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 <u>your</u> 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



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

Roster 22 participants					
View by Date	Custom Sort				
<u></u>	Please choose whether to display and sort by First or Last name for the roster displayed Display and Sort by First Name Display and Sort by Last Name				
↓ Name ▲					
Bridget Affeldt		ţ			
Greg Affeldt		ţ			
Frodo Baggins	OK Cancel				
Tricia Brunette					

• Now click on the "I want to..." drop down menu shown below

AccessACS" Welcome, Frodo Baggins Report a Problem				<u>lore Info</u> <u>Sign Out</u>
Home	Groups			
Horton			I want to	Go Back
Group St	tatus:	Active		
Childcar	e Provided:	Not available		•
Start Da	te:	2/14/2016		
Meets every week on Sunday from 11:00 AM to 12:30 PM beginning 2/14/2016				
Roster	22 participants		Export Grid I want to	Go

• 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.