How To Take Attendance For LifeGroups On Church Center

1. **Visit the Website:** Once you have registered your LifeGroup at southern.edu/lifegroups and it has been approved, your group will be inputted into Church Center. To access your LifeGroup, go to groups.planningcenteronline.com, log in with the email that you registered your group under, and select your LifeGroup.

2. **Group Members:** You will only be able to mark group members present for attendance if they have previously registered for your group.
   a. If you are starting a new group but already have group members, you can:
      i. Enroll new members to your group online via the website, or
      ii. Send names and ID numbers to lifegroups@southern.edu
   b. If you are starting a new group and are recruiting new members to join, each individual can personally register themselves for your group via the app.
   c. Once your group members are registered for your group, you are ready to take attendance!

3. **Create Recurring Weekly Events:** Prior to meeting, you must create an event for your LifeGroup on the calendar. You can create calendar events under the "events" tab on Church Center (on the website and/or on the app). It is suggested to plan ahead and enter in all of the dates that you will be meeting for the entire semester.

4. **Taking Attendance:** Download the Church Center app to access your group. From here you will be able to monitor who is a member in your group, take attendance, and adjust the description of your group if you would like.

5. For your convenience, you can take attendance one of two ways:
   a. To take attendance on the **website**:
      i. Go to groups.planningcenteronline.com, log in, and select your LifeGroup
      ii. Click on the events tab and select the current date
      iii. Click on "take attendance" on the right side of your screen
      iv. Click the checkmark beside everyone's name who is attending the meeting
      v. Click submit
   b. To take attendance on the **app**:
      i. Open the app and select your group

        ii.   Go to the events tab

       iii.   Click "take attendance" under the event that is on the current date

       iv.   Check the boxes beside the names of people who are there

       v.   Click submit

6. **Attendance Deadlines:** You can start taking attendance 10 minutes before the event is scheduled to start. However, <u>you must enter attendance within one hour</u> of your scheduled end time.

7. **Troubleshooting:** If you have any problems taking attendance for your LifeGroup or if you have visitors that attend, send an email with the following information to lifegroups@southern.edu:

    a.   The names and ID numbers of those who attended,

    b.   The name of your LifeGroup,

    c.   The day/time that you met.

For questions, email lifegroups@southern.edu.