

## How to report your group attendance.

### Love Handles-Wed.-Short Term Group

Wed, Jan 6 @ 6:30 PM

This is an auto-generated event attendance reminder. Please complete your attendance and event summary report.

You will receive an email following your group meeting. Click the "Record Attendance" button to report your group's attendance.



**Ridge Group- Wednesday- 6:30-8 (Scott) - Ridge Group- Wednesday...**

Did not meet

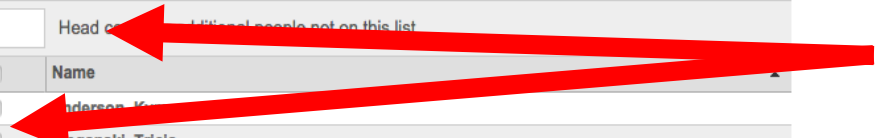
Head count: 0 (0/10) (Additional people not on this list)

<input type="checkbox"/>	Name
<input type="checkbox"/>	Anderson, Kristin
<input type="checkbox"/>	Leganski, Tricia
<input type="checkbox"/>	Ciula, Allison
<input type="checkbox"/>	Cochran, Ben

Check the boxes of the people in attendance.

You can also type in the number of additional guests but are not on the roster.

You do not need to report the children present.



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Discussion Topic:

Event Notes:

Praises & Prayer Requests:

People Info: *List new members, visitors, and people leaving the group and the reason.*

Email an event summary to: *(Email sent to the leaders on Dec 10, 2015 8:32 AM)*

- Leadership only (group leaders, coaches, directors)
- The entire group and the leadership
- No one - Don't send an email.

### **OPTIONAL**

You can also fill in any details about your meeting including the topics you discussed, great moments, service project details, prayer requests, and a record of guests who attended.

Then choose who to send this summary to your group, and/or your leaders and Ridge Group staff. Sending it to “no one” will still report your attendance in the system.

### **REQUIRED**

Click save to record and send your attendance.