

Spotlight on *Activities and Attendance*

Excellent tracking, management and follow-up

Activities track all the ways individuals are involved with the organization. Classes, committees, boards, worship services, events, cell groups, spiritual gifts, time and talents, volunteers, etc. can be tracked in order to enroll unlimited numbers of individuals in an unlimited number of activities.

- Each activity can have an unlimited number of enrollees, and attendance can be tracked at any and/or all activities.
- Track each person's function or position and their involvement status within the activity, together with date of enrollment and other user-defined information.
- Print reports, personally addressed letters, photo directories, name tags, postcards and address labels for each activity or position/function within activities.
- Group activities by activity group and activity sub-groups. Sort and select by many criteria when writing personalized letters or printing reports.
- Promote individuals and/or groups (classes) from one activity to another.
- Print text or photo directories for activities.
- Enroll individuals in activities based upon age, marital status, gender and/or geographic location of residence. Enrollment, can be optional or enforced based upon these criteria.

Church Activities

Sun	Sunday School	9:15 am
	Worship Celebration	10:30 am
Wed	Prayer Meeting	7:00 pm
Fri	Bible Study	7:00 pm
Sat	Youth Fellowship	4:00 pm

Please see our Church Calendar for more information.

Attendance Tracking

Automate tracking attendance at activities, to follow up with cards or letters to individuals on the basis of attendance. Print attendance registry sheets (transmittals) on which to record class (and other activity) attendance. Use Insta Check-In for automated tracking and other options.

- Business card size cards can be printed with barcodes, or keychain tags or proximity cards that can be used to automatically check in and enter attendance.
- Track attendance at "free-form" activities (i.e., worship), in which there is no enrolled list. Print many types of attendance reports.
- Track attendance for multiple activities together (combined). When tracking combined and multiple activities together, attendance reports may be printed showing combined attendance.
- Track up to five additional user-defined attributes of attendance (brought visitor, studied lesson, made reservation, etc.) in addition to present/absent.