

# Attendance and Check-ins

Newcomer and name tag sheets should be placed in Lauren K's mailbox following the 11am service

1. Navigate to Check-ins (ensure date is correct)
2. Input all names on newcomers sheet & nametag sheet
  1. If they don't come up, add them in people
    1. Navigate to the People App
    2. Type in their name & select create new person
      1. Tip: You only have to type a few letters of the first and last name
3. Navigate back to Check-ins and check-in new person

Zoom Checkins

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Revision #2

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