GROUPS

ATTENDANCE TECH HANDBOOK

WOODSIDE BIBLE CHURCH Groups Ministries

This handbook was created to help you as a Life Group leader utilize myWoodside and the Woodside App to schedule your Group meetings and record attendance for your participants.

Tracking attendance in our Groups allows us to evaluate strategies for care, engagement, and even outreach. When we look at data as a church leadership team we understand that every number represents a person and this helps us better understand how well we are reaching our community. Thank you for partnering with us to help others Belong to Christ, to Grow in Christ and to Reach the World for Christ.
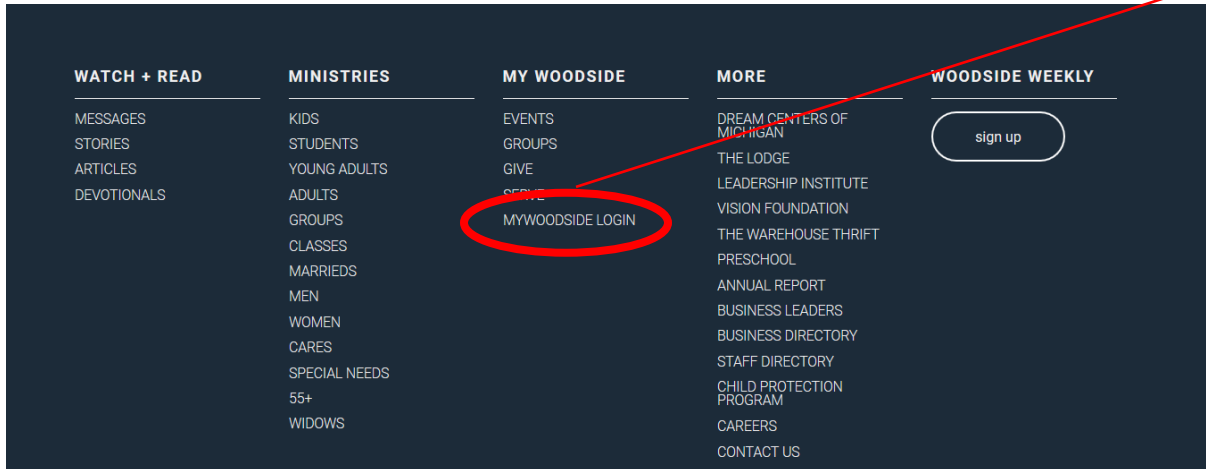
Table of Contents

myWoodside Vs. The Woodside App

myWoodside portal (online) sets the foundation for your Group – this is where you manage your roster (group members and inquiries). Starting here provides the foundation for using the App moving forward.

The App provides a useful tool for Group maintenance and communication (announcements, texts, emails, events, attendance, etc.) and more as it grows!
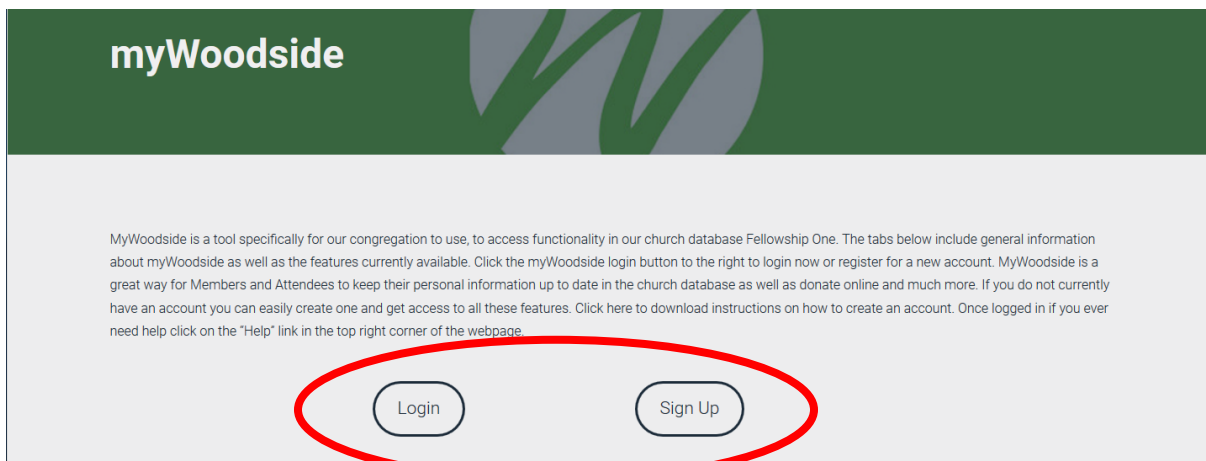
Web Account Access and Editing

