



Group Leaders:

Recording Attendance & Sending Group Emails

Login at <http://cccgo.ccbchurch.com>

Edit & update your profile info:

Basic Address My Fit Social Custom Fields Plugged In

Gumby Basic More name fields...

Personal

Photo: Choose File no file selected Delete Photo

Family Position: Primary Contact

Gender: Male

Date of Birth: Jan 1 1990 Why the year?

Marital Status: Single

Anniversary: Month Day Year

Allergies/Special Instructions: Paper cuts (used by Check-In system)

Confirmed person has no allergies

Contact

Email: gumby@gmail.com

Contact Phone: (812) 858-8667

Home Phone:

Mobile Phone: (812) 598-5947

Mobile Carrier: Verizon

More contact fields...

Cancel or Save

Gumby Basic

Profile

Communication Settings

Edit Profile

Availability To Serve

Username / Password

Privacy Settings

Logout

Recording Attendance From Computer:

Step 1 - From your home screen, select the group you lead under the “My Groups” section.

Menu

Crossroads Christian Church

WELCOME RECENT ACTIVITY MESSAGES CALENDAR FORMS MY GROUPS

Welcome to our online community!

Is this your first time here? Personalize what you see by filling out your profile. Take a look at the open Needs and available Volunteer Positions. Let us know if you have any questions for us.

Ready to take your next step?

CONNECT

Find a group to join, search for people or see what's coming up on the calendar.

SERVE

Tell us a little more about yourself by filling out My Personal Fit to see a unique list of opportunities for you to get involved.

