

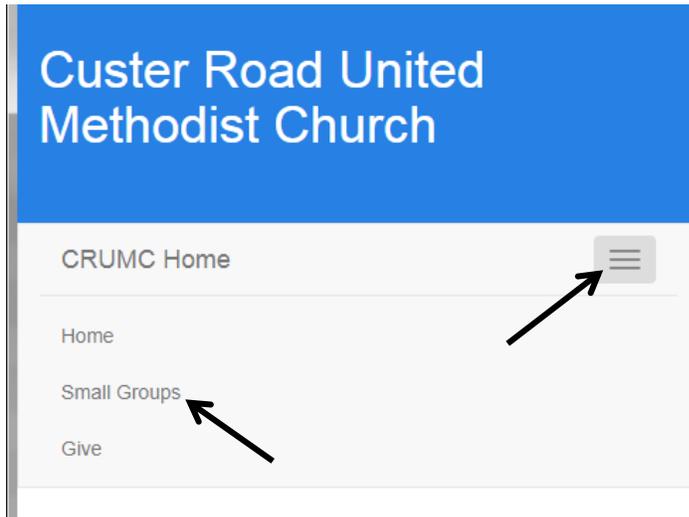
ACCESSING ADULT & YOUTH CLASSES VIA ONLINE PORTAL

Record Attendance, View Attendance History, View Contact Information and
Send Emails to the Members of your group all in one place.

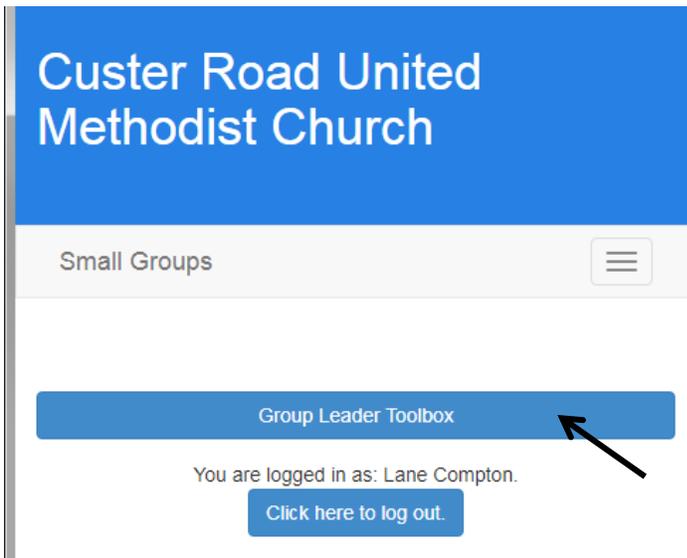
A. RECORDING ATTENDANCE

NOTE –Only record attendance ONCE per class per day. May be best to do near the end of class to catch all stragglers who show up.

