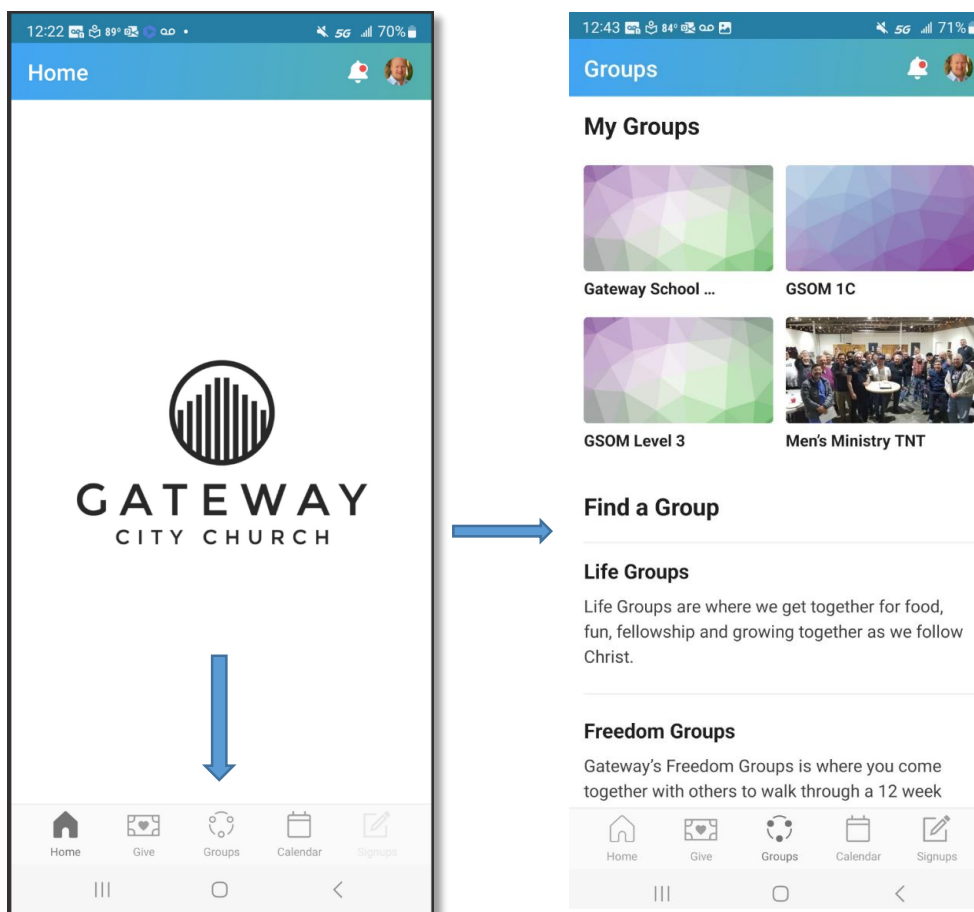


# Gateway Life Group Attendance

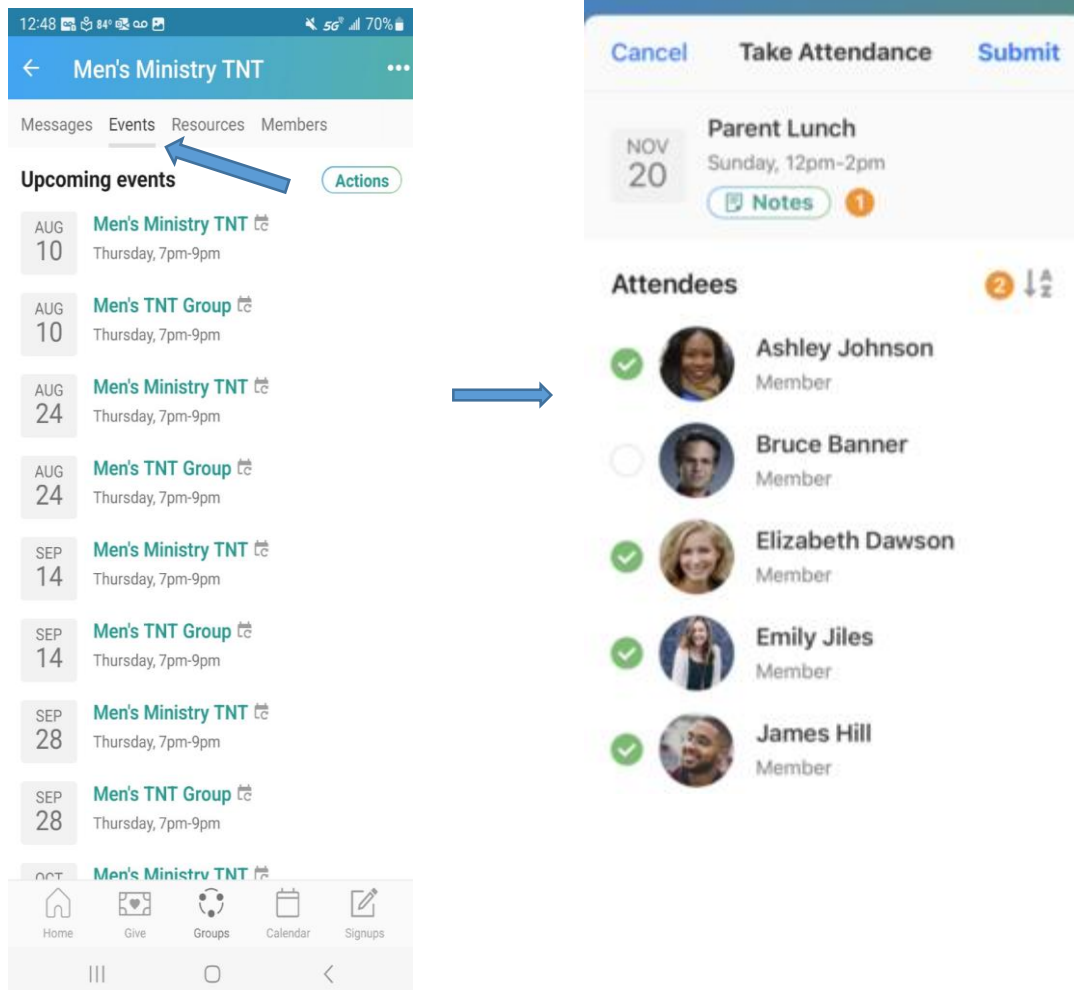
Updated on: July 31, 2023

A quick and easy way of taking attendance for your Life Group is to use the Gateway Church Center App. (for directions on how to gain access to this app refer to the Gateway Church Center instructions PDF)

Click on “**Groups**” on the bottom navigation on your screen and you’ll be taken to the “**My Groups**” page. Click on the group you lead.



On your group page, lick on the “**Events**” link and you’ll be taken to the listing of events as seen below. Click on the event date and you’ll be taken to the attendance list wher you can click next to the person’s name to check mark they attended.

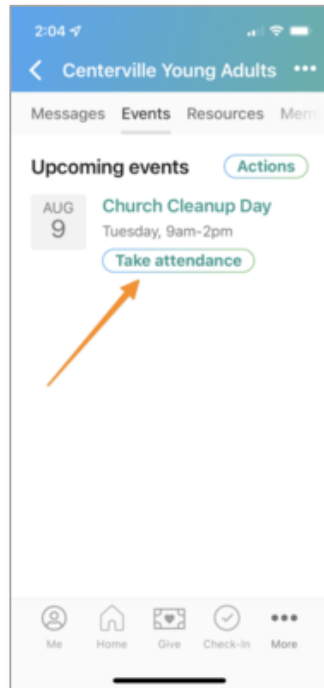


Note: If the event is in the future the Take Attendance screen will not be available. It becomes active the day of the events.

## Update Pastor Events

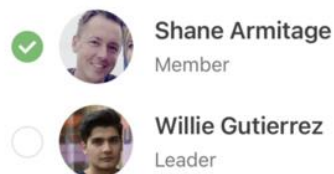
