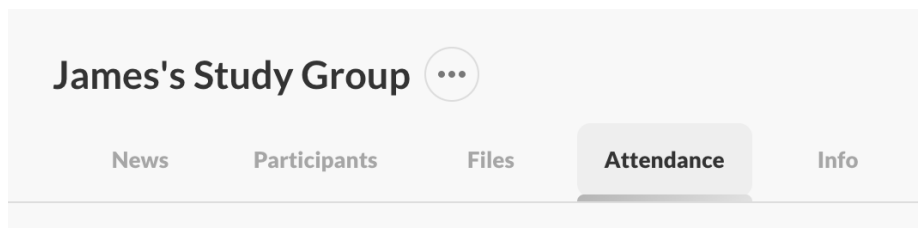


Attendance: Group Leader Instructions

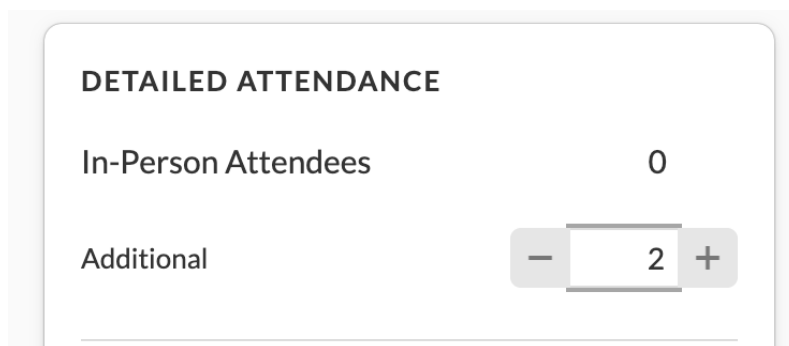
During or after your group meetings, you'll be able to record attendance. Doing so helps the church keep track of worshippers' activities and reach out to them if needed. As a leader, you might also be able to add members to the group if allowed.

To take attendance on a laptop or desktop:

1. Log in to Realm.
2. In the main menu, click **Groups**.
3. On the **Your Groups** tab, click the name of the group you lead.
4. Click the **Attendance** tab. Only past events are displayed.



5. Select an event.
6. Listed are people who've been added to your group. Select all **Participants** and **Others** who attended.
7. For every additional attendee, add a number in the **Additional** field.

A screenshot of a 'DETAILED ATTENDANCE' form. It has a white background with rounded corners. At the top, the title 'DETAILED ATTENDANCE' is in bold. Below it, there are two rows. The first row is 'In-Person Attendees' followed by the number '0'. The second row is 'Additional' followed by a numeric input field. The input field has a minus button on the left, the number '2' in the center, and a plus button on the right. Below the input field is a horizontal line.

8. There is no need to save.

To take attendance using the Connect app (Connect and Multiply churches):

1. Log into the app.
2. Click the “hamburger”  icon in the upper left corner.
3. Choose **Groups**.
4. Select a group you lead.
5. Click the **Attendance** tab.
6. Select an event.
7. Select the attendees and/or enter a number in the **Additional** field.
8. Click **Done**.