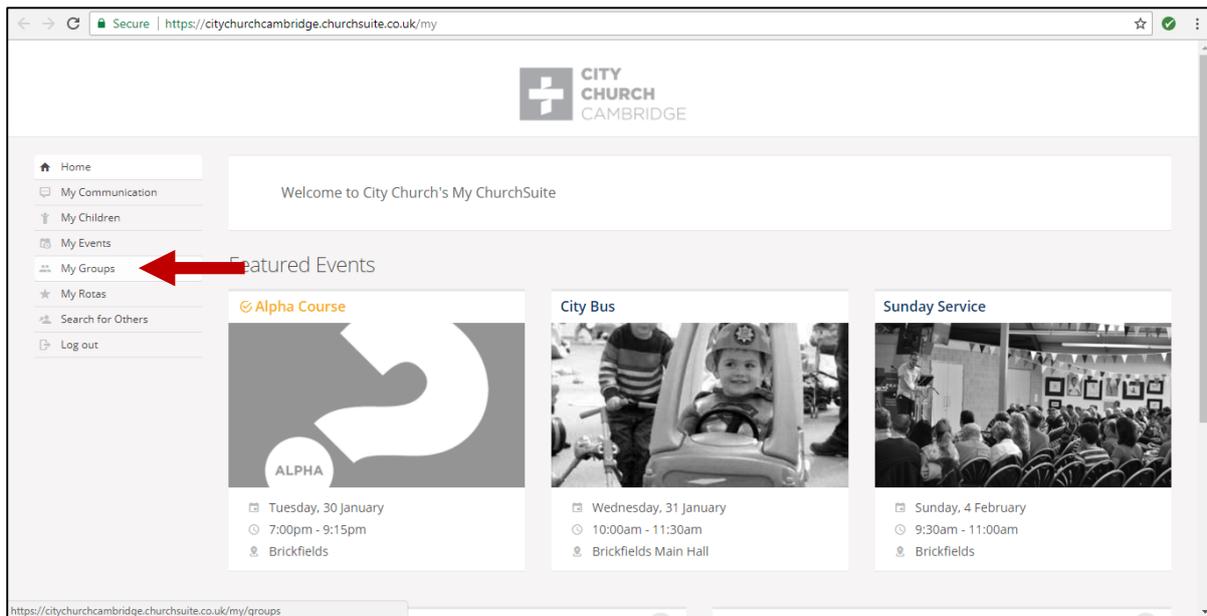


RECORDING ATTENDANCE FOR YOUR CITY GROUP

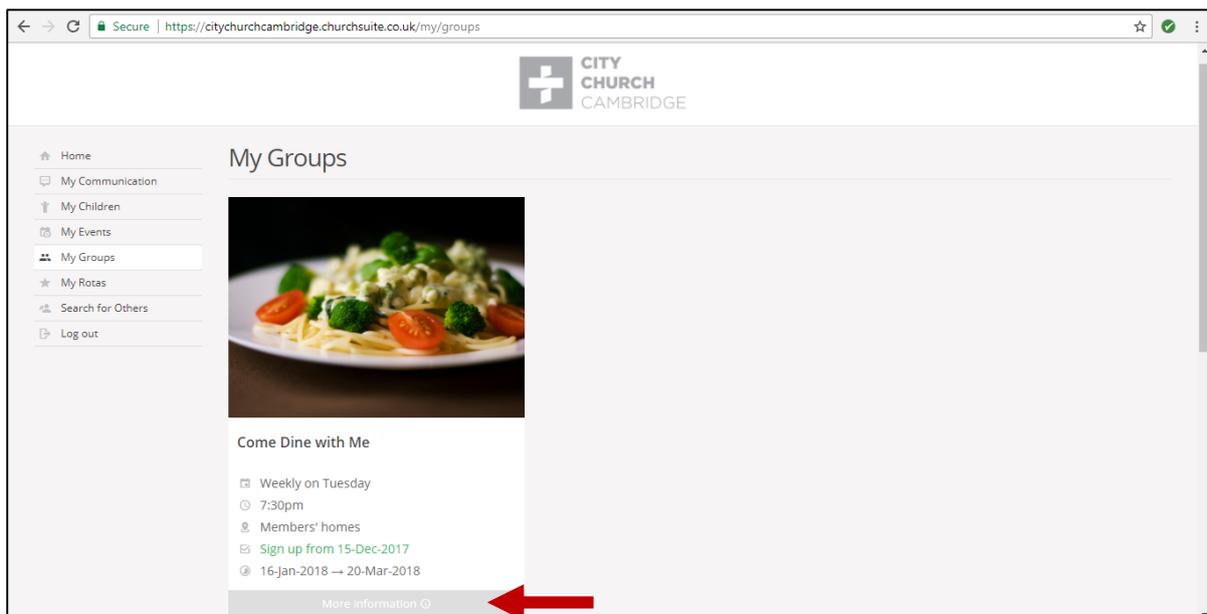
Load <https://citychurchcambridge.churchsuite.co.uk/my> or the My ChurchSuite app.
(The pictures below are from the website, but the app is very similar)