On the main Woodsidebible.org page, scroll to the bottom and click on *MYWOODSIDE LOGIN*

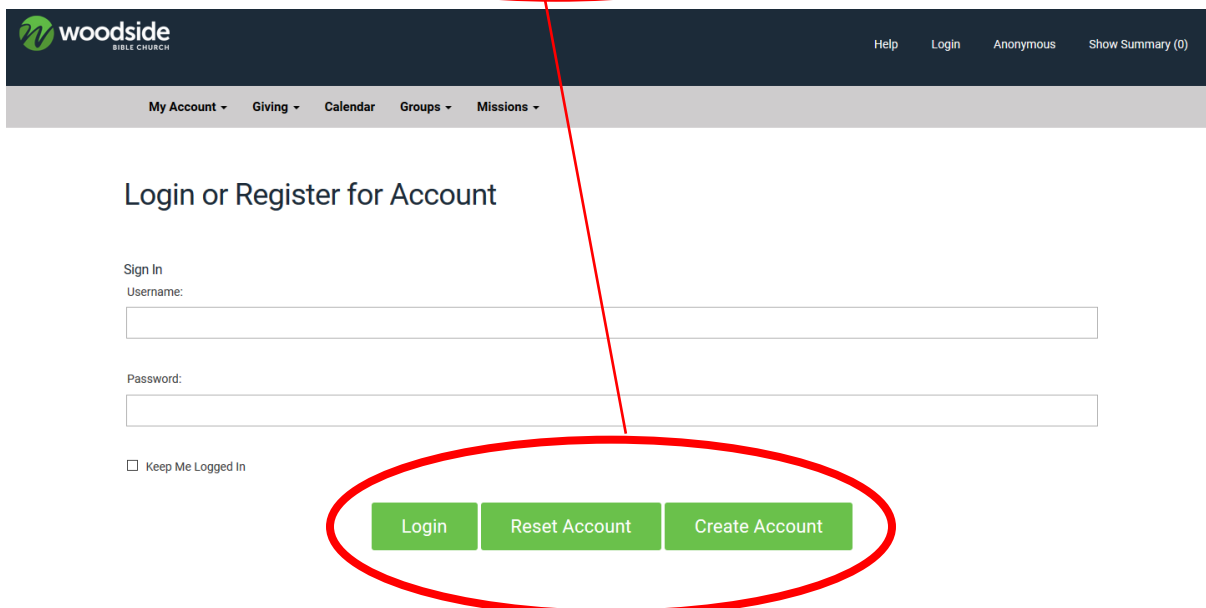| WATCH + READ	MINISTRIES	MY WOODSIDE	MORE	WOODSIDE WEEKLY
MESSAGES	KIDS	EVENTS	DREAM CENTERS OF MICHIGAN	sign up
STORIES	STUDENTS	GROUPS	THE LODGE	
ARTICLES	YOUNG ADULTS	GIVE	LEADERSHIP INSTITUTE	
DEVOTIONALS	ADULTS	SERVE	VISION FOUNDATION	
	GROUPS	MYWOODSIDE LOGIN	THE WAREHOUSE THRIFT	
	CLASSES		PRESCHOOL	
	MARRIEDS		ANNUAL REPORT	
	MEN		BUSINESS LEADERS	
	WOMEN		BUSINESS DIRECTORY	
	CARES		STAFF DIRECTORY	
	SPECIAL NEEDS		CHILD PROTECTION PROGRAM	
	55+		CAREERS	
	WIDOWS		CONTACT US	

If you already have an account, *Login*, if not click *Sign Up*

myWoodside

MyWoodside is a tool specifically for our congregation to use, to access functionality in our church database Fellowship One. The tabs below include general information about myWoodside as well as the features currently available. Click the myWoodside login button to the right to login now or register for a new account. MyWoodside is a great way for Members and Attendees to keep their personal information up to date in the church database as well as donate online and much more. If you do not currently have an account you can easily create one and get access to all these features. Click here to download instructions on how to create an account. Once logged in if you ever need help click on the "Help" link in the top right corner of the webpage.

