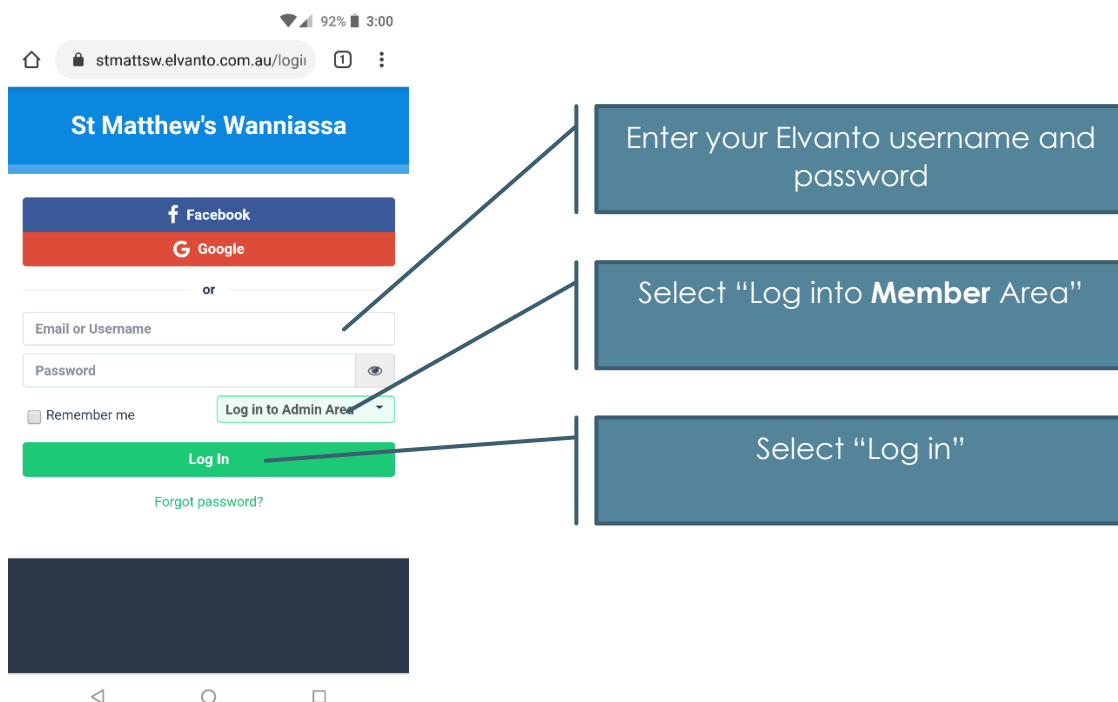


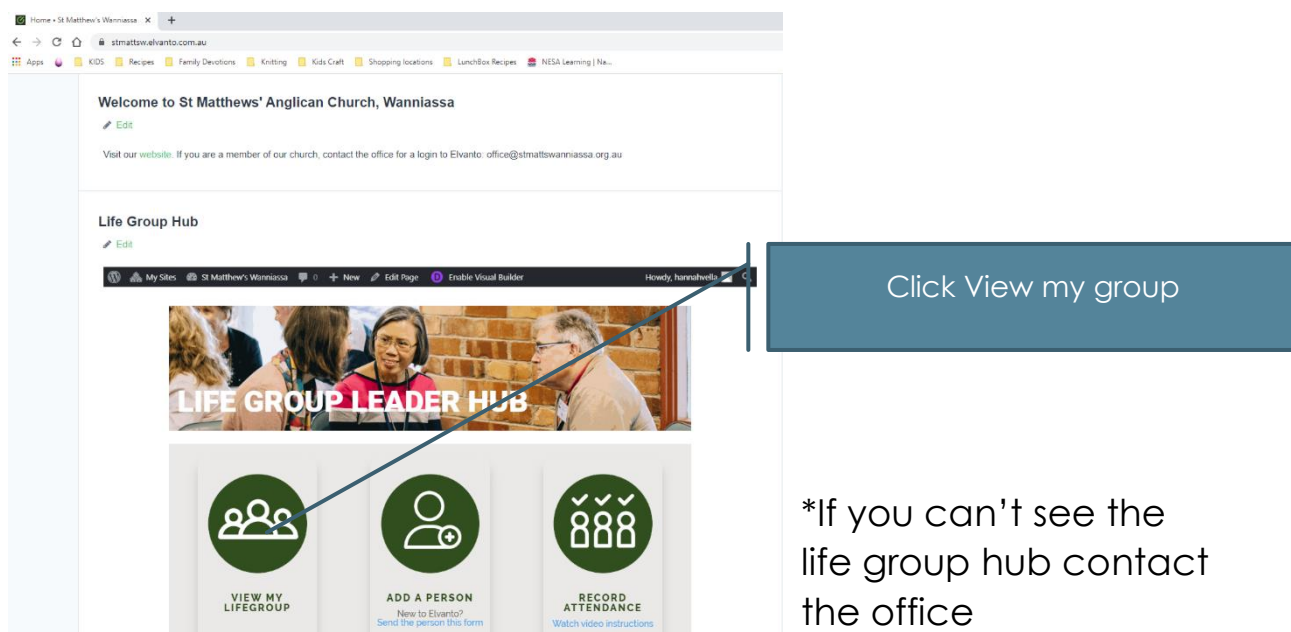
# Life Group attendance record

The images below show what it looks like on a phone. The pages might look slightly