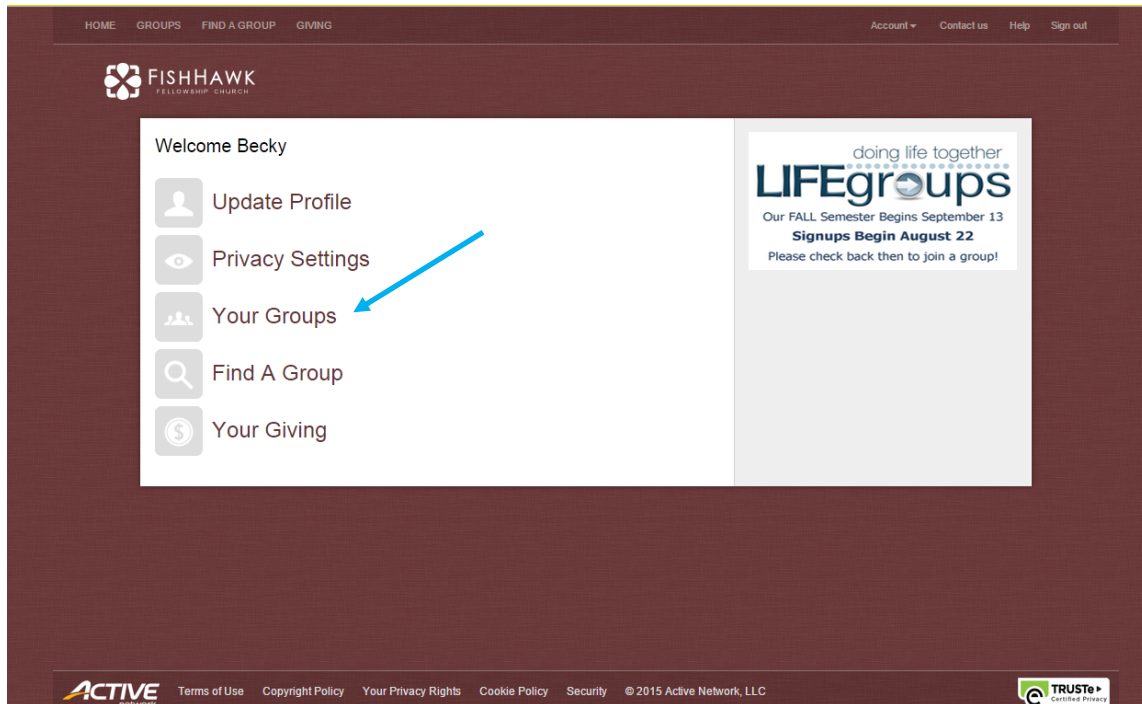
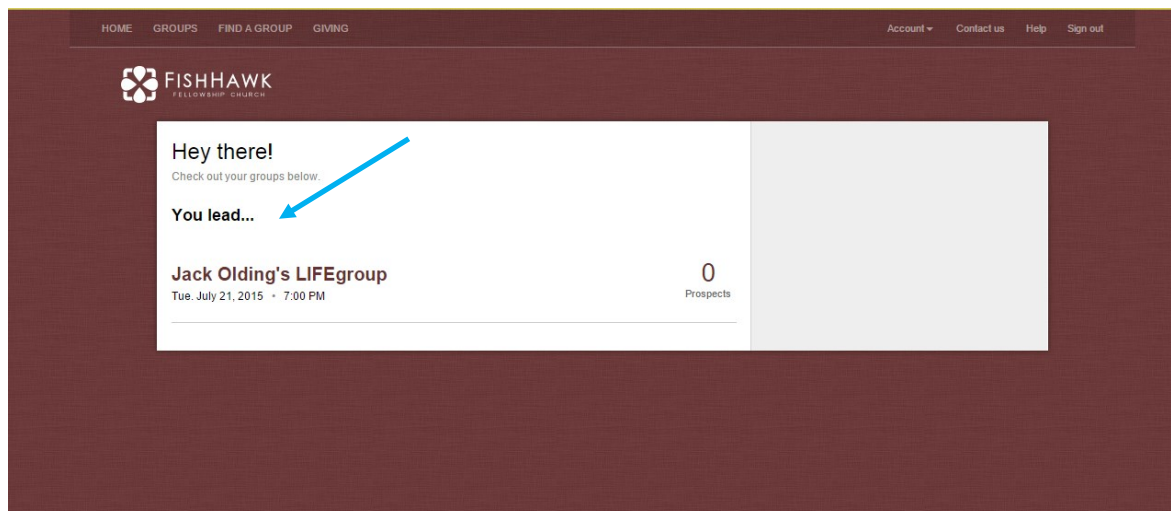


