

Leading your Groups with TouchPoint

- Taking Attendance -



Taking Attendance – Via Email

- 1. 15 Minutes Prior** to your Group Meeting, you should receive an email stating your group is now open for attendance.
2. Within that email, click the **Update Attendance** button.
- 3.** If your group met, click **“Take Attendance”** otherwise, click **“Do Not Meet.”**
- 4.** If you are taking attendance, click the **check boxes** next to every person who attended.
5. If you need to add someone to your group, click the **Guest tab, Add guest** and then **Skip Search.**
- 6.** If your group is 100+ people or more, click on the **Headcount Tab** and type in the number of people who attended your class.
- 7.** When Finished taking attendance, **close the page.**



Taking Attendance – Via Desktop

- 1.** To take attendance with the desktop app, go to <https://concorddallas.tpsdb.com/> and log in.
- 2.** On your profile page, go to the **Involvement Tab** and then the **“Current” Sub-Tab.**
- 3.** Find your group in the list below and click on its **Title.**
(Make sure you are marked as a **Leader** and not a Member within the group.)
- 4.** On your Group Page, click on the **Meetings Tab.**
- 5.** Click **Add Meeting.** Set the date of your meeting to the appropriate day and set the Attendance Type to “Every Meeting.” Nothing else needs to be set.
- 6.** You will be automatically taken into the Meeting Page.
- 7.** If your group did not meet, click **“Did Not Meet”** at the top right corner of the screen. Otherwise click the **“Editing”** checkbox next to the word Enable in the middle of the page.
- 9.** In the list of members that appear, click the **checkboxes to the left of each person** to mark them as attended. (A yellow glow indicates their attendance has been saved.)
- 10.** Once you have finished taking attendance, you can close the page.