Login   Sign Up

woodside
BIBLE CHURCH

Help   Login   Anonymous   Show Summary (0)

My Account ▾   Giving ▾   Calendar   Groups ▾   Missions ▾

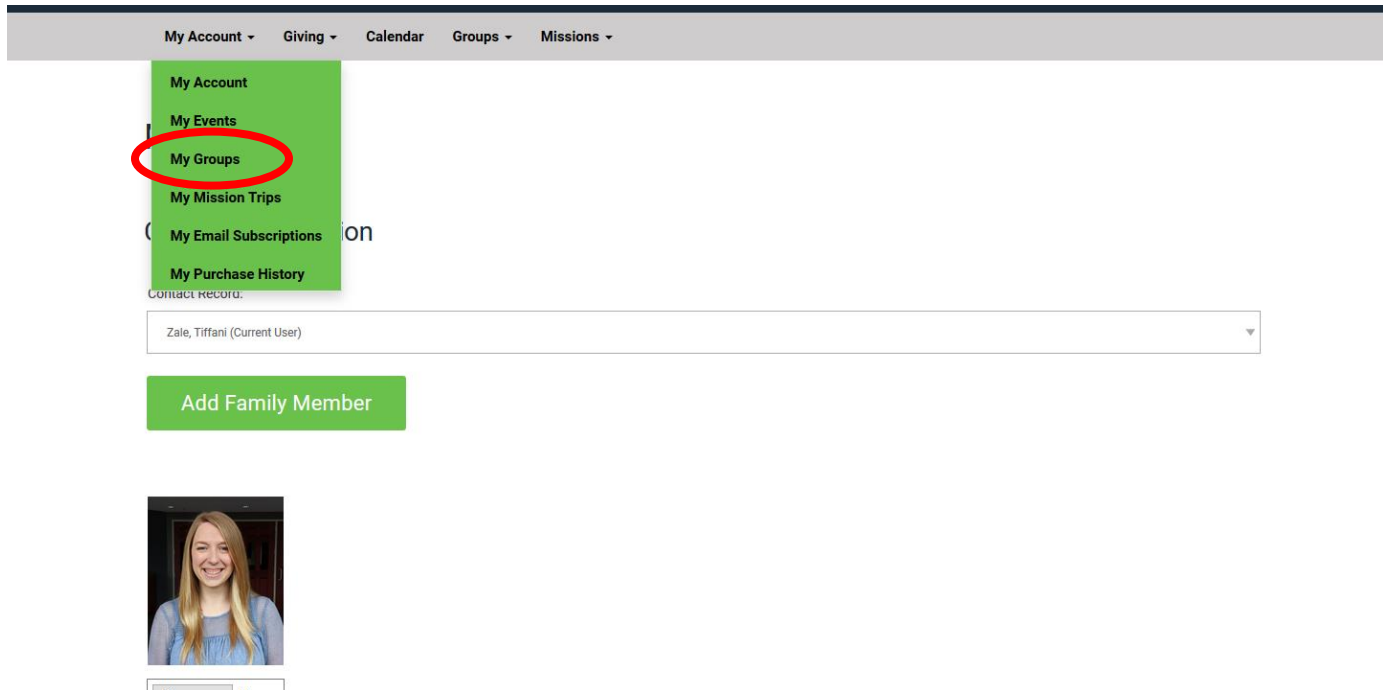## Login or Register for Account

Sign In

Username:

Password:

☐ Keep Me Logged In

Login   Reset Account   Create Account

Group Management

Click on My Account to find My Groups in the dropdown menu

Find your group and click on the group name

Once you get to your Group page you will be able to create a meeting, which is the first step to taking attendance.

GROUPS

Creating a Group Meeting

‹ Back to My Groups

*Group Name:

Zale, Brian & Tiffani

Description:

Young Marrieds, no kids

Meeting Time:

On Tuesdays @ 7:30 PM

Default Address:

4385 Rose Ct
Lake Orion, MI 48362-1051

Contact:

Zale, Tiffani

Edit Group Info	Create New Meeting	Send Group Email

Group Calendar

‹ Prev	July ▼	2019 ▼	Next ›

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2 •7:30 PM Small Group	3	4	5	6
7	8	9	10	11	12	13

When creating a new Group Meeting, click *Create New Meeting* and complete all steps:

- **Title your meeting.**
- **Add the correct date and time**
- **Repeat how often you meet; Weekly, Monthly, or None if it is a onetime event**
- **Add any meeting instructions or notes for your Group**

Create New Group Meeting

*Meeting Title:

*Meeting Day & Time:

From

to

*Repeat:

Meeting Instructions:

