RECORDING ATTENDANCE FOR YOUR CITY GROUP

Load <u>https://citychurchcambridge.churchsuite.co.uk/my</u> 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.

		CHURCH CAMBRIDGE	Â
Home My Communication My Children My Events	Come Dine with Me		Add attendance
± My Groups ★ My Rotas		About	Ť
	 Weekly on Tuesday 7:30pm Members' homes Sign up from 15-Dec-2017 16-Jan-2018 Group Leader Poppy Balding 	Location Close O 4528 Manager Control of Con	

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)

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EDITING PREVIOUSLY RECORDED ATTENDANCE DATA

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

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My Groups My Rotas My Rotas Search for Others De Log out		About
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At the bottom of your page is the list of group members. Click on "Attendance".

Co-leader Phil Balding Open to Adults and youth Duration 7.30pm to 9.30/10pm	ATBURY ATBURY
Members Attendance	
10 Members	
PB Phil Balding	Leader
Poppy Balding	Leader
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This then shows the attendance data for your group. Click on the date for which you wish to make changes.

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	Poppy Balding		2 of 2	0	0
https://citychurchcambridge.churchsuite.co.uk/m	y/groups/65/attendance/265/edit				

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

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