

# LIFE GROUPS

## TAKING ATTENDANCE AND NOTES

Life Group attendance is taken using Church Center, Planning Center's public-facing web platform.

There are two ways leaders can take attendance:

- Following the link in the attendance reminder email, *or*
- Go to the Church Center App directly to take attendance.
  - The Church Center app can be downloaded from your device's app store if not previously installed.

### HOW TO TAKE ATTENDANCE USING CHURCH CENTER

- From the main screen, tap **Groups**.
- Tap the group for which you are taking attendance.
- Tap the **Take Attendance** button next to a live event.
- Select the people attending the event, and then tap **Submit**.
- Have visitors? At the bottom of your roster, go to **Just Visiting** to indicate the number of visitors. You can add their names to the event note (see below).

Additionally, you can take attendance after your event has taken place.

- From the main screen, press **Groups** at the bottom.
- Tap the group for which you are taking attendance.
- Tap the **See Past Events** button.
- Tap the **Take Attendance** button.
- Select the people who attended the event, and then tap **Submit**.
- You can also indicate the number of visitors.

### CANCELING OR EDITING AN EVENT

If you need to cancel an event or edit event details, click on it. At the top of the screen click on the **Options** button (web page) or **3 dots** (app). Then click **Cancel** or **Edit**.

### ADDING NOTES

You can add a note to your event, i.e., the name of a visitor, or communicate a prayer request. Simply click on the event, then tap **Add Note**.