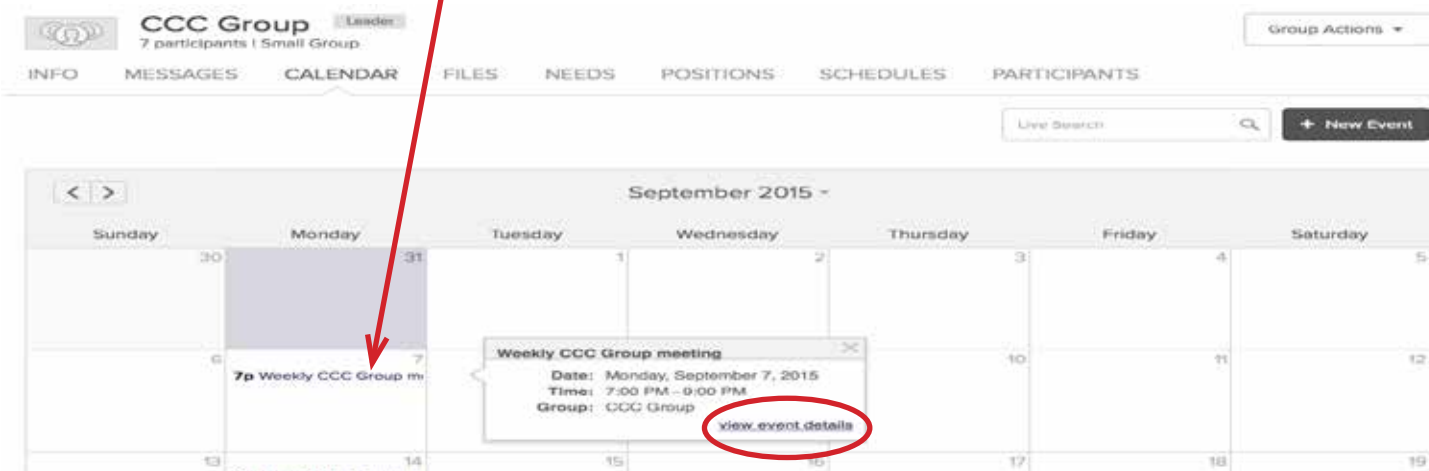
GIVE

Our Church

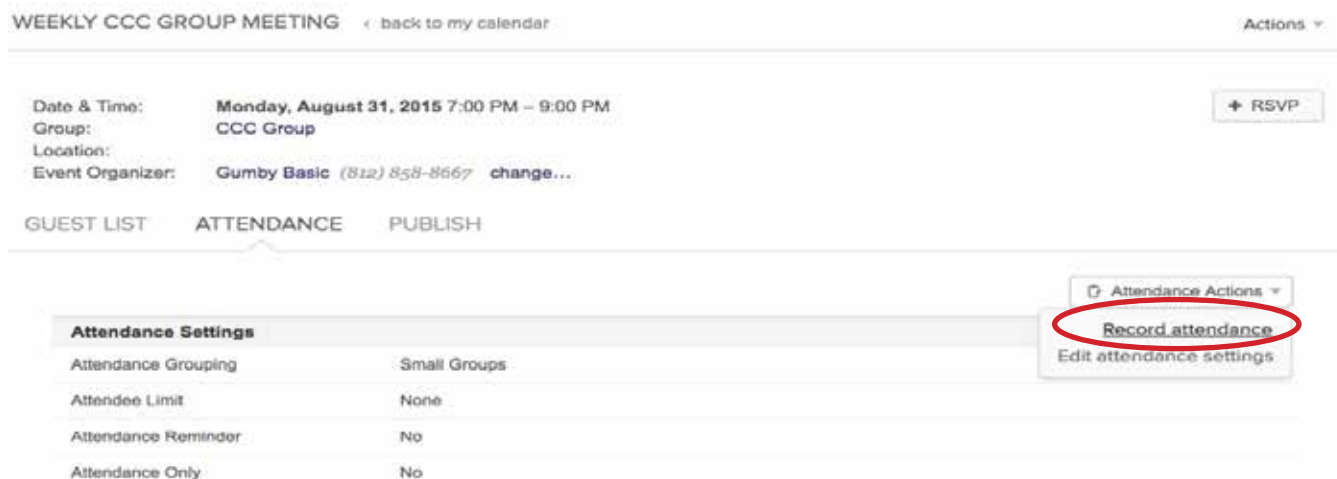
Adult Worship

CCC Group

Step 2 - Go to Calendar on your group page and click on the event you want to enter attendance & select “View event details” to open the event.

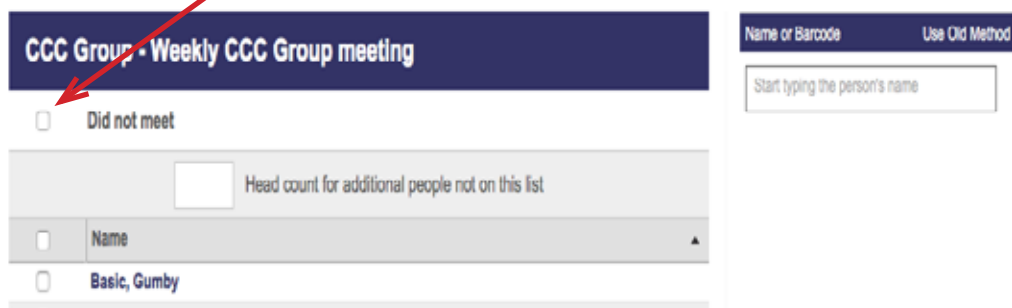


Step 3 - Select Attendance & Record Attendance under Attendance Actions



Step 4 - Select the names of those who attended. Search and add people who attended the event but are not a regular part of your group.

**Note: Always record attendance, even if you did not meet by selecting “Did not meet”.*



Step 4
(continued)
Fill in event
summary
information
and always
select
“Leadership
only” for
receiving
the email sum-
mary.

Discussion Topic:

Event Notes:

Praises & Prayer Requests:

People Info: *List new members, visitors, and people leaving the group and the reason.*

Email an event summary to: *(Required)*

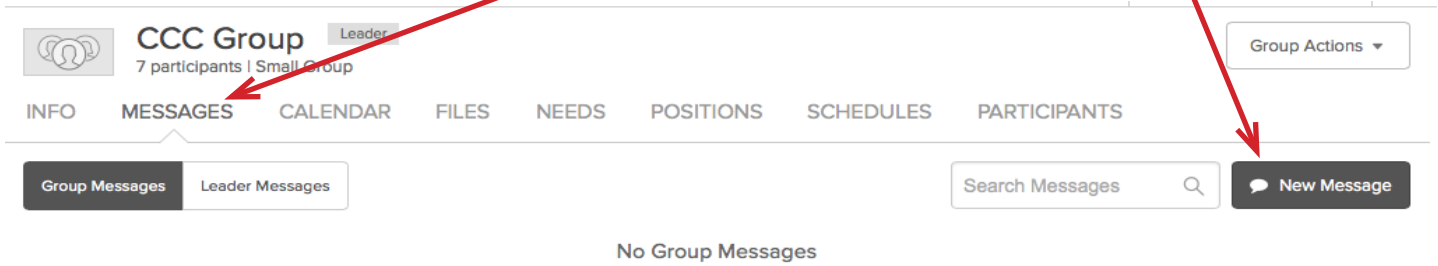
- Leadership only (group leaders, coaches, directors)
- The entire group and the leadership
- No one - Don't send an email.

Cancel or

** And don't forget to click "Save" when you're finished.*

Sending a group email:

From your group page, select Messages and then New Message



****Important:*** Always check the boxes “Allow replies directly to me” and “Don’t store this message or allow comments”.

Then choose who to the sent message to and compose as you would a normal email.