InFellowship Life Group Attendance Instructions

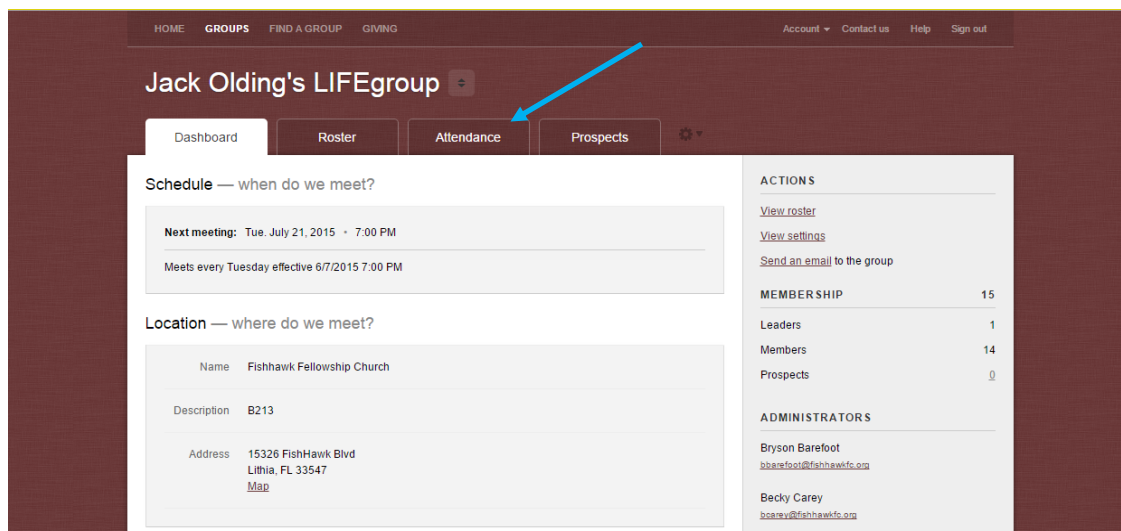
- 1) Sign In to your account on [inFellowship](#)
- 2) You will see the **Welcome** page. Click on **Your Groups**.