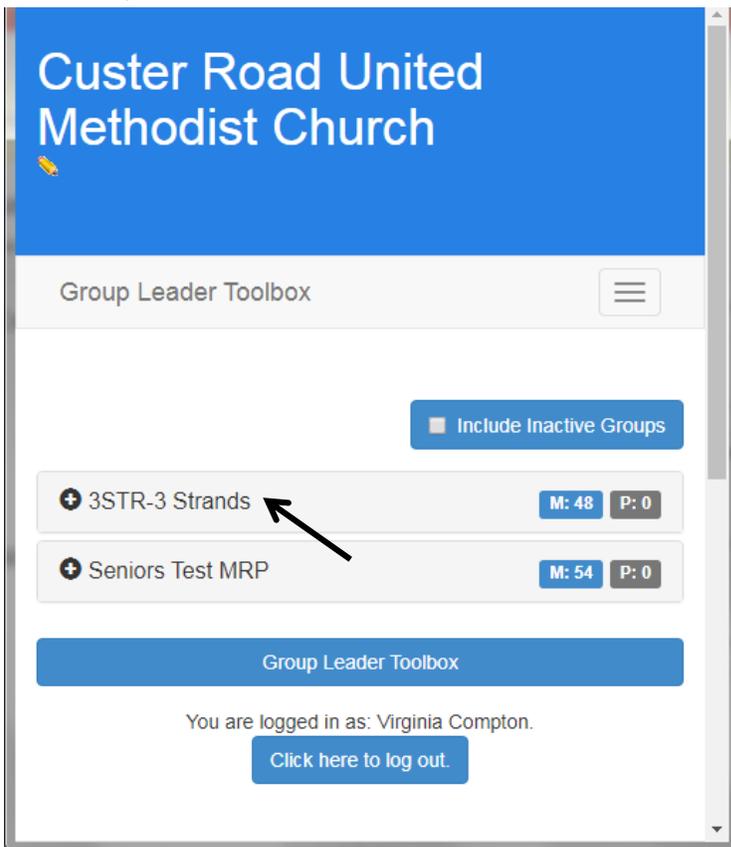
1. Go to <https://member.crumc.org> (the 's' after http is required)
Bookmark this page (or add to Home Screen) for faster access in the future!
2. Login with your credentials. If this is your first time to login, you will be required to change your password immediately. If you've forgotten your password, simply click the "Forgot Password" button.
You must be setup ahead of time for the specific group you will be taking attendance for. If you do not have login credentials, please contact vcompton@crumc.org to be setup.
3. Click on the **Menu** button in the top right corner, then click on **Small Groups**.



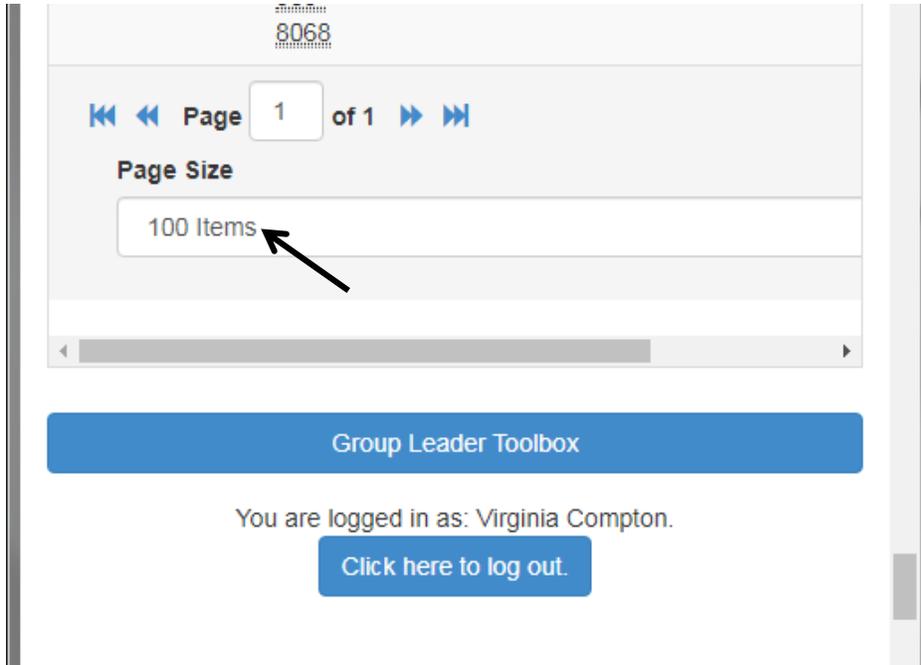
4. Then click **Group Leader Toolbox**.



5. You should see the Group(s) for which you have been designated as a Leader. Click on the group name for which you need to record attendance.



6. **IMPORTANT - BEFORE recording any attendance**, scroll to the bottom and change the “Page Size” button to **at least 100 Items**. If you have a larger class, you may need a higher number so ALL members appear on one page.



7. To Record Attendance...

STEP 1: Click the box to the left of the name to place **Checkmarks** beside those Present. *(Be sure you've done Step 6 above and increased your page size so your whole class is on one page before checkmarking individuals – the system will not keep checkmarks from previous pages.)*

****Remember – you only want to record attendance ONCE per class, so it's recommended to keep this page up and just checkmark as people arrive. In testing, it allowed at least 10 minutes of inactivity without signing you out.**

STEP 2: When you feel all attendees have been marked, scroll back to the top and click the **Record Attendance** button.

