

Renewal

ChurchSuite Info for Group Leaders:
How to Add Attendance & Communicate with Group Members

My ChurchSuite can be accessed through any web browser and using the free My ChurchSuite app (available from your app store).

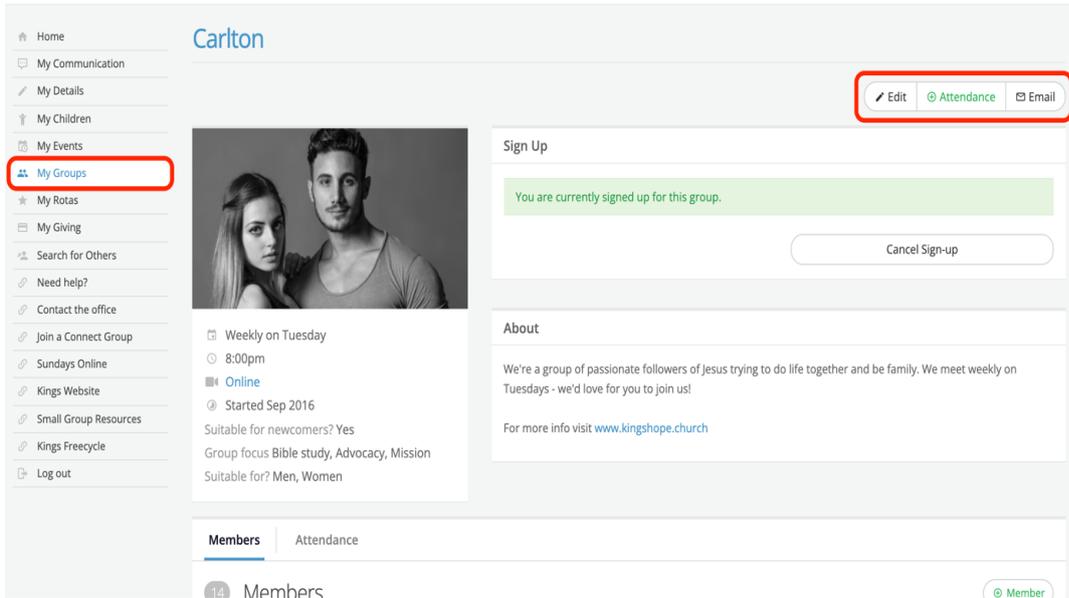
To log in, head to login.churchsuite.com and follow the on-screen instructions: enter your **email address**, and when prompted, your **password**. Click **Login**. Also note the option to request a password reset email by clicking **Forgotten Password?**

Once you've successfully logged in, you're taken to the My ChurchSuite **Home** page.

The My Groups section will take you to the list of groups that you are already a member of. Click on any of your groups shown to see the group information.

As a designated group leader, you will be able you to maintain a register of group attendance for the group that you lead. Attendance recording is an invaluable safeguarding record.

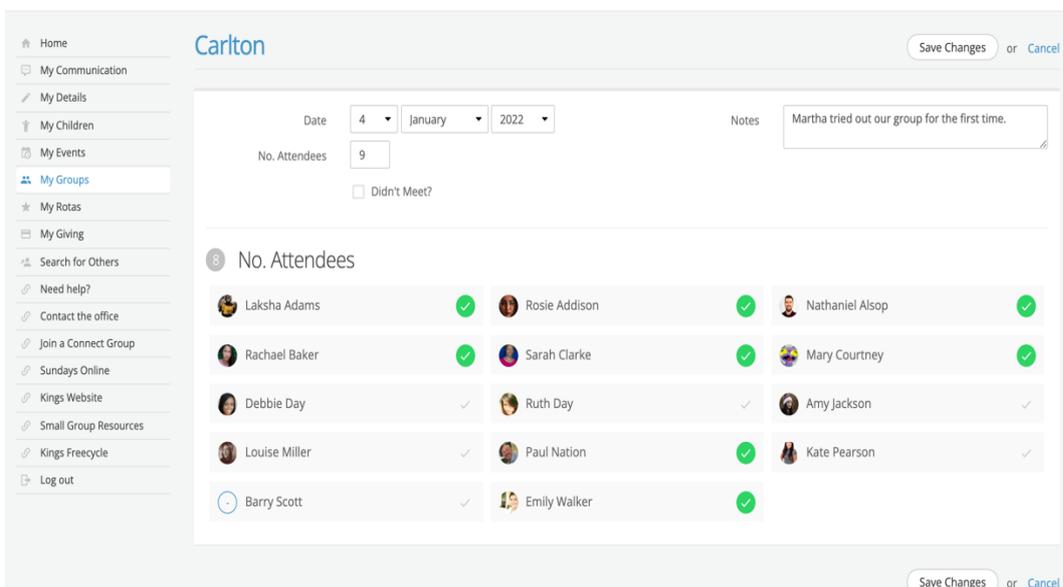
To record group attendance, click the **Attendance** button in the top right hand corner of the group's "View" page.



See below - on the group's **Add attendance** page set the **Date** of the attendance. If the group didn't meet, ticking **Didn't Meet?** will keep your attendance statistics accurate and prevent the group showing on the **Missing Attendance report**. Select each group member present by ticking the members names.