Looking forward to meeting up for a summer BBQ! We'll be grilling up burgers and brats.|Come hungry and bring your favorite side to share.
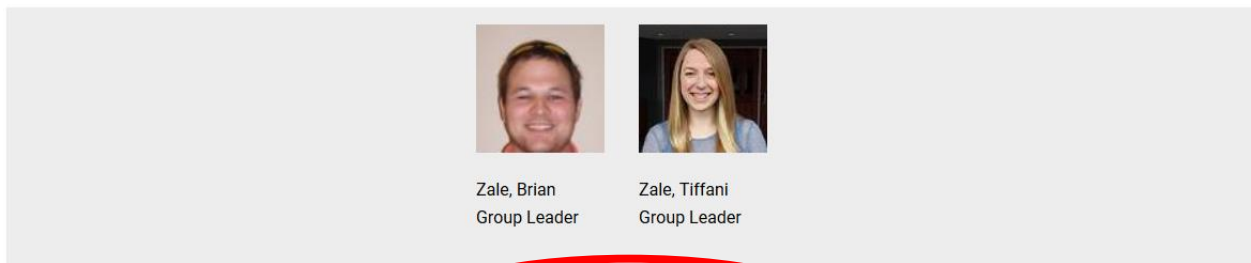
[Save Meeting]   [Cancel]

As you scroll to the bottom of the My Groups page you will see that you can *View All Members*

| 4 | 5 | 6 | 7 | 8 | 9 | 10 |

Group Leaders

Zale, Brian
Group Leader

Zale, Tiffani
Group Leader
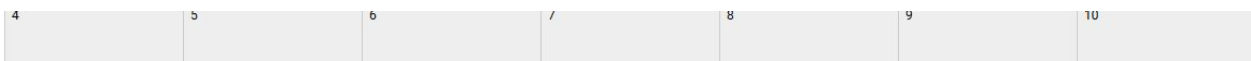
[View All Members]

As a group leader you can manage Life Group members from this page

- **Click on a member's name to update their contact information or *Remove From Group***
- **View individuals interested in joining your group by clicking *Pending Group Inquiries***
- ***Add Group Members* that are already in the church database**
- **To add new members not in the church database, contact your campus Groups Lead**

Attendance

From the *My Groups* page, scroll down to the calendar and click on a meeting date

Group Calendar

		< Prev	September ▼	2019 ▼	Next >	
Sun	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10 •7:30 PM Group Meeting	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Scroll down past the event information to the attendance roster and click the check boxes next to the people that attended.

Back to Group Detail

Meeting Information

Send Invite/Message   Edit Meeting

Your Response:

◉ No Response

Meeting Title:	Virtual Group Meeting	○ Yes, I Will Be Attending
Start:	Tuesday, March 17, 2020 @ 7:30 PM	○ No, I Will Not Be Attending
End:	Tuesday, March 17, 2020 @ 9:00 PM	○ Maybe, I Might Be Attending
Meeting Instructions:	Meet us on Google.Hangout.com - Look for an invite from Tiffani	

Update Status

QUICK TIP: To save time you can check the top box, select all, and uncheck absent members

Once you've made your selections choose *Checked-In* from the dropdown menu and click *Submit*