Sign in using your e-mail address and the password you chose for My ChurchSuite.

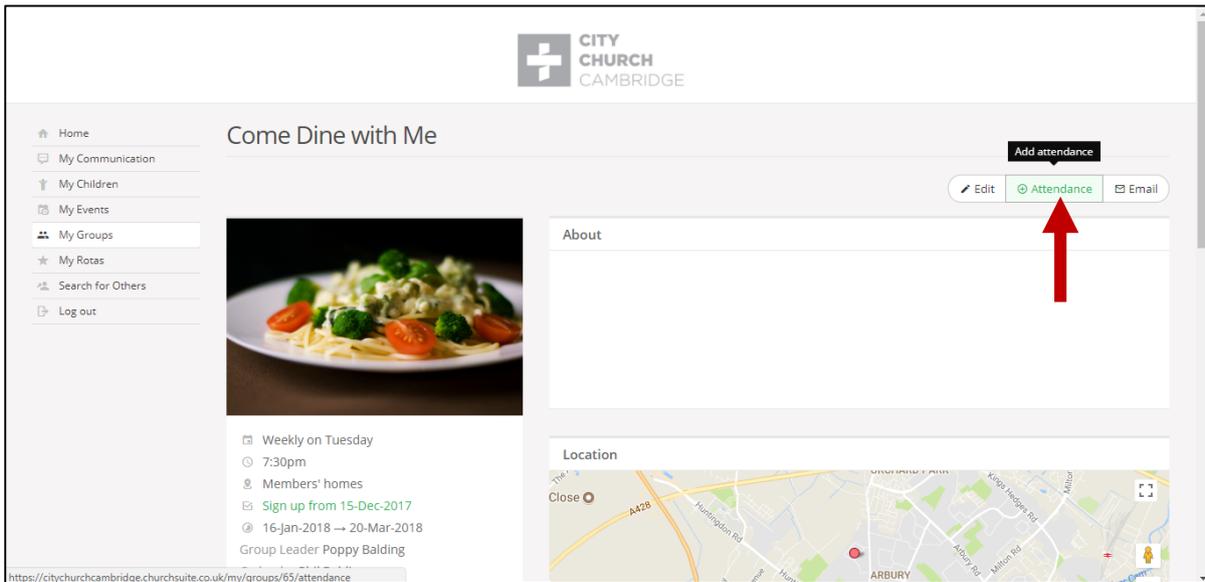
Click on “My Groups” on the menu.



Click “More information” on the group for which you wish to record attendance.

