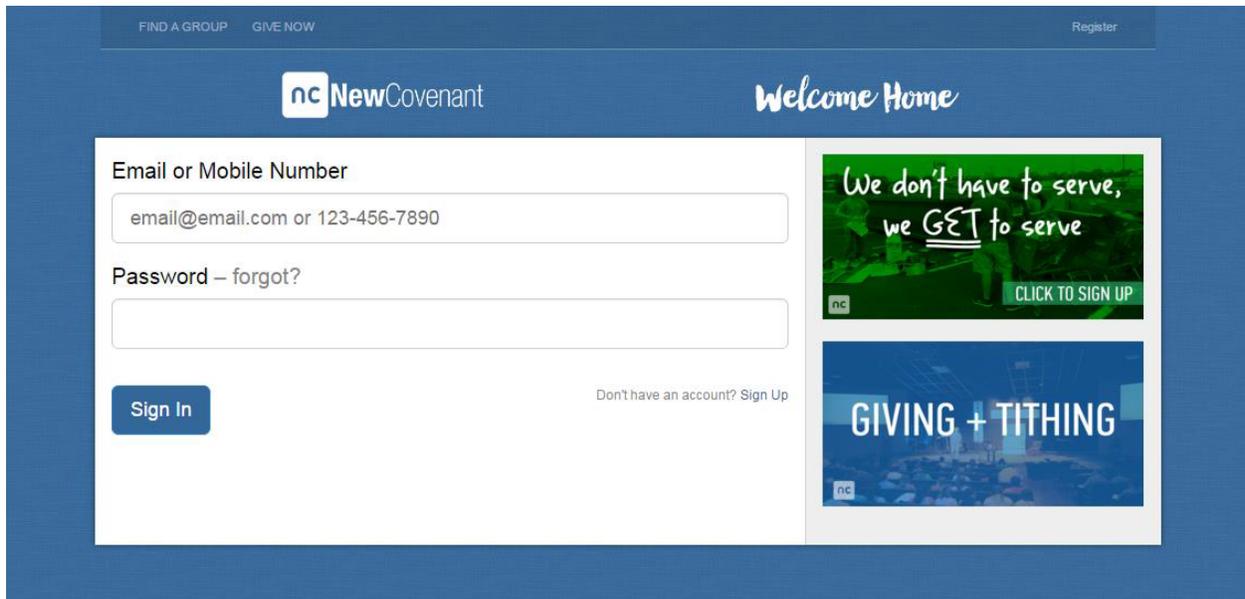


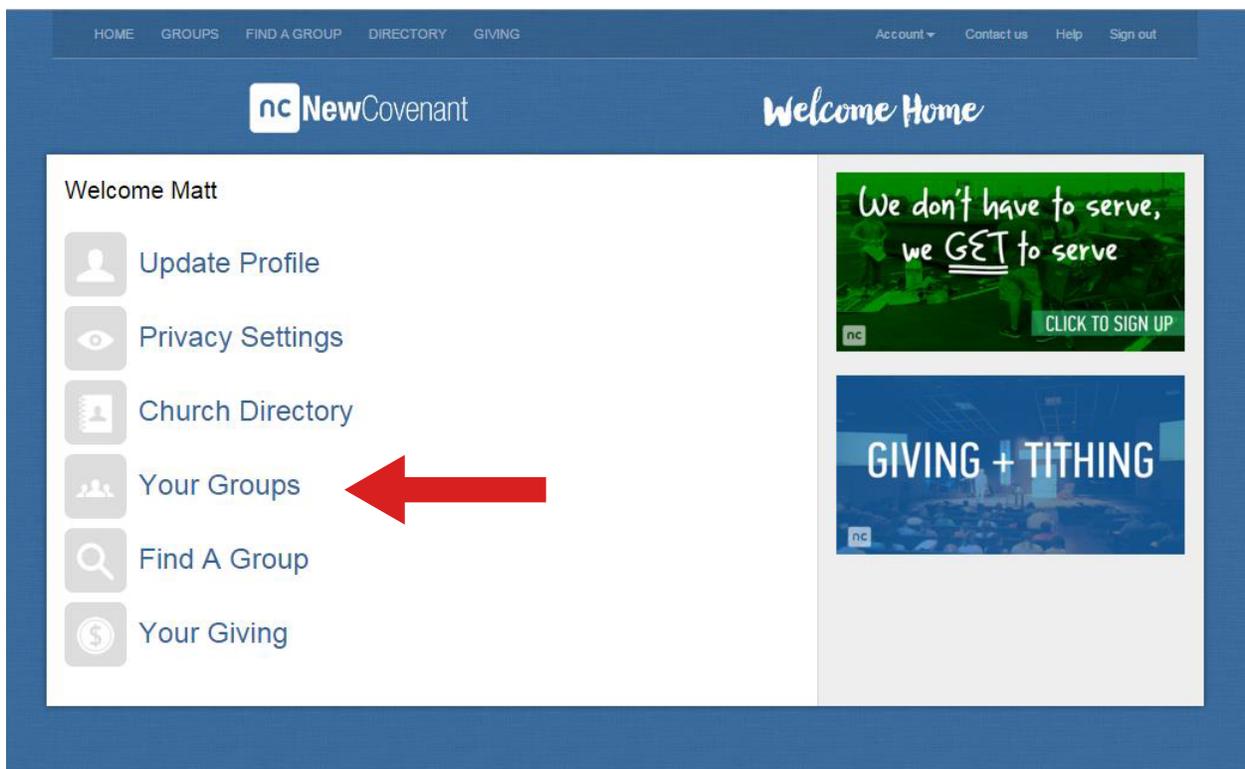
# EDITING ATTENDANCE FOR COMMUNITY GROUPS