NOTE: Choosing *Checked-in* when taking attendance is crucial to ensure that the attendance is properly recorded in the church database. DO NOT CHOOSE *Confirmed as Attended*.
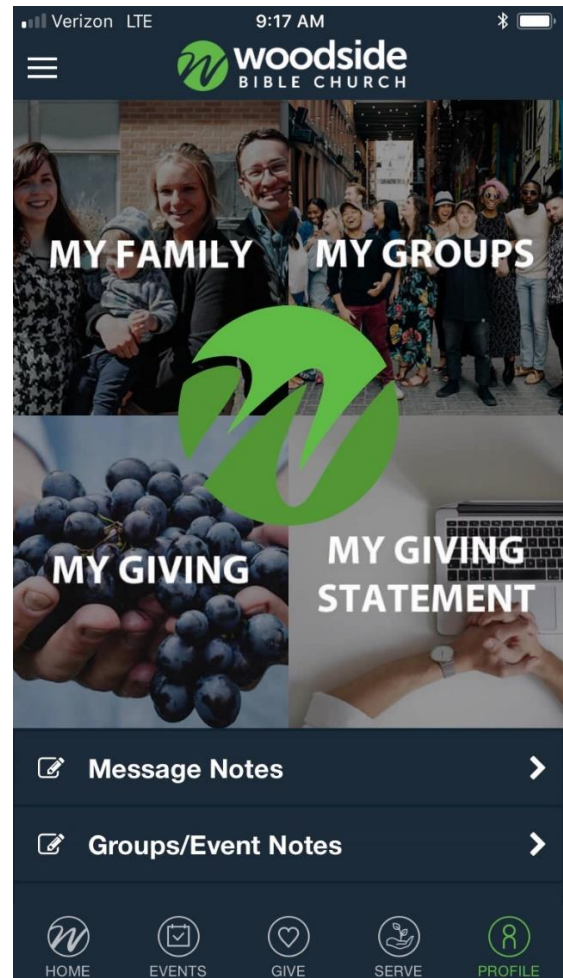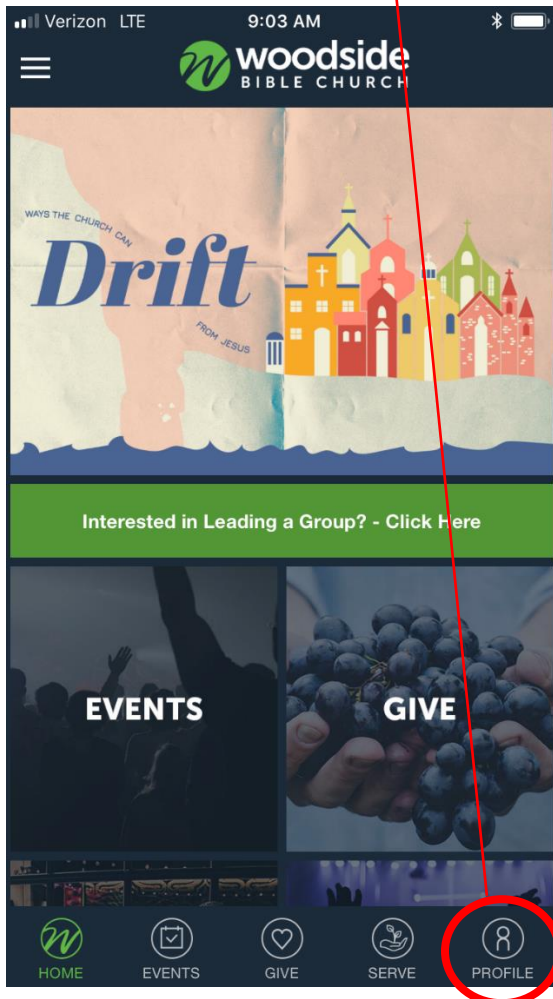
App Account Access and Editing

Download the Woodside App on your Android or iPhone:

iPhone: https://apps.apple.com/us/app/woodside-bible/id1463629583?ls=1

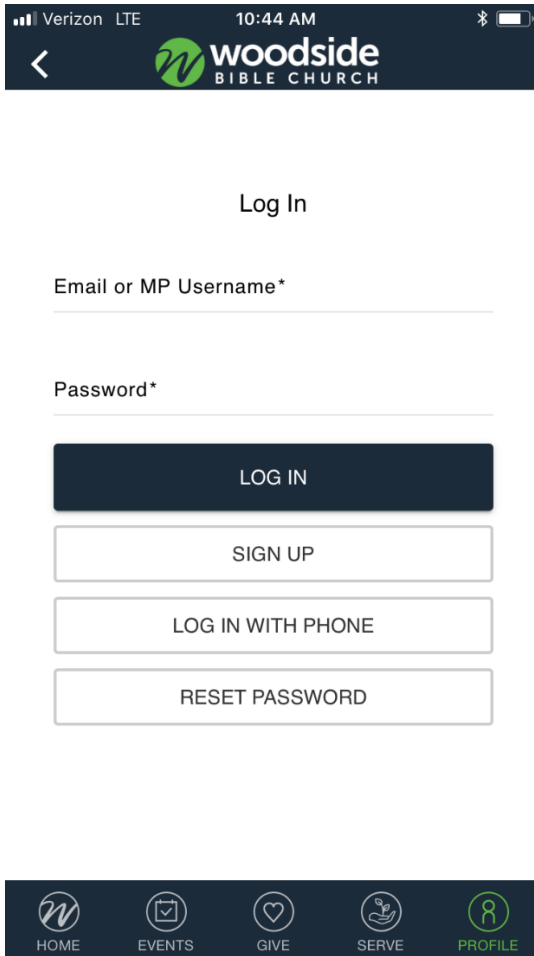Android: https://play.google.com/store/apps/details?id=org.woodsidebible.mobileapp

From the app home page, choose *PROFILE*.

