

Recording Attendance Using “InFellowship”

Why record attendance?

Every person in our church matters. And, knowing how well people are connected in small groups matters too. We keep attendance so you legitimately know the history of each person in your group and so our staff can easily see how consistently (or not) people are participating in our small groups ministry.

Taking Attendance on InFellowship:

If you don't have an account on InFellowship at harvestca.infellowship.com please make one by following the steps at the bottom of this sheet.

You will receive an email each week on the night that your small group meets. Only one leader needs to fill this out. From this email you will have the opportunity to:

1. Take attendance
 - a. Click the email link for “You can now post attendance for the meeting here”.
 - b. Check the box for each person that was there.
 - c. Click “save attendance” at the bottom of the page.
2. Track that your group did not meet
 - a. Click the email link for “If the group was unable to meet, please let us know here”.
 - b. Type a description in the box for why your group did not meet.
 - c. Click “save attendance” at the bottom of the page.

Adding a New Person:

If a new person came to your group, you can add them but they will not show up in attendance until the following week. To add the new visitor:

1. After signing in, click “your groups”.
2. Click on your small group. This will take you to your group's dashboard.
3. On the right side under “actions”, click “add someone”.
4. Fill in their first and last name, and click “search”.
 - a. If they are already in the database, they will show up as a potential match, and you can click “add to group”.
 - b. If they are not in the database because they are a completely new visitor, have them fill out a connection card on Sunday, and add them to your group another week.

Removing a Person from Your Roster:

See FAQ #1 and #2.

Other Features on Your InFellowship Group's Dashboard:

From the “actions” on the right side, you can also:

1. View your roster and download/print it. Downloading a PDF of your roster is very useful for easily sharing the roster with your small group!
2. Send an email to your group.

FAQs:

1. **How do I remove someone from my small group?**

To remove someone from your group:

- a. After signing in and going to your small group roster, click on the person that you want to remove. This takes you to their “profile”.
- b. On the right side under “actions”, click “remove from group”.
- c. Confirm you want to remove them from your roster on the pop-up asking “Are you sure you want to remove this person from the group?” by clicking “ok”.

2. **How do I know when to remove someone from my group?**

Before removing someone from your group, be sure to follow up with them:

- a. They’ve missed 1 week → do a quick “missed you” check up on them (i.e. text)
- b. They haven’t shown up in 3 weeks → try contacting them another way (i.e. email or phone call)
- c. They haven’t shown up in 5-8 weeks and haven’t responded back to you → give it one last try, and if they don’t respond to you:
 - i. Remove them from your small group through InFellowship.
 - ii. ***Email Brandy at bcho@harvestsacramento.net to let her know you removed them AND the reason why.

3. **What if someone has been on my roster “since the beginning” but has never come? OR What if someone switches groups?**

Go ahead and remove them from your group and email Brandy to tell her the reason for each of those people.

4. **Given that a person is already in the database and attends Harvest, when do I add someone to my small group? After the first time or after a couple of visits?**

You have the freedom to feel out the situation, but in general wait to add someone to your group until they come at least 2 times.

5. **Do I have to use the email feature through InFellowship?**

You do not have to use InFellowship email feature; however, this may be an effective way to email your group, ensuring that all new people are included on an email.

6. **What is a “prospect”?**

The “prospect” feature of InFellowship is a way of tracking potential new people; however, we currently are not using this feature for Harvest Small Groups.

Making your InFellowship account:

1. Visit harvestca.infellowship.com to get started.
2. If you give online or have registered online for an event, you have an InFellowship account.
 - a. If you are not sure which email you’ve used, email Brandy and she can help.
 - b. If you do not know the password you’ve used, click “forgot?” on the sign in page.
3. If you need to make an account:
 - a. Click “sign up” on the lower right hand side.
 - b. Fill in with your name, email, and password.
 - c. Sign in to your email, and confirm your account by clicking the link in your email.
 - d. Fill in appropriate info, then hit submit to finalize your account creation.