

## RECORD THE ATTENDANCE FOR A MEETING

\* Click the "Attendance" menu item (under the Organizations menu section).

1. Click the "Add attendance" button.

2. Select the "Meeting" to record attendance for

3. Enter the date the meeting occurred on

4. Enter the "Head count" for the meeting

5. OPTIONAL: Enter the "Online count" for the meeting (those "attending" via streaming)

6. Click the "Save" button.

## REGISTRAR LA ASISTENCIA A UNA REUNIÓN

\* Haga clic en la opción de menú "Asistencia" (en la sección "Organizaciones" del menú).

1. Haga clic en el botón "Añadir asistencia".

2. Seleccione la "Reunión" para la que desea registrar la asistencia

3. Introduzca la fecha en la que se celebró la reunión

4. Introduzca el "Recuento de asistentes" a la reunión

5. OPCIONAL: Introduzca el "recuento en línea" de la reunión (los "asistentes" vía streaming)

6. Haga clic en el botón "Guardar".

**ATTENDANCE**

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1 Add attendance Meetings Attendance Report Getting Started

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MEETING	DATE	CHECK-IN	ATTENDANCE	WEEK	QUARTER	UPDATED
Belfair SDA Church - Sabbath Service	08/10/2019	✓	46	6	Q3, 2019	08/10/2019 (Anthony Butler)
Canby Spanish Adventist Co - Weekly Church Service	08/10/2019	✓	46	6	Q3, 2019	08/12/2019 (Cindy Birmingham)
Cloverdale SDA Church - 11 am worship	08/10/2019	✓	272	6	Q3, 2019	08/12/2019 (Teri Tamayose)
Cloverdale SDA					Q3, 2019	08/12/2019 (Teri Tamayose)
Cross					Q3, 2019	08/10/2019 (Adra Chastain)
E					Q3, 2019	08/11/2019 (Allison LaTour)
Edmonds Adven					Q3, 2019	08/13/2019 (Susan Hunter)
Eugene Adventist Church - Weekly Church Service	08/10/2019	✓	93	6	Q3, 2019	08/12/2019 (Sophia Fullerton)
Eugene Adventist Church - Weekly Church Service	08/10/2019	✓	93	6	Q3, 2019	08/10/2019 (Rosemary Cress)

**New Attendance**

Meeting: 24-Seven SDA Ministry Center - Sabbath Service

Meeting on: m/d/yyyy m/d/yyyy

Head count: (onsite)

Online count: (live stream, webinar)

cancel Save