different on a computer. The video shows the view on a computer.

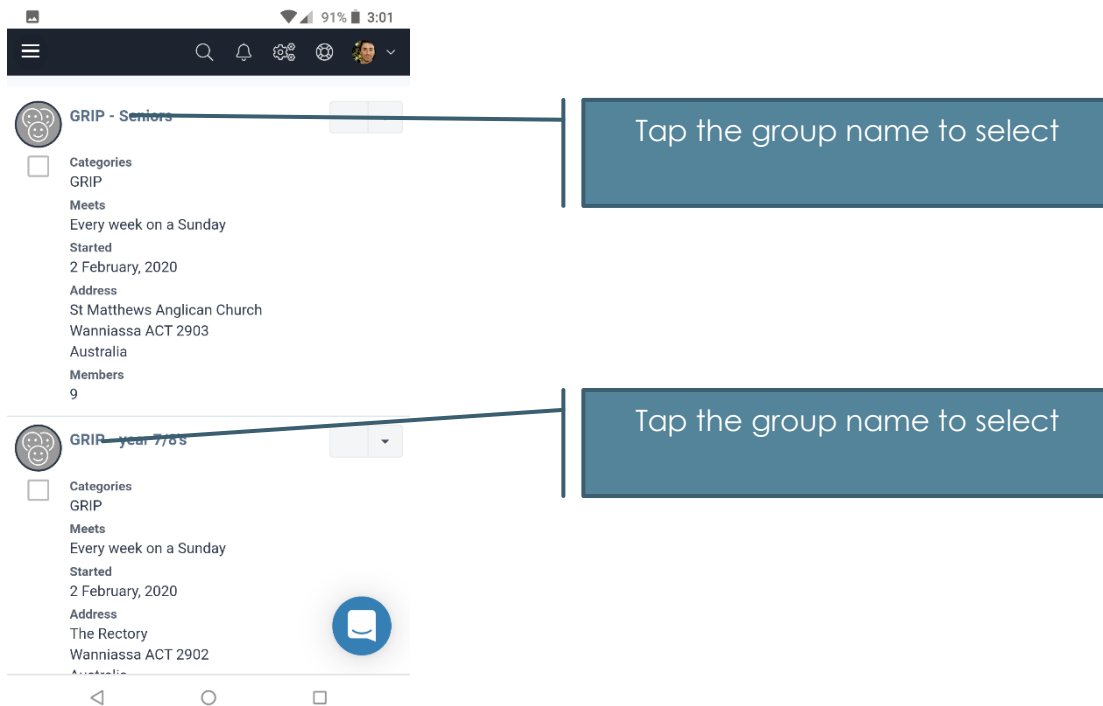
1. Go to <https://stmattsw.elvanto.com.au/login> in your **browser** (not the app)