From the *PROFILE* **page you will see 4 main options. Choose** *MY GROUPS* **to access and update your group information.**

If you already have an account (same as the website), *LOG IN***, if not click** *SIGN UP.*
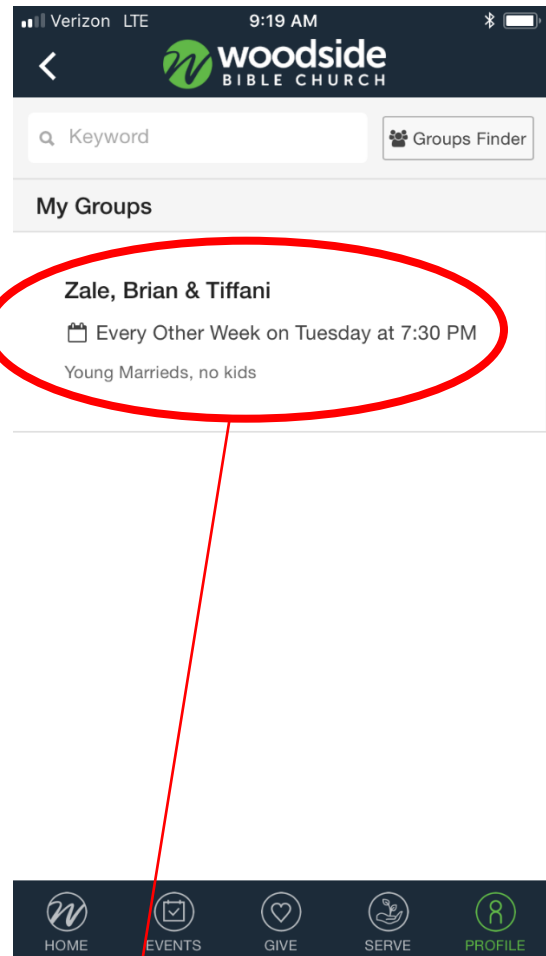
Once you are signed into your account click on your Group information.