Go to [ncgreenwood.infellowship.com/UserLogin](http://ncgreenwood.infellowship.com/UserLogin)



The screenshot shows the login page for New Covenant. At the top, there are navigation links: "FIND A GROUP", "GIVE NOW", and "Register". The logo "nc New Covenant" is on the left, and "Welcome Home" is on the right. The main content area has a login form with two input fields: "Email or Mobile Number" (containing "email@email.com or 123-456-7890") and "Password – forgot?". Below the fields is a "Sign In" button and a link "Don't have an account? Sign Up". To the right of the form are two promotional banners: the top one says "We don't have to serve, we GET to serve" with a "CLICK TO SIGN UP" button, and the bottom one says "GIVING + TITHING".

Log in using your email or mobile number.



The screenshot shows the user dashboard for "Matt". At the top, there are navigation links: "HOME", "GROUPS", "FIND A GROUP", "DIRECTORY", "GIVING", "Account", "Contact us", "Help", and "Sign out". The logo "nc New Covenant" is on the left, and "Welcome Home" is on the right. The main content area has a "Welcome Matt" header and a list of menu items: "Update Profile", "Privacy Settings", "Church Directory", "Your Groups", "Find A Group", and "Your Giving". A red arrow points to the "Your Groups" item. To the right of the menu are two promotional banners: the top one says "We don't have to serve, we GET to serve" with a "CLICK TO SIGN UP" button, and the bottom one says "GIVING + TITHING".

You will be taken to the above screen. Select *Your Groups* to navigate to the Groups Dashboard.

HOME GROUPS FIND A GROUP DIRECTORY GIVING Account Contact us Help Sign out

nc NewCovenant Welcome Home

Hey there!  
Check out your groups below.

You lead...

**Community Group - Matt & Sarah Dorn** ← 0 Prospects  
Wed. December 02, 2015 • 6:45 PM – 8:30 PM

You belong to...

**Men's Bible Study**  
Tue. November 24, 2015 • 6:00 AM – 7:30 AM

Select your group.

HOME **GROUPS** FIND A GROUP DIRECTORY GIVING Account Contact us Help Sign out

Community Group - Matt & Sarah Dorn

Dashboard Roster Attendance Prospects

**Schedule — when do we meet?**

**Next meeting:** Wed. December 02, 2015 • 6:45 PM – 8:30 PM

Meets Wednesday every 2 weeks effective 9/9/2015 6:45 PM to 8:30 PM

**Location — where do we meet?**

Name Newby's Home

Description

Address

**ACTIONS**

- [View roster](#)
- [View settings](#)
- [Add or Invite someone to join](#)
- [Send an email to the group](#)

