

## How to take attendance in Simple Church

For Staff:

1. Create the group in Simple Church.

For Leaders/Facilitators:

1. Download the Simple Church app on your phone
  - a. The symbol for this app looks like a tree!
  - b. It's free!
2. Login (if needed)  
Domain: fumcdurango  
Username: Attendance  
Password: whoshere?
3. Open app and click "attendance" (on some phones it has a checkmark symbol).
4. Click "Select Group" (use your thumb to scroll down or use the search bar to search for your group by name!). Groups are entered alphabetically, and some groups are grouped into a category such as "Community Group" followed by the group name in parentheses.
5. Select all individuals present then click save (on some phones it has a checkmark symbol instead of "save" button).
  - a. Please be sure to go back into the app and mark anyone present who may have come late. To enter attendance after the meeting date has already passed, follow these instructions:
    - Open app and click "attendance"
    - Click the "Today" button under "Select Group"
    - Select the appropriate date on the calendar that your group met
    - Click OK
    - Then click "Select Group" and follow remaining instructions above
  - b. If someone in your group misses two weeks in a row and nobody else in the group has heard from them, please contact them to see how they are doing and find out if they need anything from the group.