To update or take attendance for past events, simply click on **Actions** and choose “**View past events**” from the pop up list. Click on Take attendance for the specific date.

From an event, tap **Take attendance**.

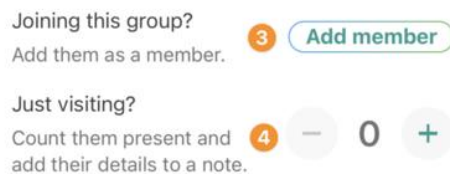


## Adding new group members / visitors

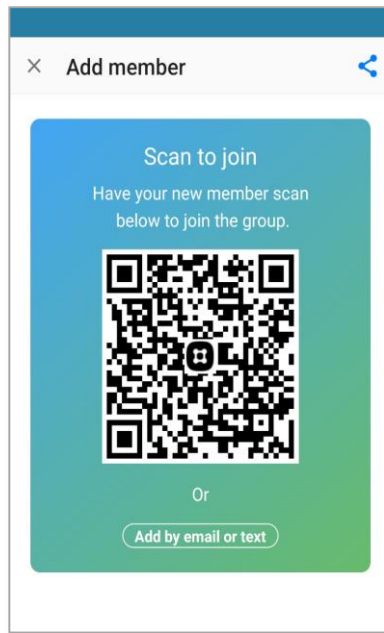
New group members or visitors can be added by scrolling to the bottom of the member roster on the events and click “**Add member**” or add the number of visitors.



### New people

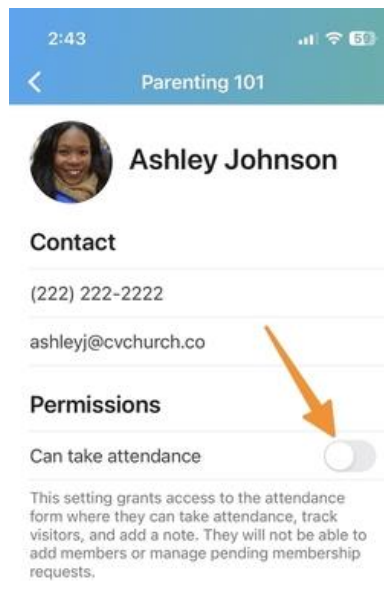


This screen will pop up allowing the new member add themselves with a **QR Code**, or you can add them by **email** or **text**.



## Allow Members to Take Attendance

You can allow members to take attendance by tapping their name from the member list and toggling **Can take attendance** under Permissions.



Once someone is given this permission, they will:

- Receive attendance emails
- Be able to take and modify attendance
- Be able to leave notes
- Modify the visitor count

## Modify Attendance

To update the attendance list, go to the event page and select *Update*.

