



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, tap or click **Groups**.
- Tap the group for which you are taking attendance.
- Under the Events tab, tap the **Actions** button and tap on **View Past Events** (app) *or* scroll down past **Upcoming Events** until you see **Past Events** (web).
- Tap the **Take attendance** button next to the date for which you're taking attendance.
- Select the people who attended the event, and then tap **Submit**.
- You can also indicate the number of visitors and add notes.

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**.

Need Assistance? Contact us at LifeGroups@valley.church