

Taking Attendance

LEAD. App Instructions

This is an app used by the church for our volunteers to take weekly attendance.

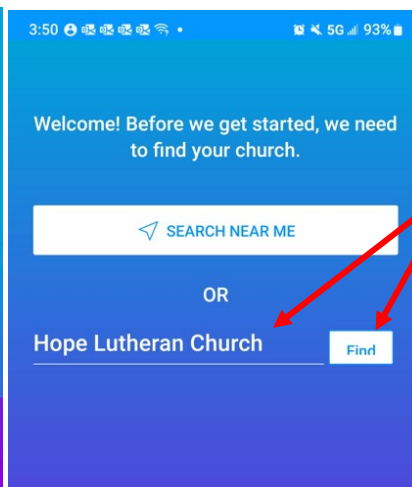
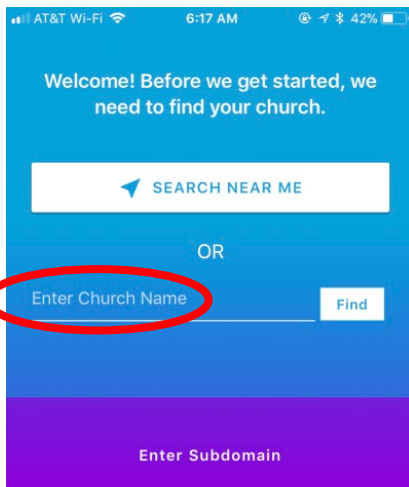
Note: For Guides that have not taken attendance for past groups, before beginning, please check your email to find an email to create your login. The email will be from Hope Lutheran Church, or you may see Church Community Builder On behalf of Hope Lutheran Church. Follow the instructions in the email to create your login credentials.

For Past MSM/HSM Guides: please use your current credentials. If you don't know them, see Step 6.

1. Once you have created credentials, download the LEAD app from the Apple store or from Google Play by searching on LEAD.



2. In the **Enter Church Name** field, type **Hope Lutheran Church** field. Select FIND.

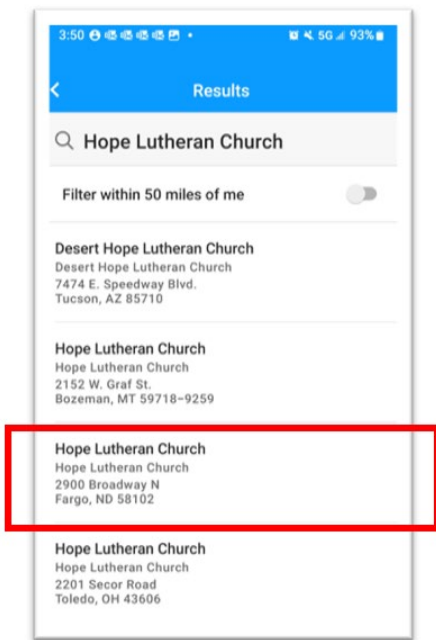


3. Select the correct Church

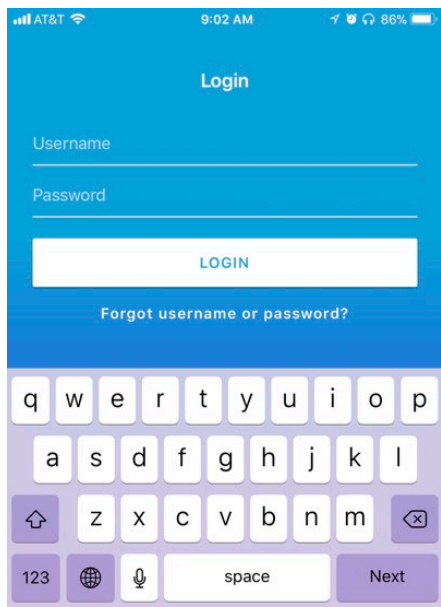
If you have questions on taking attendance or not seeing your correct group, please email youth@fargohope.org, or talk to your MSM Campus Coordinator.

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4. Enter the email address or username and password you created prior to downloading.



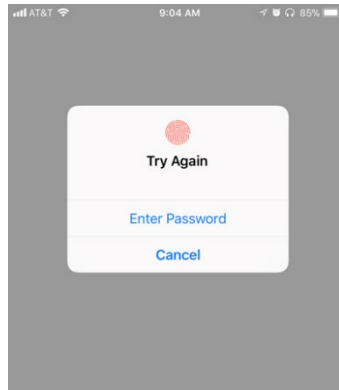
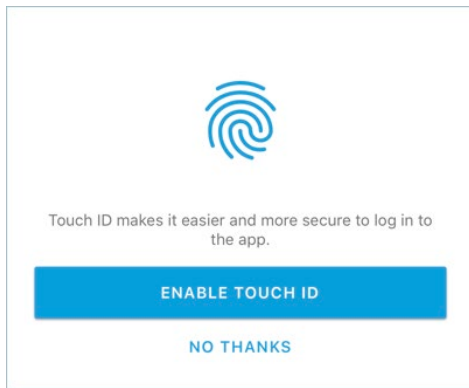
5. **For iOS only:** you can enable the optional Touch ID security feature. If accessing the app using Touch ID fails, you will receive a **Try Again** pop-up to use your password instead.
6. Enter the email address or username and password.
 - a. If you cannot recall it select **“Forgot username or password?”**

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- b. **For iOS only:** you can enable the optional Touch ID security feature. If accessing the app using Touch ID fails, you will receive a **Try Again** pop-up to use your password instead.
- c. For additional security, if you re-access your app and are prompted for a Touch ID but it fails you will be prompted to create a Passcode.
- d. If you don't have a login, contact youth@fargohope.org



- 7. For additional security, if you re-access your app and are prompted for a Touch ID but it fails you will be prompted to create a Passcode.
- 8. When it asks you to Customize your Menu Bar, please say No Thanks, at this time. As you get familiar with the app, you can change it. But for troubleshooting purposes, it is easier if you do not.

To Take Attendance

The following section will help you understand how to take attendance using the LEAD app.

- 1. Log into the LEAD app
- 2. On the GROUPS page, find the group you are leading. It will look something like:
 - a. Nth Grade A XC Pew#, Location

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3. Click on the group name:

You will see the following options:

- **Attendance:** If there is an Attendance “Event” ready for you, there will be a red circle with the number of Events you can take attendance for. Each week one event will be created for you. If you miss a week, the missed week will be counted as well.
- **Messages & Send Group Texts:** Because you are managing Students under 18, we do not have emails associated with their profiles.
- **Members:** You will be able to see your members in your group but unable to click on information

- Click on the Attendance section to open it.
- If it has a red dot, it is available to take attendance. If it does not have the dot, attendance has been taken for that week.
- Click into the event you are taking attendance for. Check the box next to each student that has attended. If you have students visiting, put the number of students in the Visitors section at the top. Click Next when complete.
- On the next page, you can take event notes, and praise and prayer notes but do not have to. If you want to send messages to the colead or your coordinator, you can Email the Summary To and select LEADERS. This will go to Hope staff and your coleads.
- When done, click SAVE at the top. You have finished taking attendance.

***Expert Tip:**

SEND EMAIL SUMMARY TO LEADERS:

- Add notes to the **EVENT NOTES** section or **PRAISE & PRAYER** section. This is useful for communicating to your co-guides/coordinators about
 - New students coming to your group
 - Care concerns
- Select to **EMAIL SUMMARY TO LEADERS**. (if you add notes, but don’t send to leaders, our coordinators may not get them).

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