Create a Group Meeting

From your *Group* page, choose *Create Group Meeting*. **Fill out the creation form and click** *Create Meeting.* **You'll receive a confirmation that your meeting has been saved. Your meeting can then be found on your** *Group Calendar.*
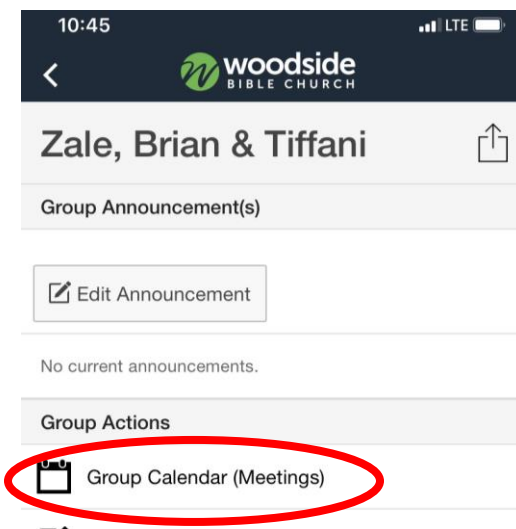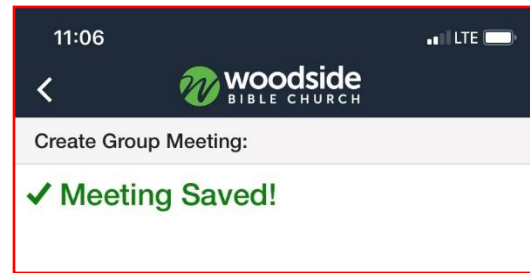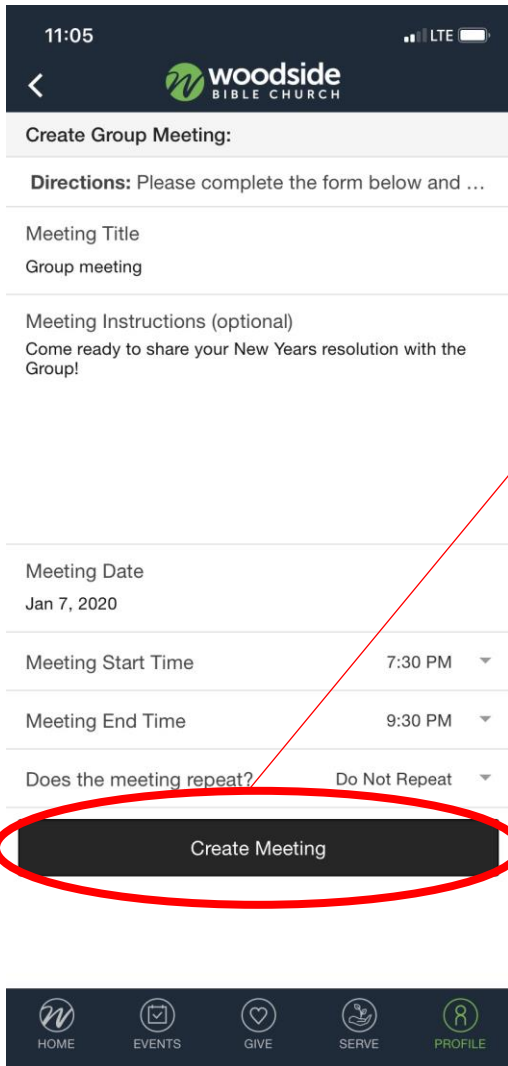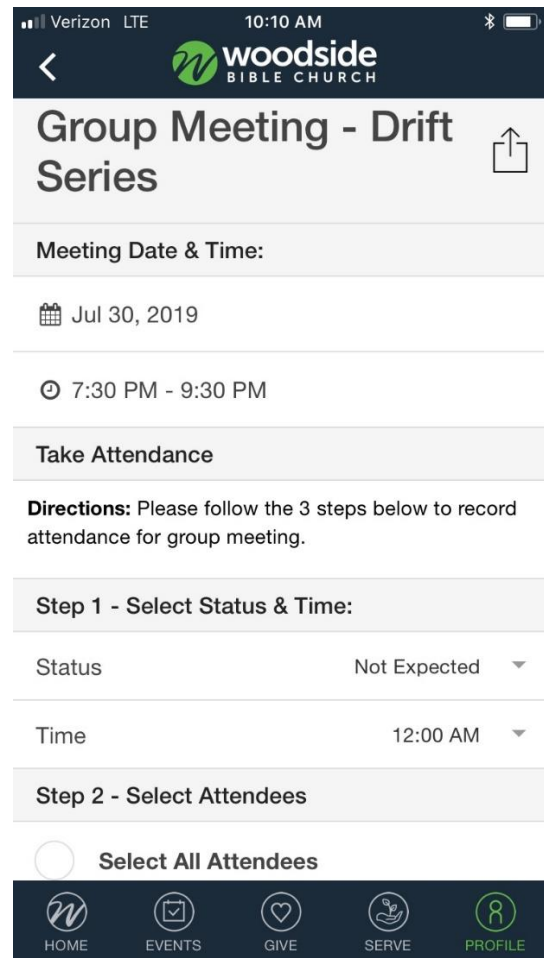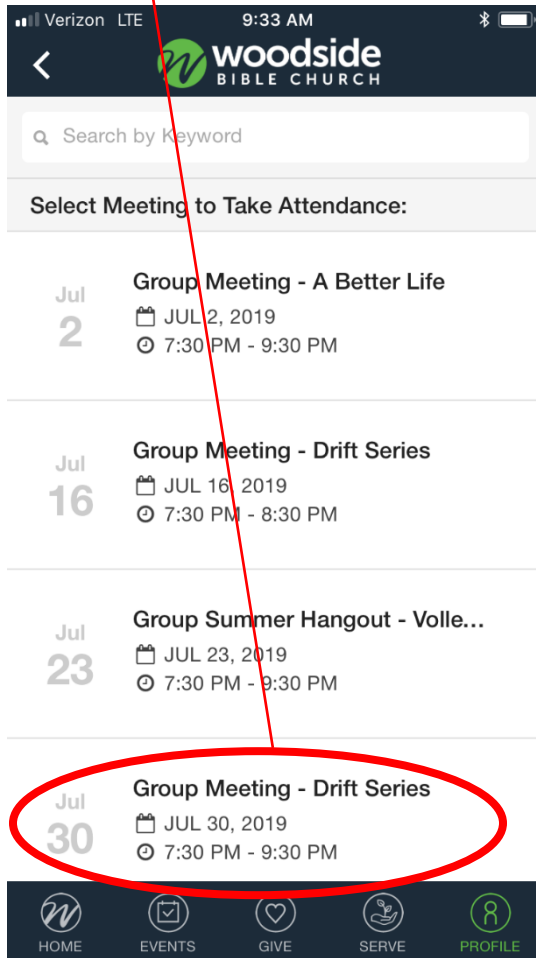

Note: Edits to existing Group meetings can only be done on the myWoodside desktop site. This includes all changes as well as total deletion of a meeting.

Attendance

From your *Group* page, choose *View or Take Attendance*.

