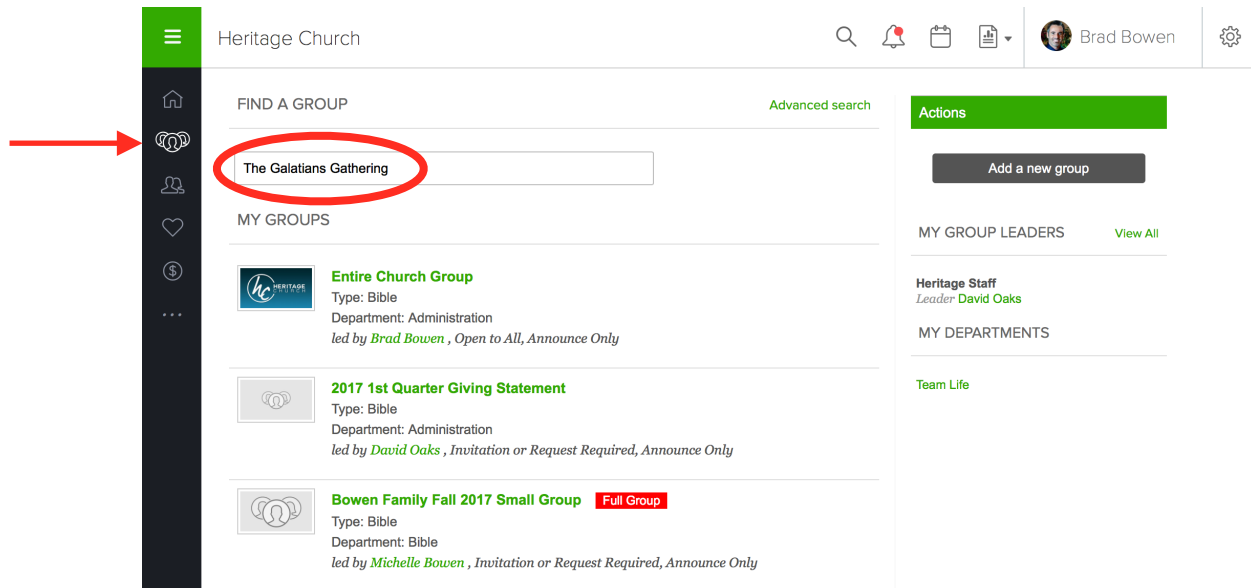


HOW TO TRACK ATTENDANCE

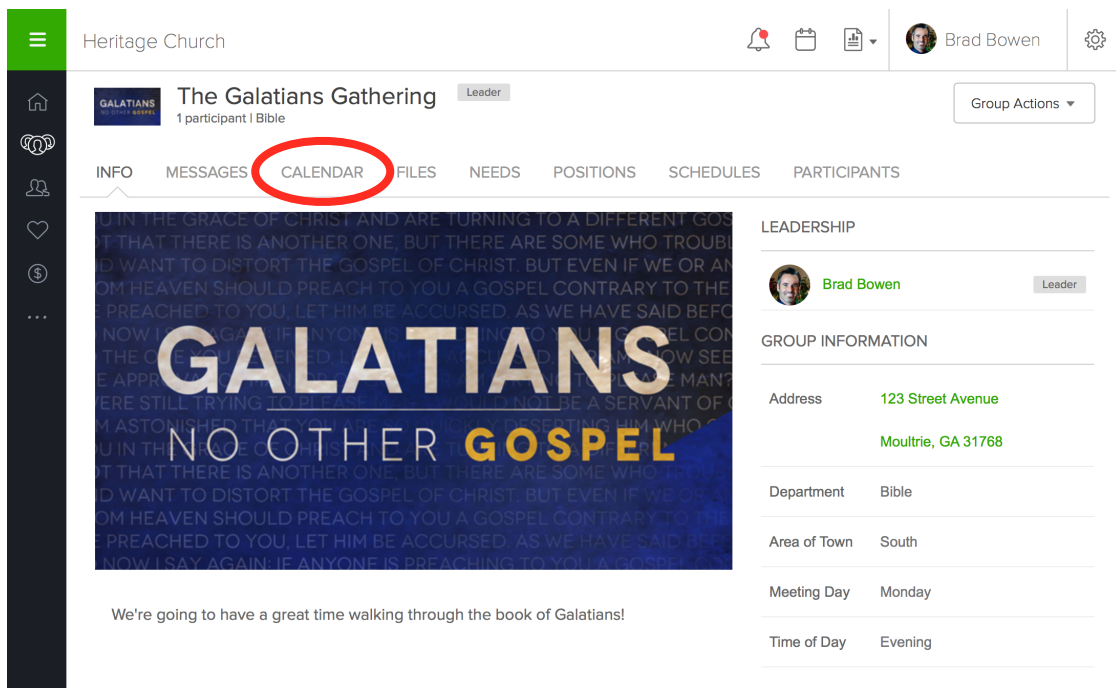
Step 1 of 6: Click the Small Groups icon