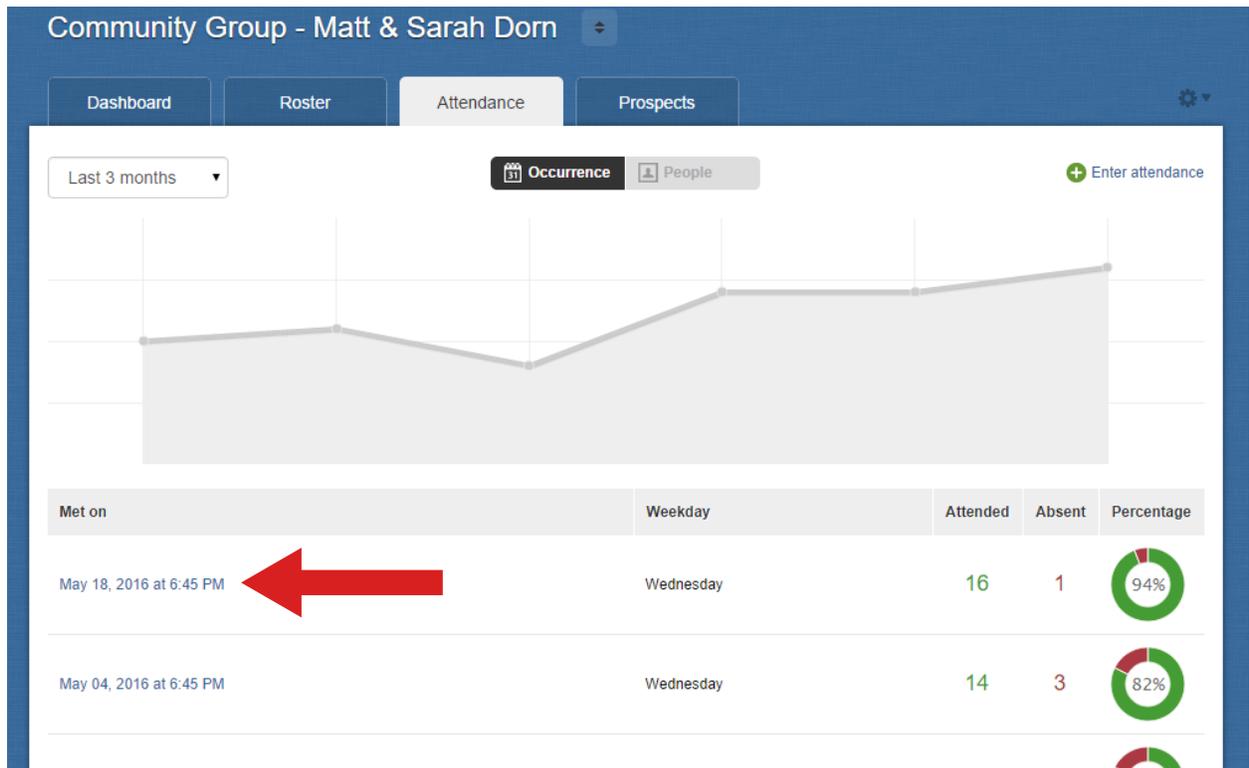
**MEMBERSHIP** 15

- Leaders 2
- Members 13
- Prospects 0

**ADMINISTRATORS**

- Amber Bonetti  
[abonetti@ncgreenwood.org](mailto:abonetti@ncgreenwood.org)
- Robbie Earle

This is the main dashboard for your group. You have four tabs: *Dashboard*, *Roster*, *Attendance*, *Prospects*. This tutorial will be focused on your attendance. Select the Attendance tab.



To make any changes to the attendance for your group, select the date that the group met on.

Community Group - Matt & Sarah Dorn

Dashboard Roster Attendance Prospects

← Back Edit attendance

Attendance for: Wednesday, May 18, 2016 at 6:45 PM

Members	Leader	Member	Attended
Amber Walston	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Andy Walston	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Brandon Bagwell	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dontavious Cooper	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Drennan Clugston	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Eliza Bagwell	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Erin Byars	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Select *Edit attendance*.



