Realm Attendance

Community

Communications ⌄

Events

Giving

Groups ⌄

Directory
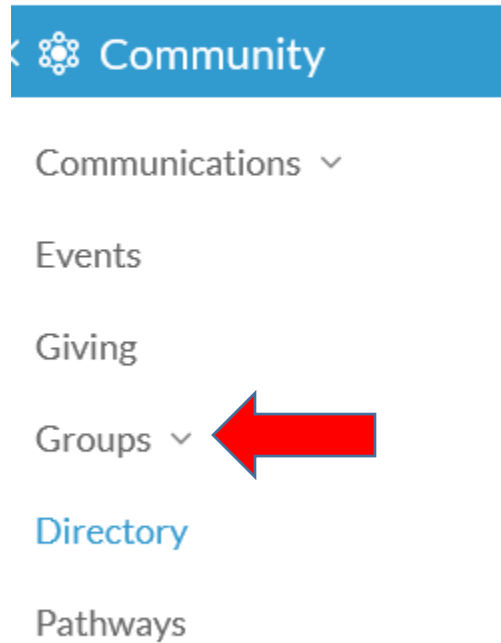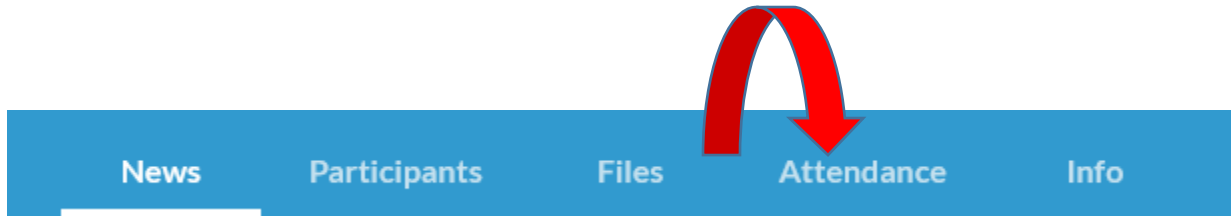
Pathways

- Once you Log into Your Account, you will see on the left side of the screen the options under "Community"
- Select the "Groups" option.
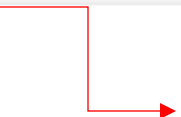- Click on the group you need to do attendance for

News	Participants	Files	Attendance	Info

- Your Group Name will be across the Top, below that you will see these tabs.
- Click on the Attendance Tab.

Mark Attendance

Winter Meetings 2020
Tuesday, February 4, 10:00am

Mark Attendance

- You will select the Meeting you need to Mark Attendance for
- Once you hit the button to the right, "Mark Attendance", the list of your participants for you group will appear, you select the participants that were present and hit submit.
- If you have added members, you can select the "Additional" button.

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- If this person is going to attend long term, feel free to contact me so I can add them to the group. sneumann@brazospointe.com