2. On the life group hub click "View my group"

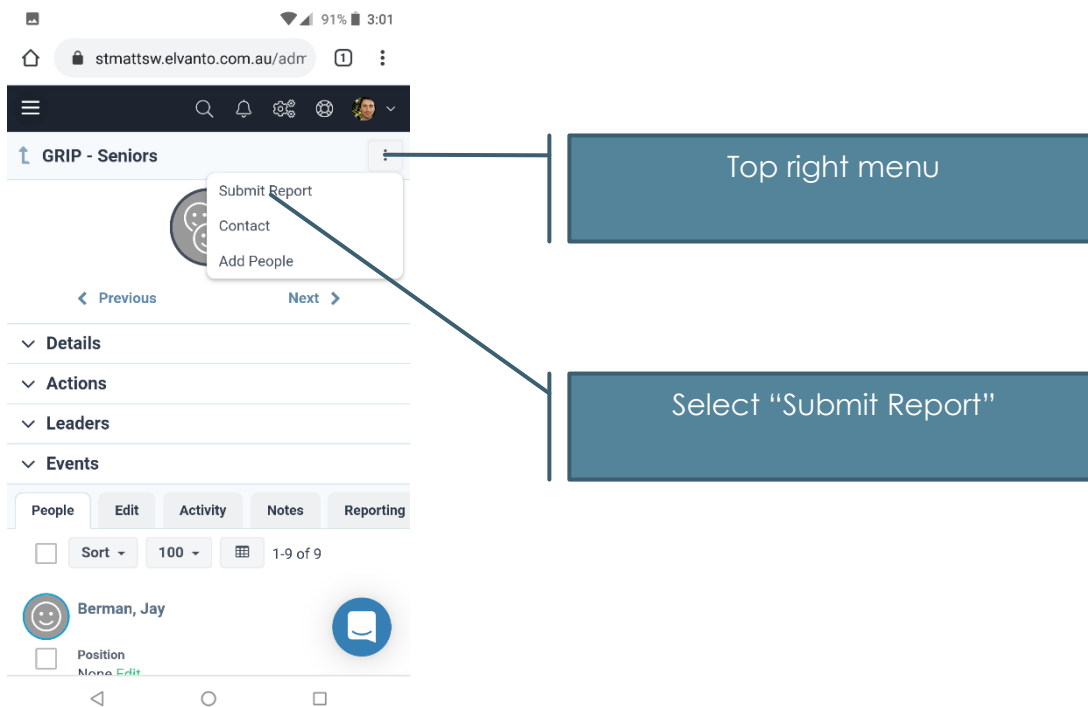


3. Select the group you are going to add the roll to. You may have to scroll down.



4. On the top right menu select "Submit Report"

If you are on a computer – look for a green button.



5. Tap the checkboxes next to all who are there, including leaders. You may have to scroll down to view the whole list.

Group Report

Date Met  
08/02/2020

Time Met  
4:30 PM

Group did not meet

Service(s)   
No services found.

**Group Members**

Attended 9 records

Berman, Jay

Curtis, Bryson

French, Ewan

Double check details

Tap check box if they are there

Tap check box if they are there

6. Fill in “guest” and any extra info you want to add.

A “guest” is someone who isn't in the list already. It might be their first time in the group. Put how many guests there are and under “Extra information about attendance” write down their names, phone number and address. You must include all this information for COVID tracing purposes. If they are a regular member of the group email them this link and ask them to join the St Matthews database: <https://stmattsw.elvanto.com.au/form/fba51375-7ae4-4e9b-9874-f93940017f3f/>

Group Report

**Guests in Attendance**  
0

**Statistics**  
Extra information about attendance

**Notes Specific to the Entire Group**

Number of people not on the list

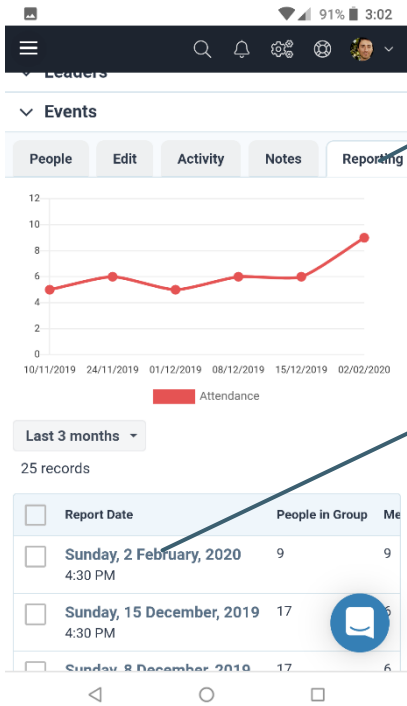
List of names of the guests – you must also record phone and address

Any extra info, like “long weekend” that you think may affect attendance

Once done, press submit

## 7. Viewing attendance or editing a report

Go to the "Reporting" tab. This will show you an overview of attendance. To change a report, find that report (the last one is at the top) and tap that title. It will take you to the step 5 view.



Reporting tab to view stats and the various rolls

To edit, tap the report title (date) and it will take you back to step 5