****NOTE – if you click the “Record Attendance” button without checkmarking anyone, it will default to everyone marked as Attending.**

The screenshot shows a web interface with three tabs: "Record Attendance", "View Attendance", and "Communications". Below the tabs is a table of attendees. Each row has a checkbox in the first column, followed by the name, phone number, and address. Two callout boxes with arrows point to the checkboxes for Arthur, Sylvia and Barber, Sierra. A third callout box points to the "Record Attendance" button.

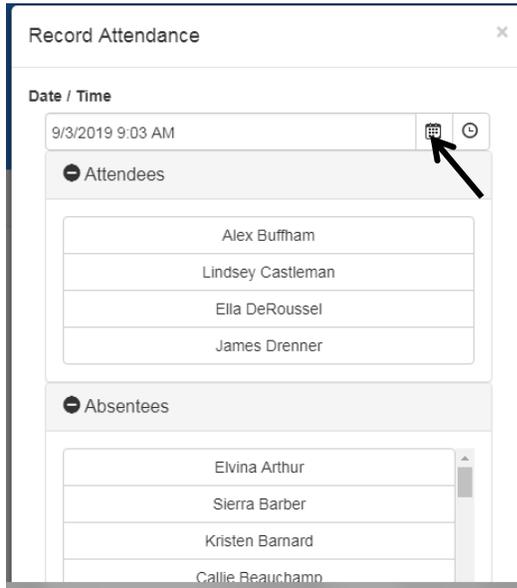
<input type="checkbox"/>	Name	Phone	Address
<input type="checkbox"/>	Arthur, Sylvia	C: (972)	1901 W Spring
<input type="checkbox"/>	Barber, Sierra	H: (972)	2013 Lake

Step 2: Click this button **AFTER** checkmarking those Present.

Step 1: Place checkmarks beside those PRESENT **first**.

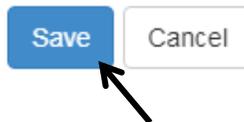
Step 1: Place checkmarks beside those PRESENT **first**.

8. If recording attendance during class, don't change the date/time.
If recording at a later time, please update to the correct date/time of class.
Review Attendees. If you missed someone, locate their name under "Absentees" and click on it. It will move them to Attendees. You can also remove someone from Attendees by clicking once on the name.



The screenshot shows a window titled "Record Attendance" with a close button (X) in the top right corner. Below the title bar, there is a "Date / Time" field containing "9/3/2019 9:03 AM" and a calendar icon. Below this, there are two sections: "Attendees" and "Absentees". The "Attendees" section contains a list of names: Alex Buffham, Lindsey Castleman, Ella DeRoussel, and James Drenner. The "Absentees" section contains a list of names: Elvina Arthur, Sierra Barber, Kristen Barnard, and Callie Beauchamp. An arrow points to the calendar icon in the "Date / Time" field.

9. Scroll to the bottom and press SAVE.



B. ATTENDANCE HISTORY

1. Follow Steps A1-5 above to locate group.

Click the View Attendance button to see a history of attendance.

Record Attendance View Attendance Communications

Name Phone Address Email

Arthur, Elvina

Barber, Sierra

2. The date range defaults to the past year. Change the Start date to view a smaller range. (May be better to view on a tablet/desktop.)