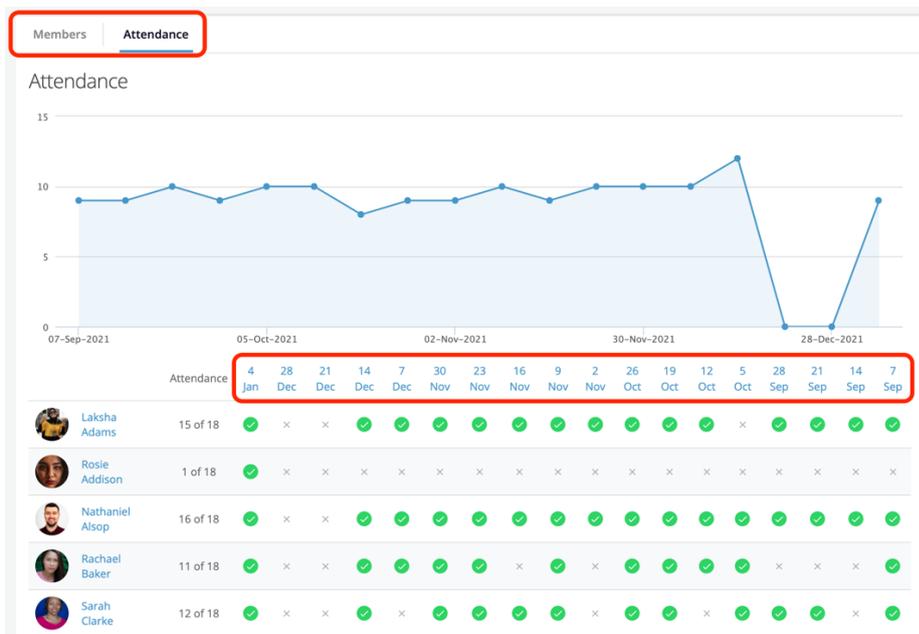
Add a note of any group visitors in the **Notes** field. If you wish to include those visitors in the group's attendance count you'll also need to manually adjust the **No. of Attendees** accordingly.

Click **Save Changes** when you are done.



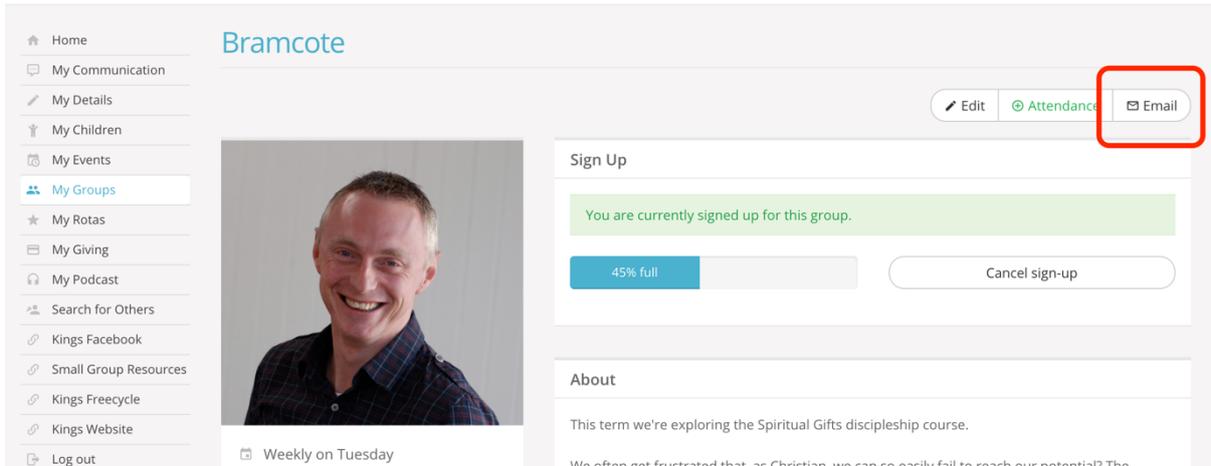
To help group leaders with pastoral care in small groups, you can view recent group **Attendance**; perhaps to identify anyone who might be falling away from the group, or reaching out to those who've been finding it hard to attend recently.

Also if you need to make any historic attendance amendments, you can click on any of the **Date** headings in the first row which will open that date's attendance page for editing, enabling you to make any changes necessary before clicking **Save Changes**.



Included in the My Groups section of the member-facing My ChurchSuite is a really useful **Group Email** feature that allows small group members to easily communicate with all the other members of their group.

From the **My Groups** menu item, select any group that you are a member of – notice the **Email** button in the top right hand corner.



Each group in your account has its own **unique group email address** assigned by ChurchSuite when the small group is first created.

This email address can be used by **active group members** to communicate with one another – it's a closed group email, meaning that only current, active group members can use it. Anyone not in the group is unable to use the email address and will receive a bounced email message if attempting to send to the group's email address. Group emails are delivered to the personal email address of each group member and the sender and recipients can view the email in the **My Communication** section of My ChurchSuite or in their preferred desktop email client.