Click on your small group from the list. Note: If you are a member of multiple groups, you might have to first search for your group in the "FIND A GROUP" field.



The screenshot shows the Heritage Church website interface. On the left, a vertical sidebar contains icons for Home, Small Groups (highlighted with a red arrow), Members, Heart, and a menu icon. The main content area is titled 'Heritage Church' and features a 'FIND A GROUP' section with an 'Advanced search' link. Below this, a list of groups is displayed, including 'The Galatians Gathering' (circled in red), 'Entire Church Group', '2017 1st Quarter Giving Statement', and 'Bowen Family Fall 2017 Small Group'. The right sidebar contains an 'Actions' section with a button to 'Add a new group', a 'MY GROUP LEADERS' section listing 'Heritage Staff' and 'Leader David Oaks', and a 'MY DEPARTMENTS' section listing 'Team Life'.

Step 2 of 6: Click on CALENDAR



The screenshot shows the 'The Galatians Gathering' group page on the Heritage Church website. The page header includes the group name, a 'Leader' button, and a 'Group Actions' dropdown menu. The main navigation bar contains tabs for 'INFO', 'MESSAGES', 'CALENDAR' (circled in red), 'FILES', 'NEEDS', 'POSITIONS', 'SCHEDULES', and 'PARTICIPANTS'. The main content area features a large image with the text 'GALATIANS NO OTHER GOSPEL' and a description: 'We're going to have a great time walking through the book of Galatians!'. The right sidebar contains a 'LEADERSHIP' section listing 'Brad Bowen' as the leader, and a 'GROUP INFORMATION' section listing the address (123 Street Avenue, Moultrie, GA 31768), department (Bible), area of town (South), meeting day (Monday), and time of day (Evening).

Step 3 of 6: Add an Event

On the date your group is scheduled to start, click "Add Event"

The screenshot shows the Heritage Church interface. At the top, there's a header with the church name, navigation icons, and user information (Brad Bowen). Below this is a section for 'The Galatians Gathering' with a 'Leader' tag and a 'Group Actions' dropdown. The main area is a calendar for August 2017. The calendar shows days from Sunday to Saturday. A red arrow points to the 'Add event' button on the 20th of August.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Step 4 of 6: Provide Event Details

The screenshot shows the 'Create event' dialog box. It has a title bar with a close button. Below the title, there's a section for 'Event Type' with two radio button options: 'Rooms & Resources needed' and 'Rooms & Resources not needed'. At the bottom, there are 'Cancel' and 'Save' buttons. Two red arrows point to the radio buttons, with text labels indicating when to click each option.

Click here if your group meets at the church

Click here if your group does not meet at the church

Event Type

☐ Rooms & Resources needed

☐ Rooms & Resources not needed

Cancel Save

CALENDARFILESNEEDSPOSITIONSSCHEDULESPARTICIPANTS

Create event

Event Type

☐

 Rooms & Resources needed

☒

 Rooms & Resources not needed

Event Name

The Galatians Gathering

Photo

Choose File

no file selected

Description

BBI≡≡

Small Group Gathering

Group

The Galatians Gathering x

Organizer

Brad Bowen x

Event Phone

(229) 555-1234

Date

8/21/2017

☐ All day event

Event Time

5:00 PM

6:30 PM

☒ Make this event repeat

How often?

