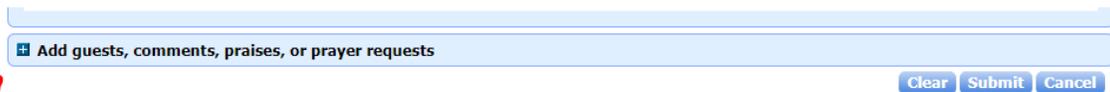


ACS Attendance Marking

The Basics

- You should have received an email with your login name and password (you will need to change your password on the first login)
- Each week on the day your small group meets, everyone who has a Position of “Leader” (vs. Member) in the database will receive an auto generated reminder email with a link to take attendance. This link is specific to you and will automatically take you to the attendance marking page for your group for that day. If someone else clicks on that link (and they a login and password) they too will be able to mark attendance for your group.
- Click the link.
- Login.
- Mark Attendance.
- Click this plus sign if you want add guests, comments, praises, or prayer requests – you can send your prayer requests to your entire group from here is you want to.



- Click Submit when you are done (at bottom right).

Changing the meeting date for attendance marking

- Click here to change date and follow instructions above

AccessACS™

Welcome, Frodo Baggins

Home

Groups

Mark Small Group Attendance

Small Group: Horton

Marking Date: 2/9/2020



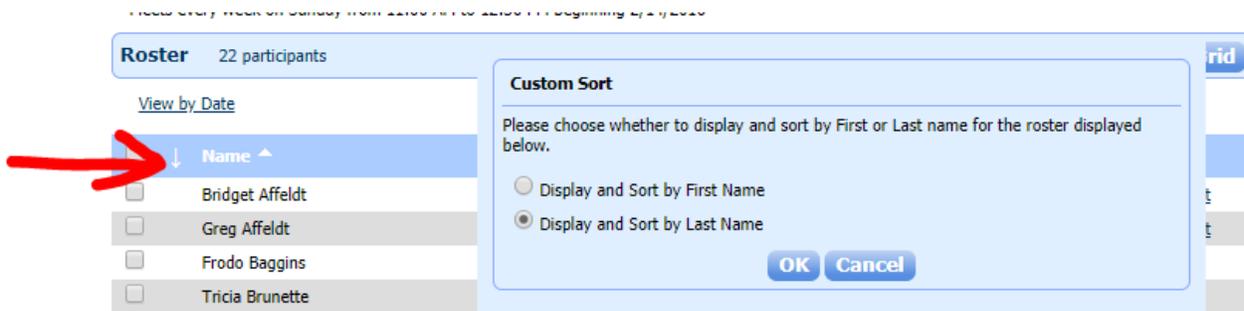
Mark Selected List:

Present

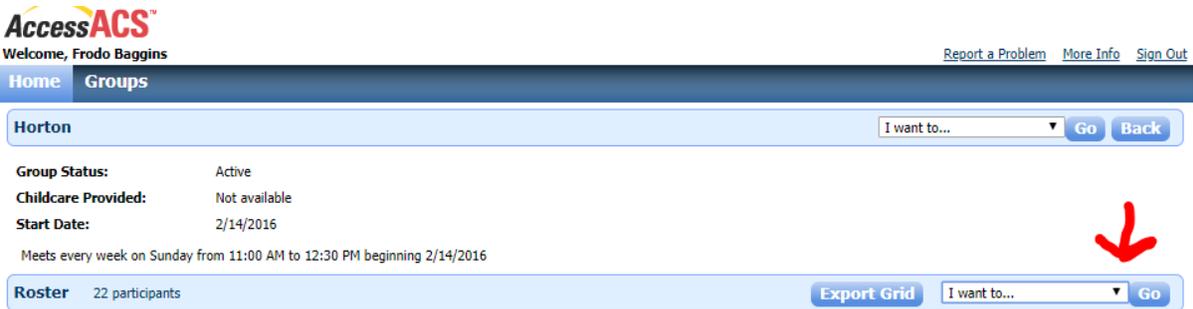


Changing the sort order of names in your group to Last, First

- Click on the attendance link (this link is specific to you and is a link to your group) in the reminder e-mail
- Login
- Click “Cancel” on the bottom right
- Click on the little white arrow – this will allow you to select your preference



- Now click on the “I want to...” drop down menu shown below



- Select “Mark Attendance” and then click “Go” and the list should be sorted as you preferred. This selection should be the same the next time you log in so you should only have to do this once.