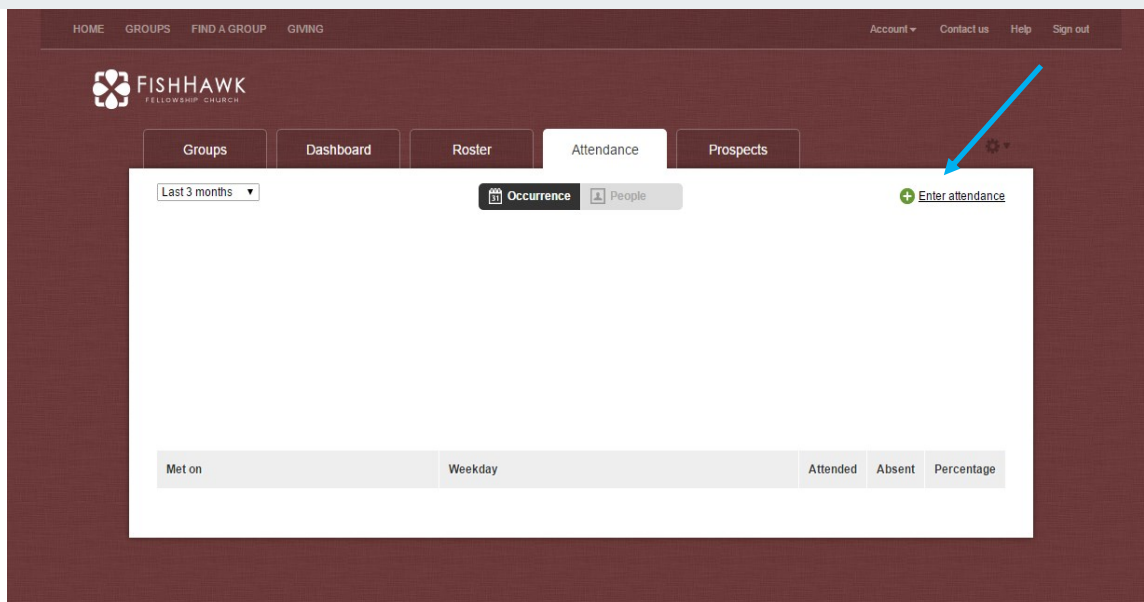
- 3) Select a group you lead



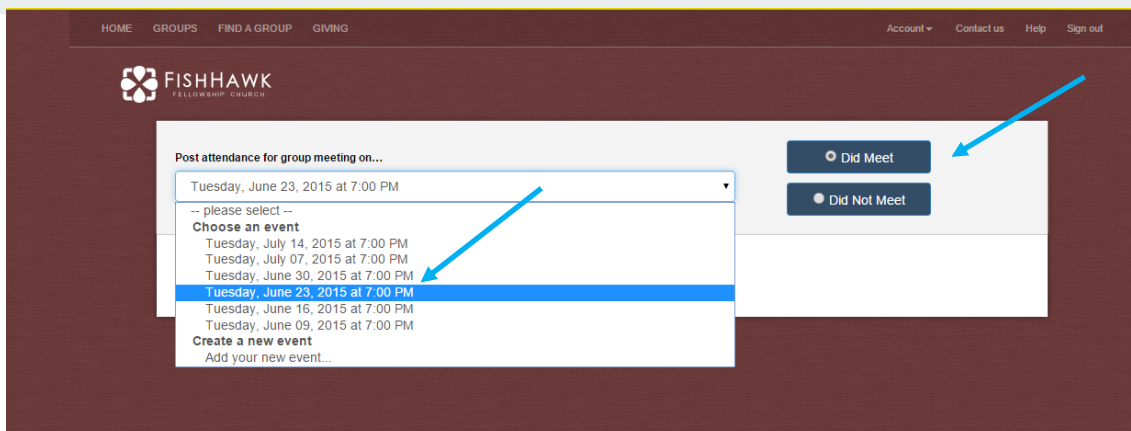
4) You will see the **Attendance** tab as shown in the image below.
Simply click the **Attendance** tab and...



5) then click **Enter Attendance** to get started.



6) Next, **Select the Date** of the meeting from the drop-down menu and **choose either yes or no** to answer the question regarding whether or not your group met. Yes is the default selection.



7) If your group met, you can **select all the group members** by clicking the box in the header bar of the roster **OR select members individually** by clicking in the box next to a group member's name. Make sure you click **Save attendance** at the bottom of the screen when you are finished.

FISHHAWK FELLOWSHIP CHURCH

Post attendance for group meeting on...
 Tuesday, July 14, 2015 at 7:00 PM

☐ Did Meet
☐ Did Not Meet

Members	Leader	Member
<input type="checkbox"/> Duane Aurich duane.aurich@live.com	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Jim Cherry jcherry4@lampabay.rr.com	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Eric Deal ericjdeal@yahoo.com	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> John-Michael Elms jmdelms@hotmail.com	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Bryan Friendshuh bryan.friendshuh@gmail.com	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Kirkggc@yahoo.com	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Steve Guglielmetti steve.guglielmetti@gmail.com	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Blake King blake.king@earthlink.net	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Emerson Lagrama elagrama@verizon.net	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Timothy Lane tlane@trane.com	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Todd Lange toddlange23@yahoo.com	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Jack Olding jack@cornerstonehardware.biz	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Rob O'Leary robjenmac@gmail.com	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> pmpn10@gmail.com	<input type="radio"/>	<input type="radio"/>

Save attendance **Cancel**

8) If your group did not meet, **choose no** and **enter a note** explaining why you didn't meet. Don't forget to click **Save attendance**.

FISHHAWK FELLOWSHIP CHURCH

Post attendance for group meeting on...
 Tuesday, June 16, 2015 at 7:00 PM

☐ Did Meet
☐ Did Not Meet

Why didn't your group meet?

Save attendance **Cancel**

- **Recording Attendance for an Unscheduled Group Meeting**
- **Editing Group Member Enrollment Date**
- **Removing Group Member from Roster**

Group leaders have the ability to post attendance for "unscheduled" group meetings. For example, your group meets weekly on Tuesdays at 7:00, but you have an impromptu meeting on Friday at 6:00 P.M. You can post attendance for the unscheduled meeting!

Log in to InFellowship, click **Your Groups** > click the **group name** you want to work with > **Attendance** > **Enter Attendance**. Next, click on the **drop down arrow** next to "please select". Then, select **Add your new event**.

You have the ability to say what date, what time and give the reason why your group met. Select the people who attended by placing a check mark next to their name **or** put a check mark in the box next to Members and select them all. After entering that information, scroll to the bottom of the page and click **Save attendance**.

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

FISHHAWK FELLOWSHIP CHURCH

Post attendance for group meeting on...

-- please select --

-- please select --

Choose an event

Create a new event

Add your new event...

Save attendance Cancel

Did Meet

Did Not Meet

Alert! When posting attendance, the roster will only show individuals that have a Member Join Date equal to or before the meeting date.

You can click on a group member's name listed in the roster to edit their information, enrollment date or to remove them from the group all together.

Note! Group Leaders will not have the ability to delete one time meetings. Choose "Did not meet" on the created date/time".

Tip! The date of the unscheduled meeting can be in the future or past.