Weekly

Every week

When

☐ Sun☒ Mon☐ Tue☐ Wed☐ Thu☐ Fri☐ Sat

Ends

11/06/2017

Location Name

Bowen Home

Street

123 Street Avenue

City

Moultrie

State

GA

Postal Code

31768

Other

☐ Require leader approval or form response to get on the guest list

Cancel

Save

Enter group name

A simple description

Group leader's name

Contact number

Group start & end time

It is important to click "Make this event repeat" and then fill in the fields for "How often?", "When", and enter an end date (the date your small group will have its final gathering)

If your group is being held at the church, these fields will be filled in automatically.

Click "Save"

Step 5 of 6: Request a Room

Note: If your group is not held at the church, you may skip to Step 6.

Select the "ROOMS & RESOURCES" tab, then click "Request Rooms & Resources"

The screenshot shows the Heritage Church event management interface. At the top, there's a header with the church name, user profile (Brad Bowen), and settings. Below this is a blue banner for 'Event Approval Pending' with an 'Approve' button. The main content area is for 'The Galatians Gathering' on Monday, August 21, 2017. A navigation bar includes 'PREVIEW', 'ROOMS & RESOURCES' (highlighted with a red circle), 'GUEST LIST', 'ATTENDANCE', 'CHECK-IN', and 'PUBLISH'. A 'Request Rooms & Resources' button is on the right, indicated by a red arrow. The 'EVENT INFORMATION' section shows details like 'Estimated Event Attendance: Not provided' and 'Setup Time: none'. At the bottom, it states 'No rooms or resources requested'.

The 'Request Rooms & Resources' modal window is shown. It has a 'Setup Information' section on the left with fields for 'General Setup Notes' and 'Estimated Attendance'. The main area is divided into 'Rooms' and 'Additional Resources'. The 'Rooms' section has a large dashed box labeled 'Drag Rooms Here'. The 'Additional Resources' section has a smaller dashed box labeled 'Drag Resources Here'. On the right, there's a list of rooms under the 'Heritage Church' header, including 'Nursery', 'South Campus', and various buildings like 'S-1 Building', 'S-2 Building', etc. A red arrow points to the 'S-1 Building' entry. At the bottom, there are 'Cancel' and 'Save' buttons, with a red arrow pointing to the 'Save' button.

Select the room you want from the drop-down menus and then drag that room over to the "Rooms" box. If the room is already reserved, it will be shaded and will not let you drag it. Once you successfully select a room, a pop-up box will appear that lists the cost to reserve the room. These fees do not apply to small group gatherings, so simply click "Done" and then "Save".

Step 6 of 6: Finalize Attendance Settings

Select the "ATTENDANCE" tab, then click "Attendance Settings"

The screenshot shows the 'The Galatians Gathering' event page. The 'ATTENDANCE' tab is selected and circled in red. In the top right corner, there is an 'Attendance Settings' button with a red arrow pointing to it. The main content area shows 'ATTENDANCE SETTINGS' with the following values: Attendance Grouping: None, Attendee Limit: None, Attendance Reminder: No, and Attendance Only: No. Below this is an 'EVENT SUMMARY' section with the text 'No event summary for this event.' At the bottom, it says 'Created on Monday, August 7, 2017 by Brad Bowen' and 'Modified on Monday, August 7, 2017 by Brad Bowen'.

The screenshot shows the 'Attendance settings' modal dialog. It has a close button (X) in the top left corner. The settings are: Attendee Limit: Unlimited, Attendance Grouping: Small Groups (with a red arrow pointing to it and the text 'Choose "Small Groups"'), Send group leaders an attendance reminder: checked (with a red arrow pointing to it and the text 'Check this box'), and This event is for attendance purposes only: unchecked (with a red arrow pointing to it and the text 'Leave this box unchecked'). At the bottom, there are 'Cancel' and 'Save' buttons, with a red arrow pointing to the 'Save' button and the text 'Click "Save"'. The background is dimmed.

YOU DID IT!

You are all set to track attendance. Now all that's left is populating your group. At this point, adding participants will be a piece of cake. Whenever you're ready, use the "How to Add a Group Member" resource and follow the 3 simple steps. We thank you for taking the role of Small Group Leader so seriously and loving the people God has placed in your care.