TAKING ATTENDANCE IN THE BRENTWOOD BAPTIST APP:
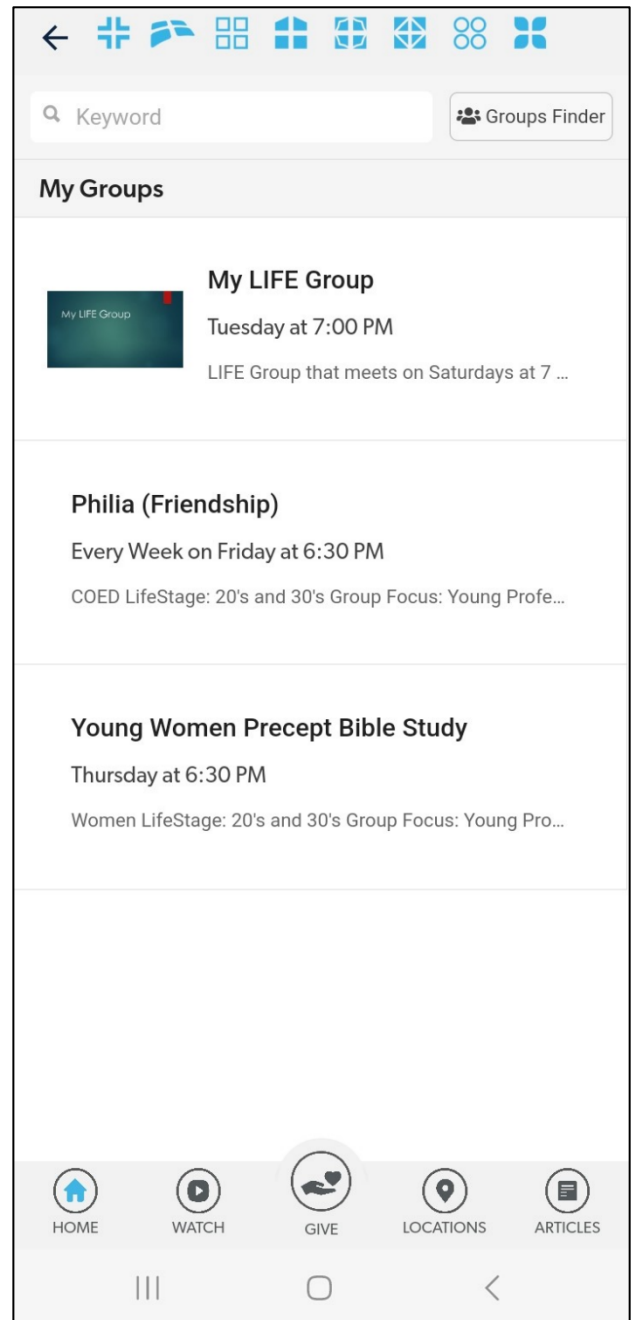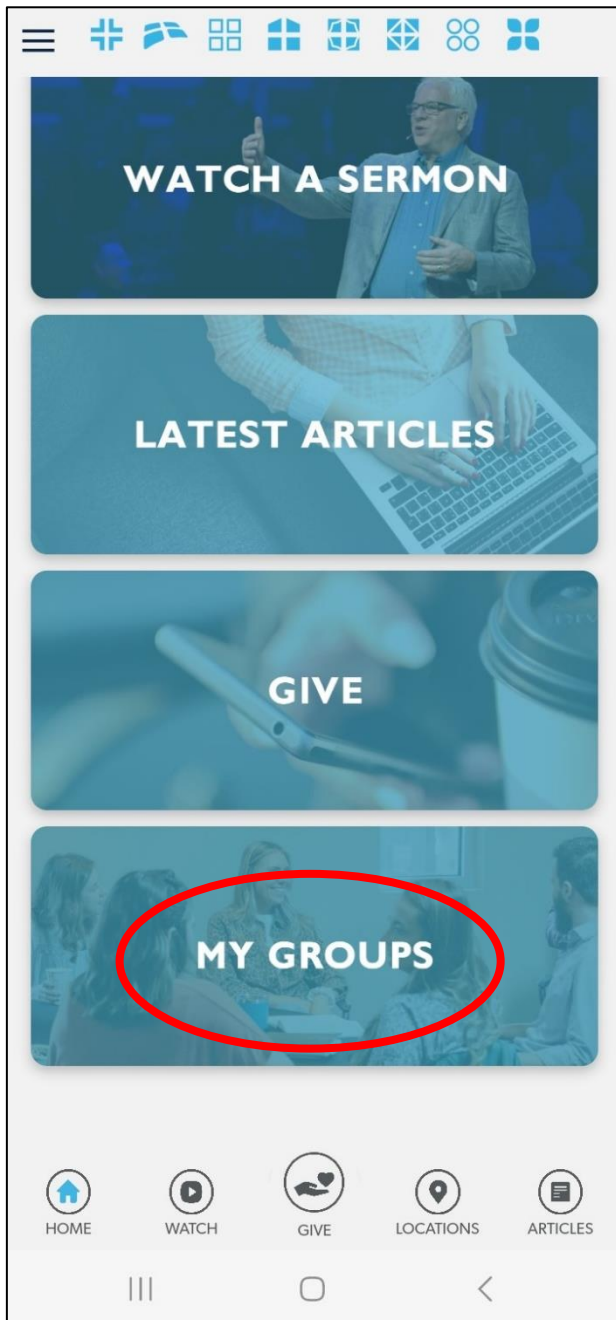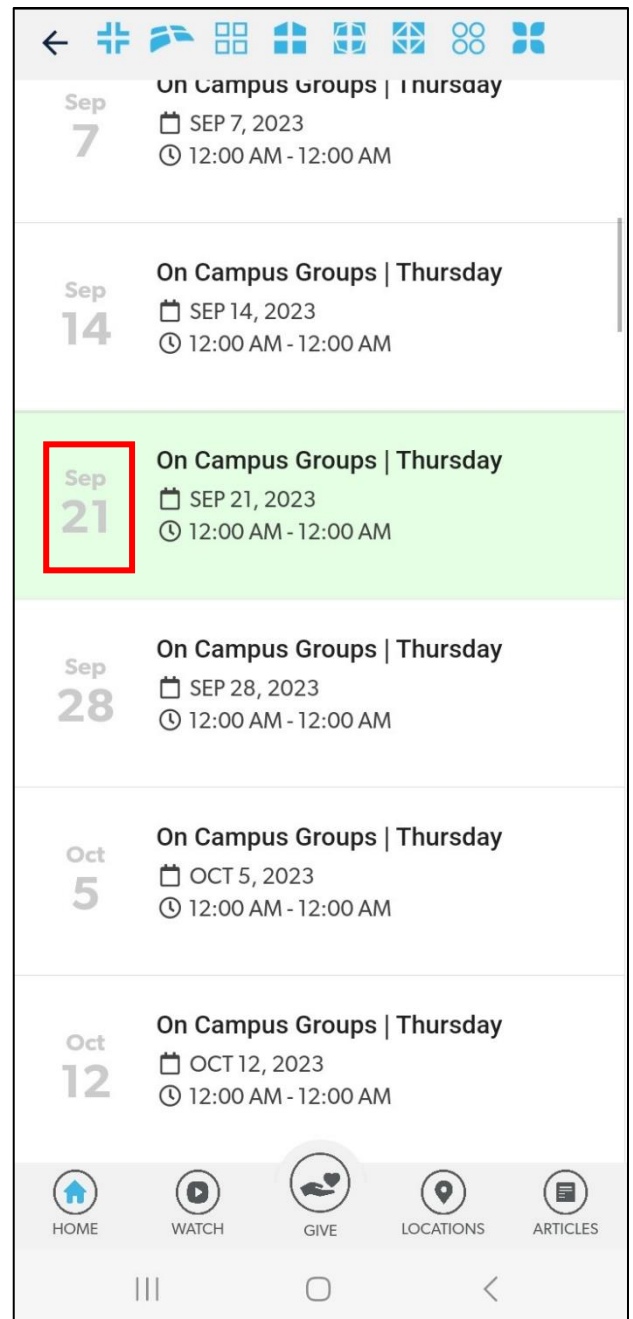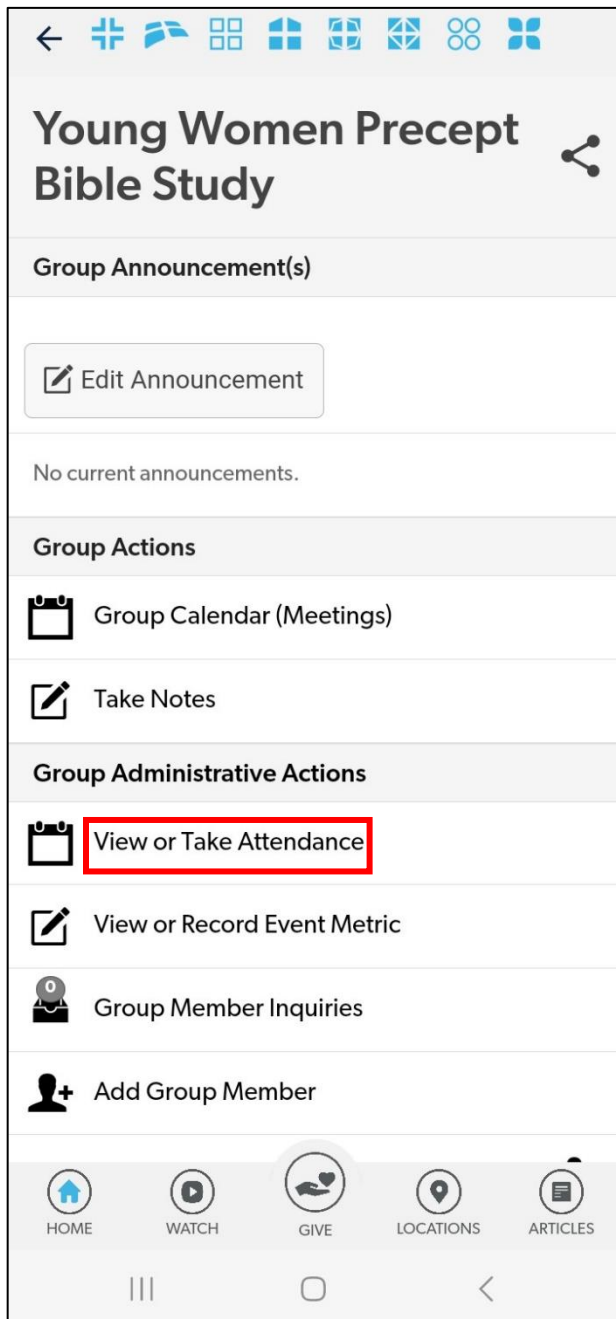
1) Open the app and scroll down to click on the button that says **"My Groups"**
2) Your group name should appear on the screen; If you're in multiple groups, select the one you are wanting to take attendance for

3) Under the **Group Administrative Actions** section of your group's page, select **"View or Take Attendance"**
4) Find the date that you want to take attendance for and select it

5) Once you're on the page for that date, you can do the following:
   a. If your group did not meet that day, check the box under **Did the group meet?** that says **"Group Did Not Meet For Event"**
   b. To take attendance for the group, follow the three steps outlined on the page:
      i. Step 1 – make sure the Status is set as Confirmed as Attended; You can also select a time here
      ii. Step 2 – go through the list of participants and either check each individual that came, or check the box at the top for "Select All Attendees" if everyone on your roster was in attendance
      iii. Step 3 – Tap the button that says **"Submit Attendance"**