



# How to Take Group Attendance in Church Center

**Purpose:** This guide walks Group Leaders through how to quickly and accurately take attendance using the Church Center app.

## What You'll Need

- A smartphone or tablet
- The **Church Center App** downloaded
- Your Church Center login (same email used for Planning Center)
- To be added as a **Leader** for your group

## Step-by-Step Instructions

### 1. Open the Church Center App

- Tap the **Church Center** app on your device
- Log in if prompted

### 2. Navigate to Your Group

- Tap **Groups** at the bottom of the screen
- Select **My Groups**
- Tap the group you lead

### 3. Open Attendance

- Inside your group page, tap **Attendance**
- Select the correct **date** (or tap **Take Attendance** if prompted)

#### 4. Mark Attendance

- A list of group members will appear
- Tap each person who is present
- Leave unchecked anyone who is absent

**Tip:** If a new person attends who is not listed, let the Next Steps Team know so they can be added.

#### 5. Save Attendance

- Once complete, tap **Save** or **Done** (top right)
- Your attendance is now recorded

### Best Practices

- Take attendance **during or right after** your group meets
- Make it a **weekly habit**—consistency matters
- Double-check the date before saving

### Need Help?

- Make sure you are logged in with the correct email
- Ensure you are listed as a **Group Leader**
- Contact the **Next Steps Team** if you experience issues

Thank you for leading and helping us care well for our people!