**Choose the meeting date for which you would like to take attendance.**

NOTE: As a best practice we recommend creating all projected Group Meetings at the beginning of each season and going in to edit them as you see fit. Please refer to pages 4-5 of this handbook for instructions on how to create a Group Meeting on the website.

For your convenience there are basic 3-step directions for taking attendance on each Group Meeting page. The next page of this guide includes important details and helpful tips relating to these 3 steps.

Step 1 – Select Status & Time: Click *Status* **and choose** *Checked-In* **from the status menu. Click** *Time* **and update the time to your Group start time.**

NOTE: Choosing *Checked-in* when taking attendance is crucial to ensure that the attendance is properly recorded in the church database. DO NOT CHOOSE *Confirmed as Attended*.
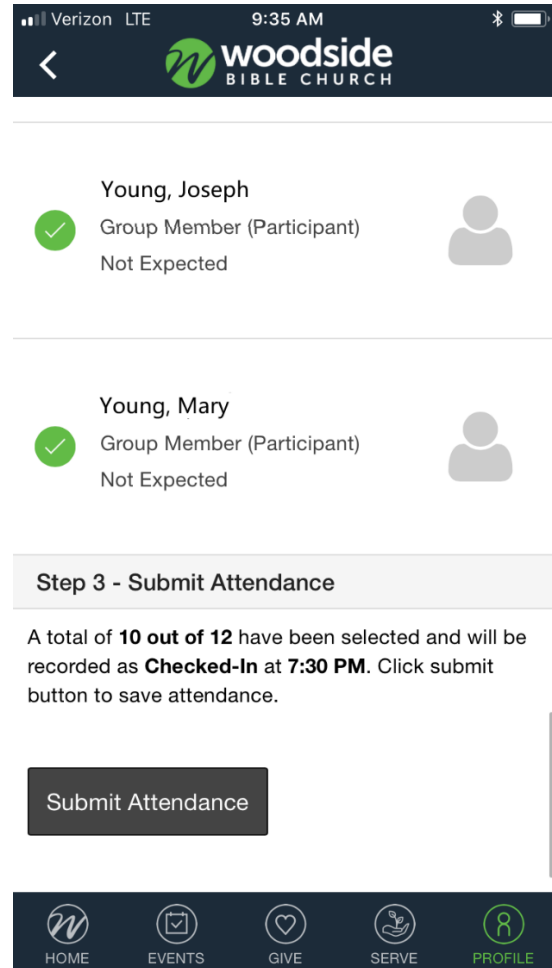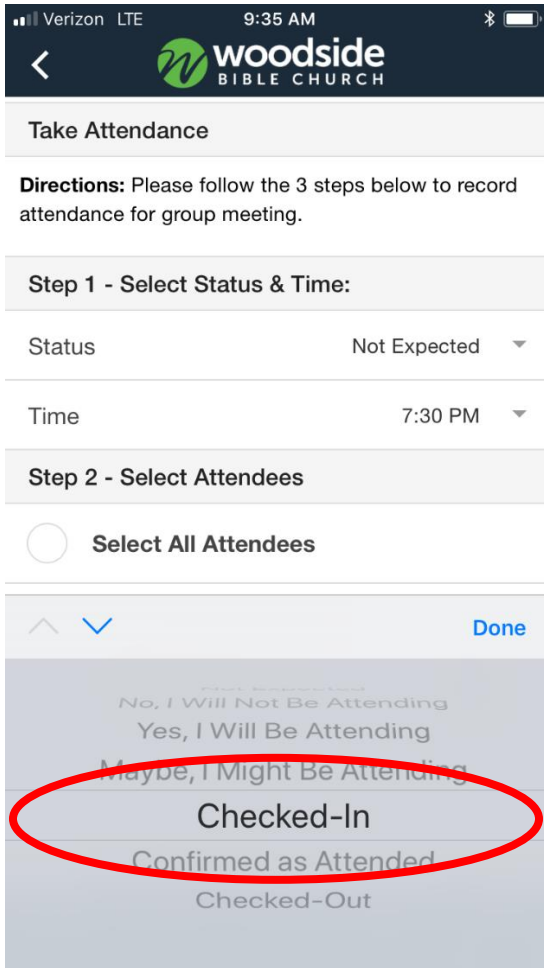
Step 2 – Select Attendees: Choose the members that attended your Meeting

QUICK TIP: To save time choose the *select all members* option, and uncheck absent members

Step 3 – Submit Attendees: Review your selections and click the submit button to save attendance. A confirmation message will appear when the attendance has been successfully saved.