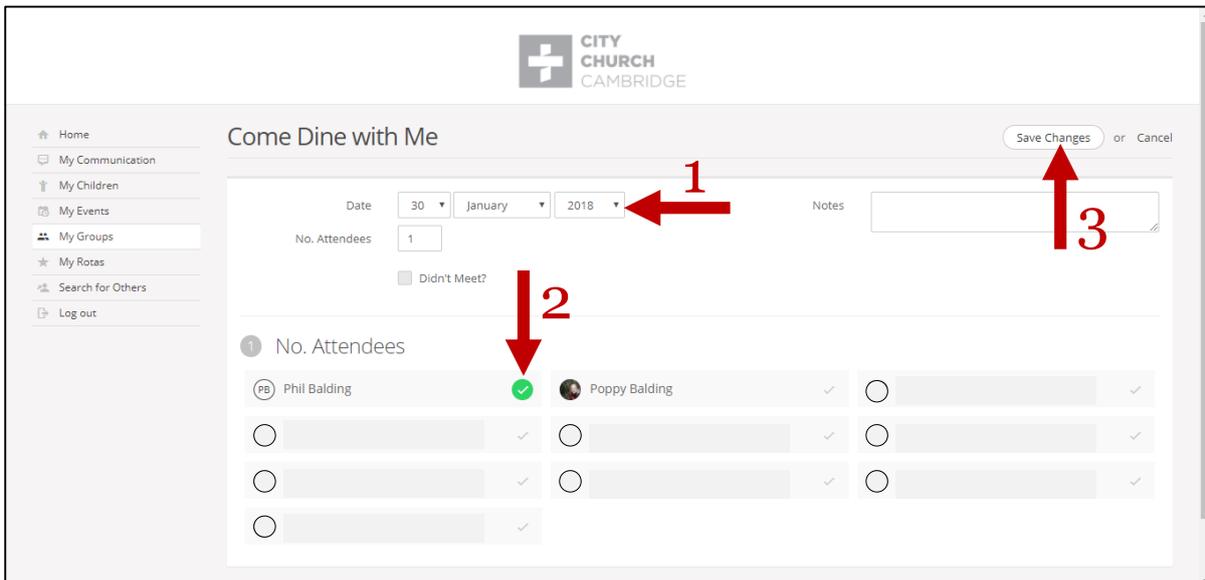


Select “Attendance” from the buttons on the top-right of your Group’s page.



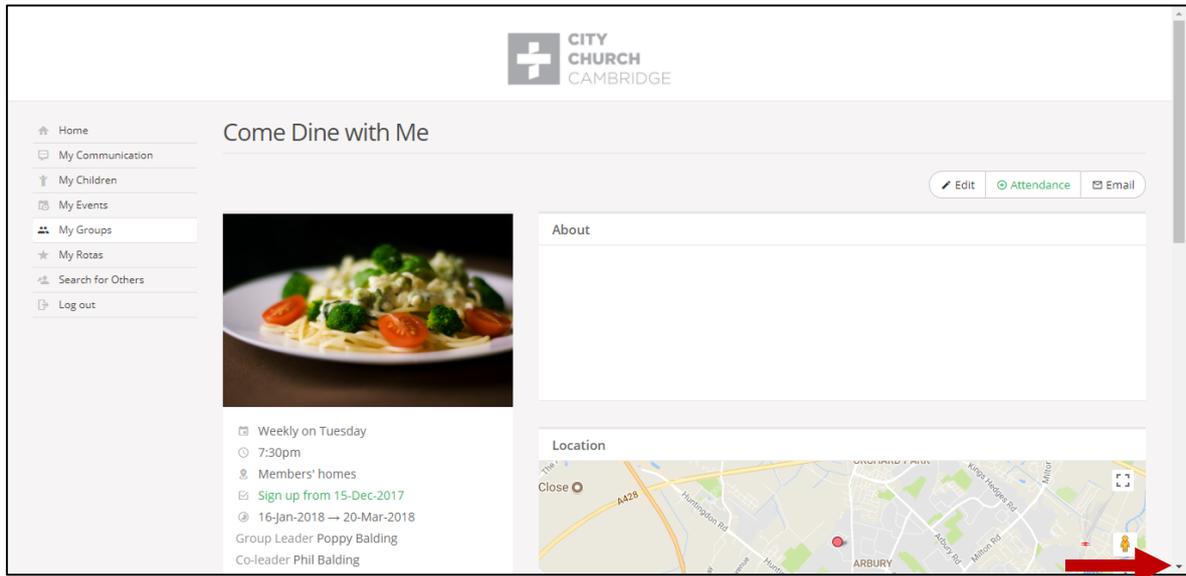
Set the date of the meeting for which you’re recording attendance and then click the tick next to each individual who attended. Add any notes in the “Notes” box.

When you’re finished, click “Save Changes” (top right)

