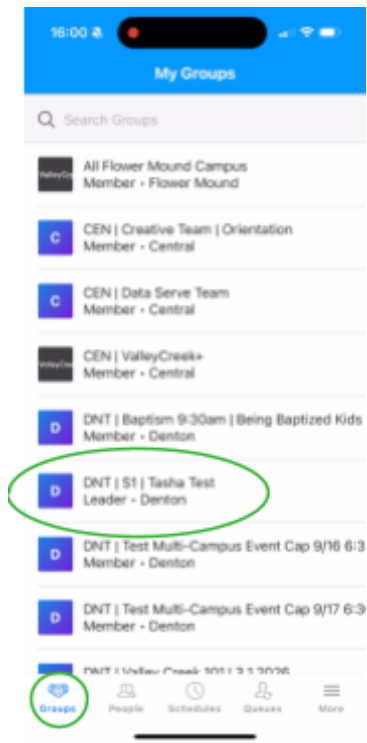




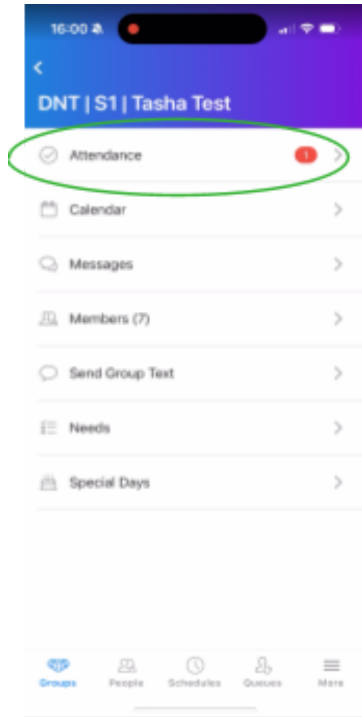
## HOW TO TAKE ATTENDANCE & NOTES

All Circle Leaders must submit attendance with notes the day of their Circle whether the Circle met or did not meet. Please follow these step by step instructions to submit attendance and notes.

STEP 1: Under Groups, find and select your Circle:



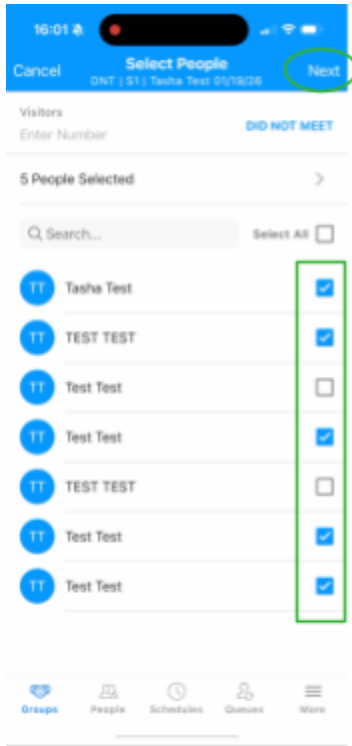
STEP 2: Select Attendance:



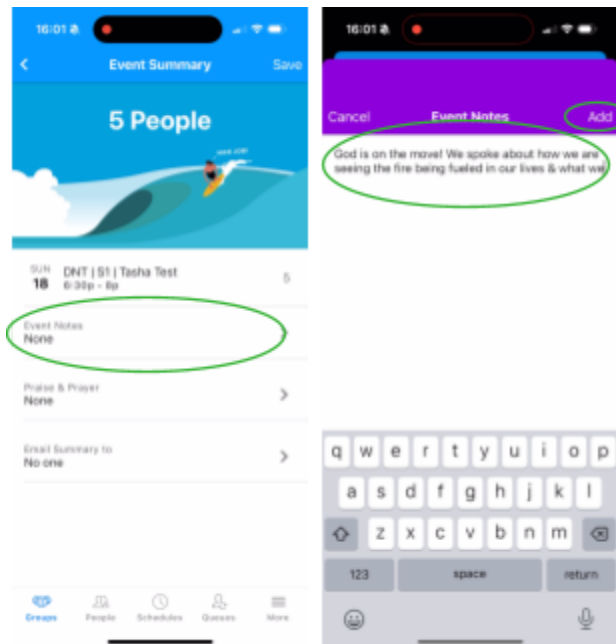
STEP 3: Select the date you are taking attendance for:



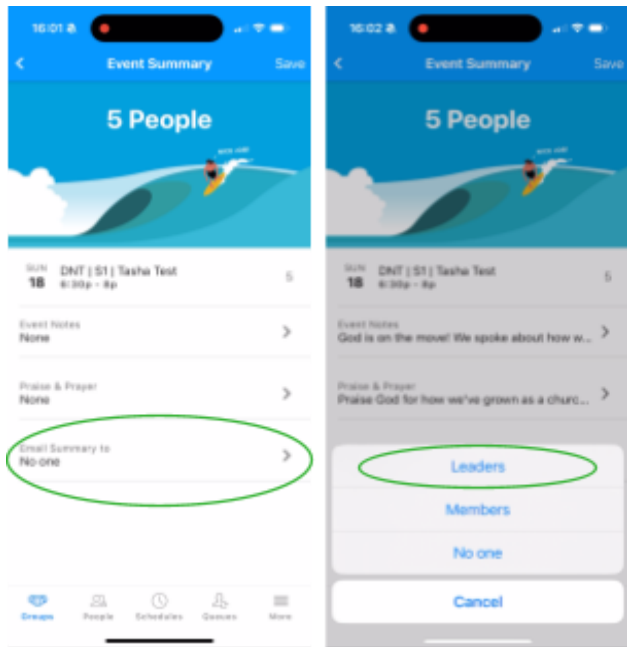
STEP 4: Check each person who was present, then select 'Next.' If your Circle did not meet, skip to step 8:



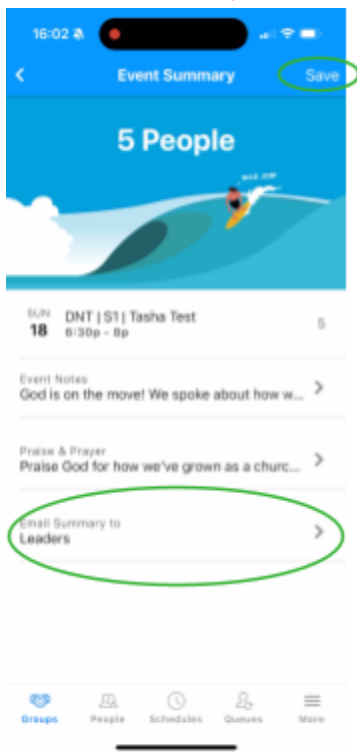
STEP 5: After selecting 'Next', select 'Event Notes' on the 'Event Summary' page. Summarize attendance notes here based on the direction provided in the Circle Leader Guide for that week.



STEP 6: Select 'Email Summary to' and select 'Leaders':

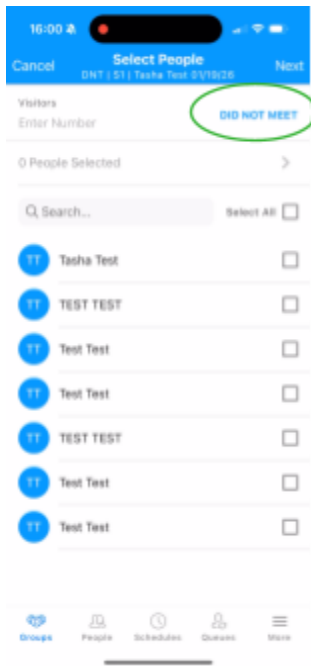


STEP 7: (Final Step) Confirm the email summary is being sent to 'Leaders' and select 'Save':

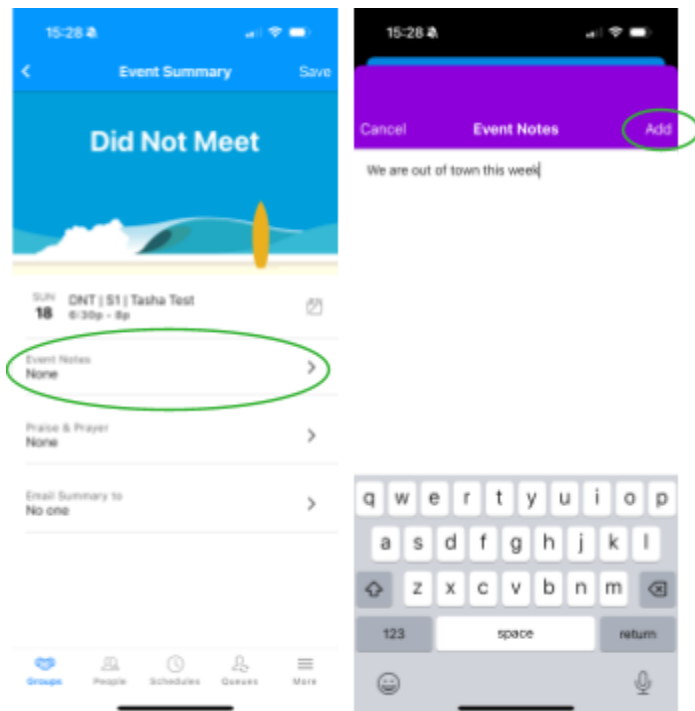


## FOR CIRCLES THAT DID NOT MEET

STEP 8: If your Circle did not meet, please select 'Did Not Meet'.



STEP 9: On the next screen, select 'Event Notes' to share why your Circle did not meet. Give a brief reason, then select 'Add':



STEP 10: Follow steps 6 and 7 above to email summary to Leaders.