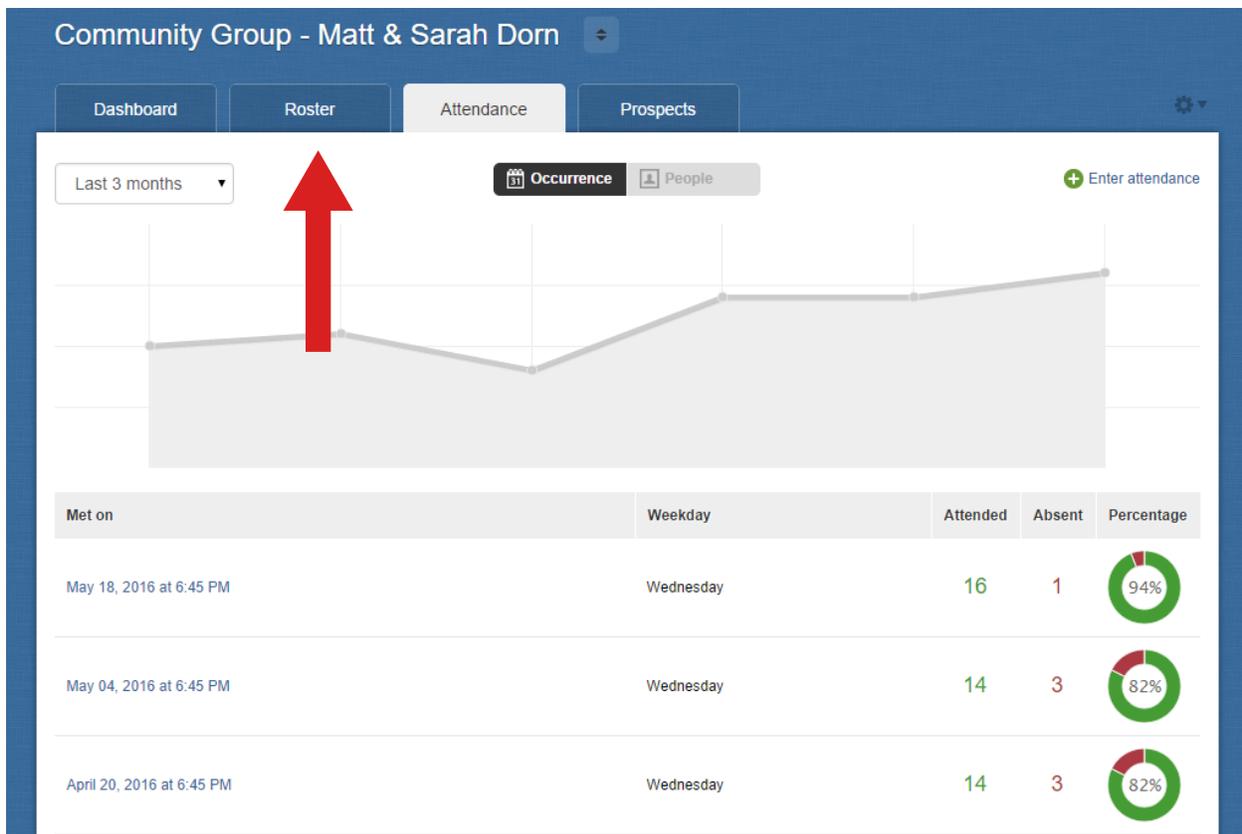
Attendance for: **Wednesday, May 18, 2016 at 6:45 PM**      This Group.....

Did Meet       Did Not Meet

<input type="checkbox"/>	Members	Leader	Member
<input checked="" type="checkbox"/>	Brandon Bagwell	.	.
<input checked="" type="checkbox"/>	Eliza Bagwell	.	.
<input type="checkbox"/>	Rainie Bowser	.	.
<input checked="" type="checkbox"/>	Erin Byars	.	.
<input checked="" type="checkbox"/>	Marshall Justin Byars	.	.
<input checked="" type="checkbox"/>	Heather Chandler	.	.
<input checked="" type="checkbox"/>	Tommy Chandler	.	.

Choose if your group met or not in the top right corner. Then select everyone on your roster that attended by checking the boxes to the left of their names. Scroll to the bottom of the page and select *Save attendance*.

<input checked="" type="checkbox"/>	Amber Walston	.	.
<input checked="" type="checkbox"/>	Andy Walston	.	.



If you have a visitor, new group member, or need to remove someone from your group, please follow this procedure. First, select the *Roster* tab.

### Community Group - Matt & Sarah Dorn

Dashboard | **Roster** | Attendance | Prospects

15 people in this group

To search, type name and hit enter...

Members (13)	Email	Phone	Social
<a href="#">Amber Walston</a>			
<a href="#">Andy Walston</a>			
<a href="#">Brandon Bagwell</a>			

**ACTIONS**

- [View prospects](#)
- [Add or Invite someone to join](#)
- [Send an email to the group](#)
- [Download CSV](#)
- [Download PDF](#)

**LEADERS** 2

- [Matt Dorn \(You\)](#)
- [Sarah Dorn](#)

Select the *Add or Invite someone* link.

**Search**  
Provide information about the person you'd like to add/invite

**Select**  
Select the correct match and confirm the add/invite

### Add or invite someone to Community Group - Matt & Sarah Dorn

Who would you like to add or invite?

**Name (required)**

David

harrell

First Last

**Email**

**Phone**

Cancel

Next >>

Type in the name of the individual you are wanting to search and select *Next*.

**Search**  
Provide information about the person you'd like to add/invite

**Select**  
Select the correct match and confirm the add/invite

**1 potential match found.**

Review the results and select the correct match. Otherwise, you can send an invite using the information you entered.