Record Attendance Hide Attendance Communications

From 8/1/2019

To 9/3/2019

Search

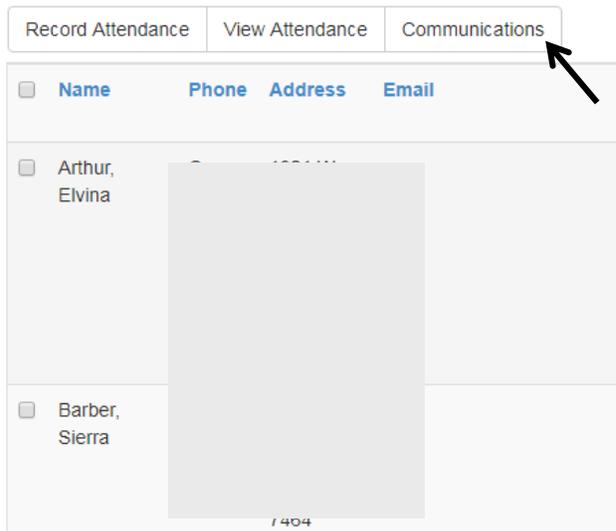
Name	Class ...				
	8/4/2019	8/11/2019	8/18/2019	8/25/2019	9/1/2019
	22 Atte...	9 Atten...	6 Atten...	7 Atten...	0 Atten...
Barber, Sierra					
Barnard, Kristen					
Beauchamp, Callie					
Bender IV, Jack	✓				
Boyd, Thomas	✓				
Brennan, Aidan	✓	✓	✓	✓	

3. Press Hide Attendance to return to previous screen.

C. SENDING EMAILS TO THE GROUP

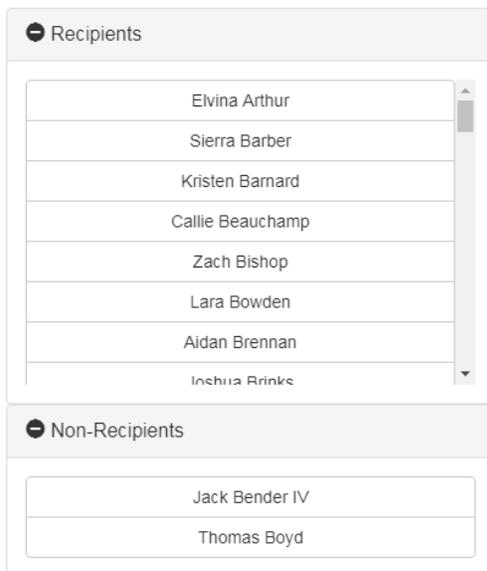
The system has the capability for you to email all/some of the members of your group.

1. If you want to email the **WHOLE** group, simply click the Communications button to open the email window.

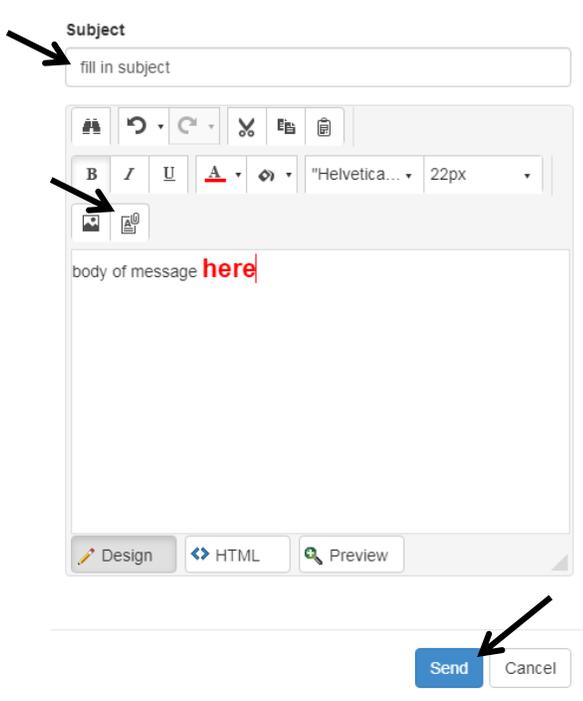


2. If you only want to email a few members, place checkmarks beside their name **FIRST** and then click Communications.
3. You can always move someone from “Recipients” to “Non Recipients” and vice versa by simply clicking once on their name to toggle back and forth.

Send Communication ×



4. Fill in Subject and Body of the message. Text formatting is available. You can attach pictures and documents by clicking the “attach” buttons. Press Send when done.



5. The email will be sent within 5 minutes.
6. The email will show to come from the Leader's name and email address. If someone replies, it will go back to the Leader who sent the original message.