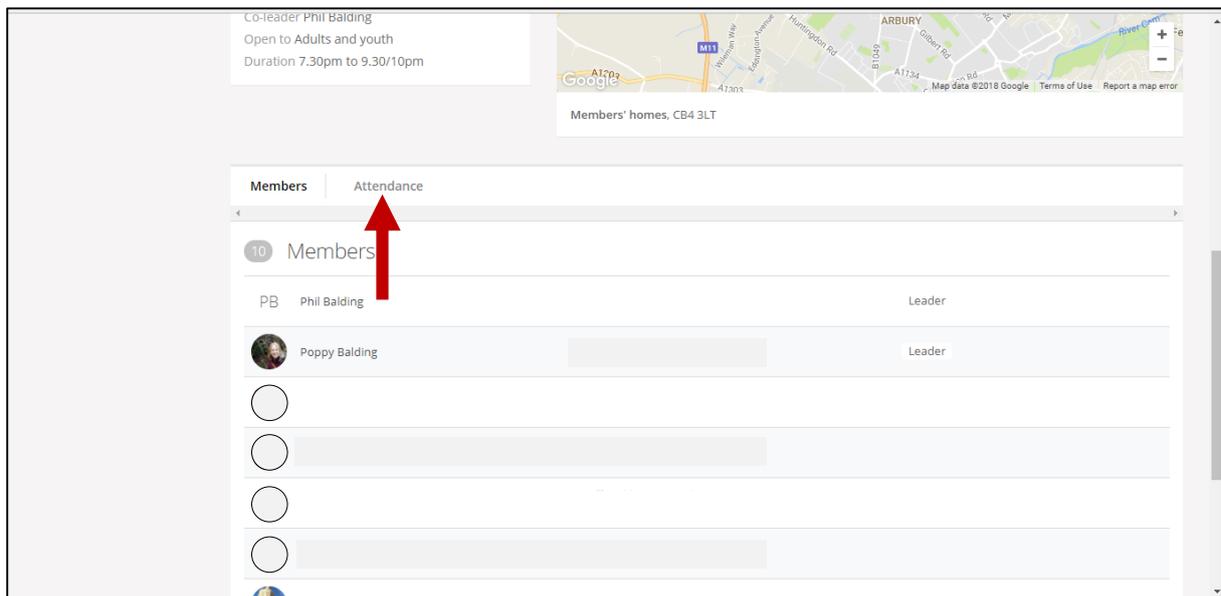


EDITING PREVIOUSLY RECORDED ATTENDANCE DATA

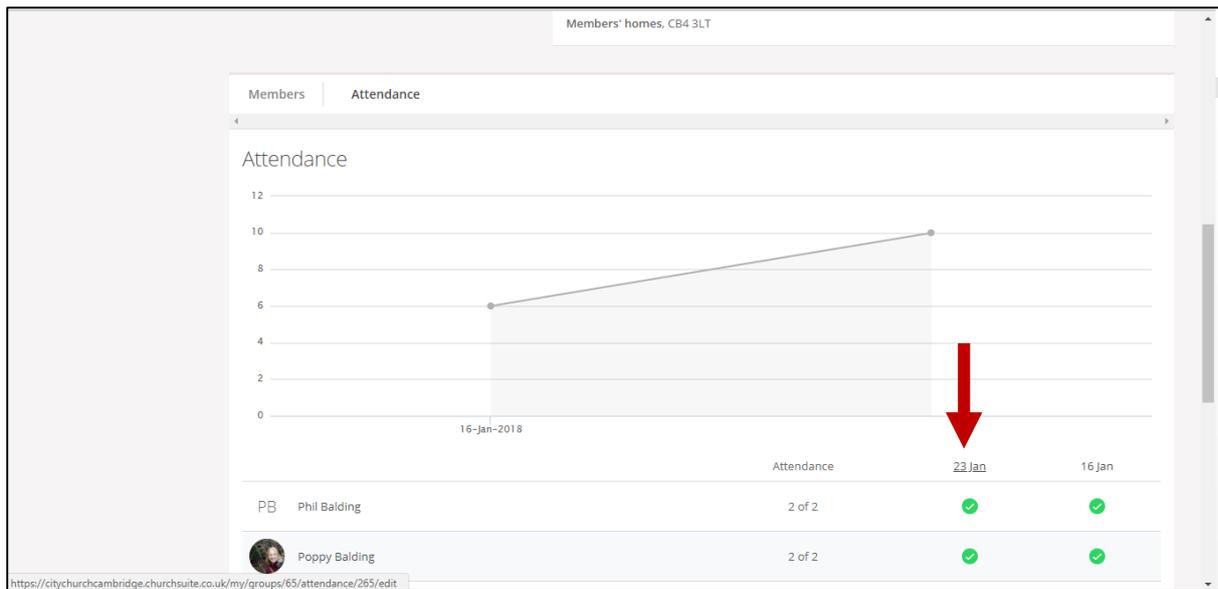
Starting from the page for your group, scroll down...



At the bottom of your page is the list of group members. Click on “Attendance”.



This then shows the attendance data for your group. Click on the date for which you wish to make changes.



Make the necessary changes by clicking the ticks next to the names. Then save the changes.

CITY CHURCH CAMBRIDGE

Come Dine with Me

Save Changes or Cancel

Date: 16 January 2018

No. Attendees: 6

Didn't Meet?

6 No. Attendees	
<input checked="" type="checkbox"/> PB Phil Balding	<input checked="" type="checkbox"/> Poppy Balding
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>