Name/Age	Email/Phone
<b>David "Pastor David" L. Harrell</b>	<div style="display: flex; justify-content: space-between;"> <div style="background-color: #4CAF50; color: white; padding: 5px 10px; border-radius: 3px;">Add to group</div> <div style="background-color: #4CAF50; color: white; padding: 5px 10px; border-radius: 3px;">Send invite</div> </div>
<b>Original</b> — what you entered	
<b>David harrell</b>	<div style="background-color: #4CAF50; color: white; padding: 5px 10px; border-radius: 3px;">Send invite</div>

Start over

Once you have found the person you want to add to your group, select *Add to group*.

### Add this person to Community Group - Matt & Sarah Dorn?

**David "Pastor David" L. Harrell**

Add to Group

Cancel

A pop up box will open to confirm your new addition to the group. Select *Add to group*.

Community Group - Matt & Sarah Dorn

Dashboard Roster **Prospects**

Schedule — when do we meet?

Next meeting: Wed. June 01, 2016 · 6:45 PM – 8:30 PM

Meets Wednesday every 2 weeks effective 9/9/2015 6:45 PM to 8:30 PM

Location — where do we meet?

Name Newby's Home

Description

Address

Map

Information

Time zone (GMT-05:00) Eastern Time (US & Canada)

Description Meet in close to New Covenant on Wednesday nights.

Start date 9/2/2015

ACTIONS

- View roster
- View settings
- Add or Invite someone to join
- Send an email to the group

MEMBERSHIP 18

- Leaders 2
- Members 16
- Prospects 0

ADMINISTRATORS

- Amber Bonetti  
abonetti@nogreenwood.org
- Matt Dorn  
mdorn@nogreenwood.org
- Robbie Earle  
rearle@nogreenwood.org
- Pastor David Harrell  
dharrell@nogreenwood.org
- Jennifer Hunt

Once added, you can edit an individual's start date to include the meeting they first attended. First, select the *Roster* tab.

Community Group - Matt & Sarah Dorn

Dashboard Roster Attendance **Prospects**

15 people in this group

To search, type name and hit enter...

Members (13)	Email	Phone	Social
 <a href="#">Amber Walston</a>			
 <a href="#">Andy Walston</a>			
 <a href="#">Brandon Bagwell</a>			

ACTIONS

- View prospects
- Add or Invite someone to join
- Send an email to the group
- Download CSV
- Download PDF

LEADERS 2

-  [Matt Dorn \(You\)](#)
-  [Sarah Dorn](#)

Scroll down to find the new member. The individual will be identified with a NEW tag on the top left corner of their image.



[Pastor David Harrell](#)





## Pastor David Harrell

Profile

History

Attendance

Home

Mobile



Work

Address

[Map](#)

Login Email



Alternate Email

Birthday

Member since 05/25/2016 [Edit](#)



Select the *Edit* link to change their start date.

The screenshot shows the profile page for Pastor David Harrell. A modal dialog titled "Community Group - Matt & Sarah Dorn" is open, displaying a "Join date" field with the value "5/25/2016" and a calendar icon. A black arrow points to the date field. Below the date field are "Save" and "Cancel" buttons. The background profile page shows the "Member since" field with the date "05/25/2016" and an "Edit" link. The "ACTIONS" sidebar on the right includes "Edit this person" and "Remove from group" links. The "HOUSEHOLD" section lists "Pastor David Harrell" as the "Husband".

Enter the meeting date and select *Save*.

Now you can go back through your previous meeting dates and edit them to show an individual's attendance. Click the *Attendance* tab and select the corresponding meeting date.

Community Group - Matt & Sarah Dorn

Dashboard Roster **Attendance**

Last 3 months Occurrence People Enter attendance

Met on	Weekday	Attended	Absent	Percentage
May 18, 2016 at 6:45 PM	Wednesday	16	2	88%

Community Group - Matt & Sarah Dorn

Dashboard Roster Attendance **Prospects**

Back Edit attendance

Attendance for: Wednesday, May 18, 2016 at 6:45 PM

Members	Leader	Member	Attended
Amber Walston alwalston0601@yahoo.com	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Select *Edit attendance*.

<input checked="" type="checkbox"/>	Sarah Dorn
<input type="checkbox"/>	Pastor David Harrell
<input checked="" type="checkbox"/>	Forest Newby

Find the added individual, check the box next to their name to mark their attendance, scroll to the bottom of the page, and select *Save attendance*.