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

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Group Announcement(s)	Sep On Campus Groups Thursday 14 Image: Sep 14, 2023 Image: Sep 14, 2023 Image: Sep 12:00 AM - 12:00 AM
No current announcements. Group Actions	Sep 21 On Campus Groups Thursday Image: Sep 21, 2023 Image: Sep 21, 2023 Image: Sep 21, 2023 Image: Sep 21, 2023
Group Calendar (Meetings) Take Notes Group Administrative Actions	Sep On Campus Groups Thursday 28 Image: Sep 28, 2023 Image: On Campus Groups Thursday Image: Sep 28, 2023 Image: On Campus Groups Thursday Image: Sep 28, 2023 Image: On Campus Groups Thursday
View or Take Attendance View or Record Event Metric	On Campus Groups Thursday 1 OCT 5, 2023 1 12:00 AM - 12:00 AM
Group Member Inquiries Add Group Member	On Campus Groups Thursday
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- 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. <u>Step 1</u> make sure the Status is set as Confirmed as Attended; You can also select a time here
 - ii. <u>Step 2</u> 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. <u>Step 3</u> Tap the button that says "Submit Attendance"

