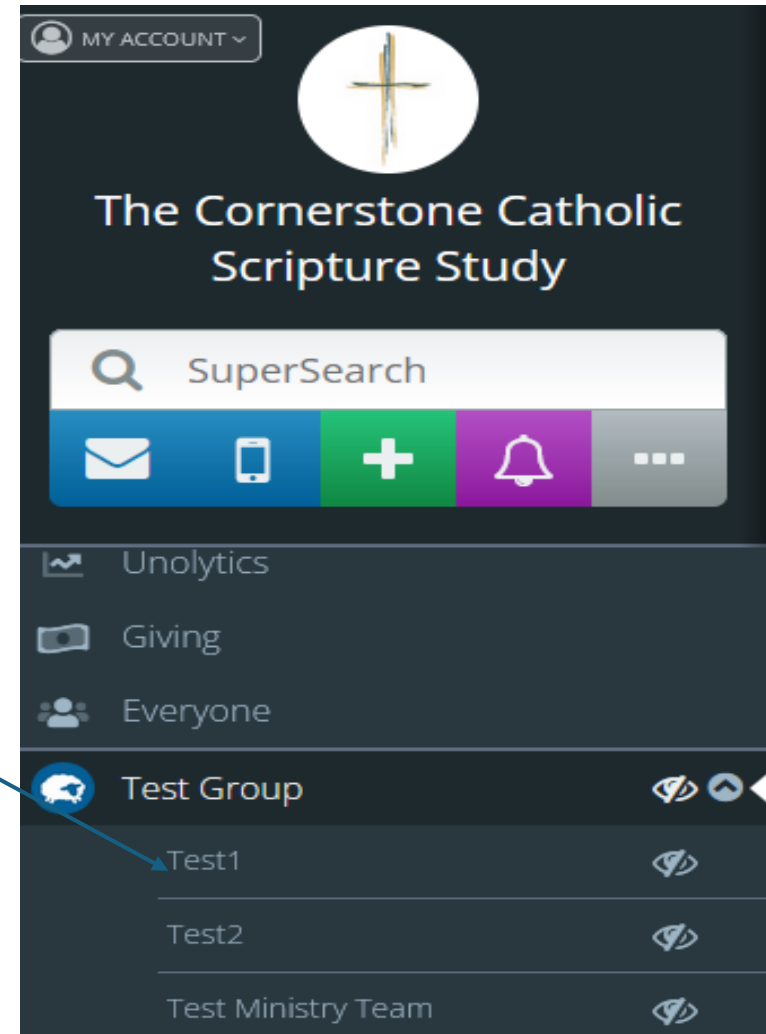


From the dashboard I opened up the Test Group and the 3 sub groups under it. I will demonstrate creating an Attendance Board for group Test1. Click on group Test1.

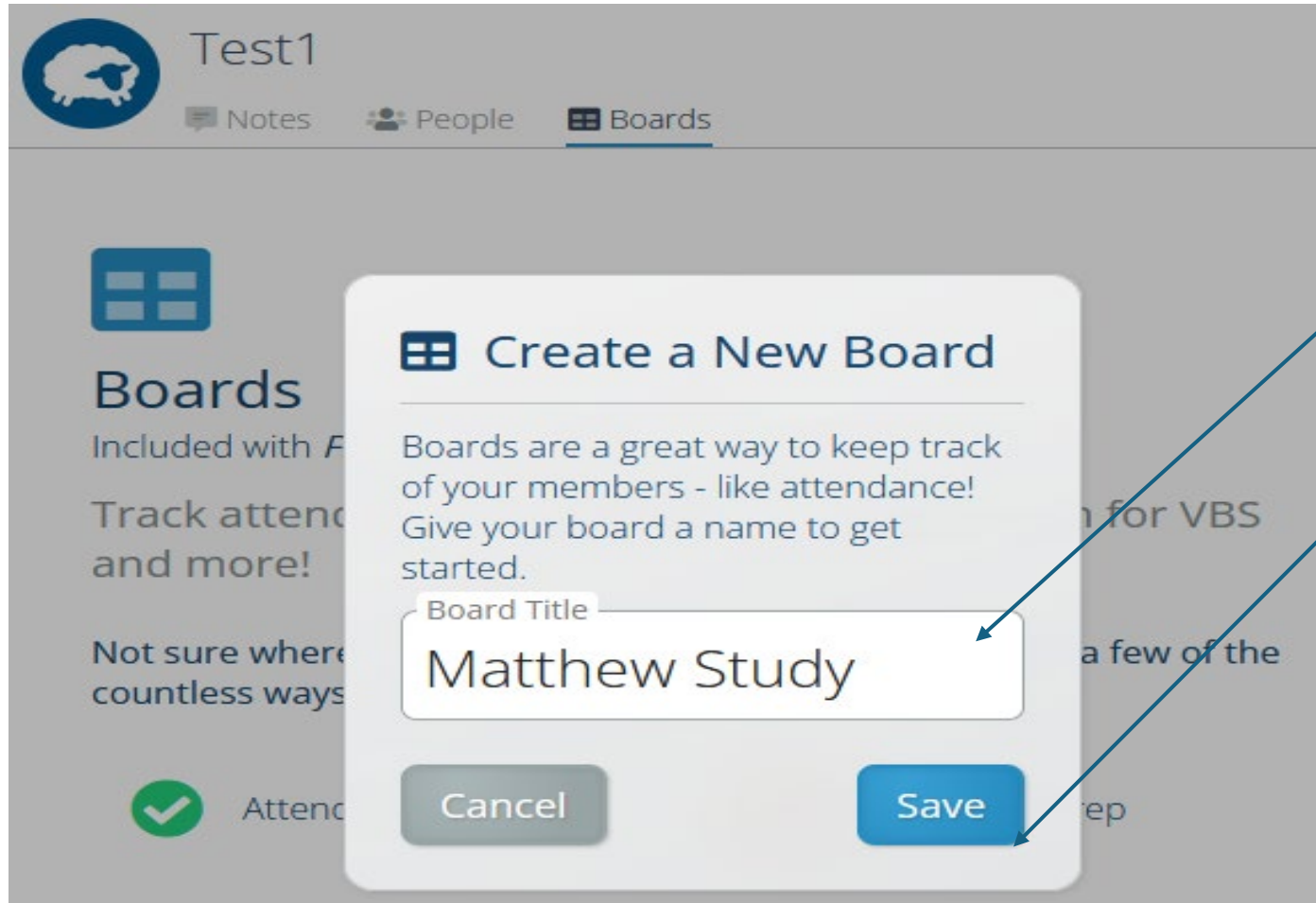


Creating Attendance Boards



The screenshot shows the Flocknote interface. On the left is a dark sidebar with a 'MY ACCOUNT' dropdown, a profile picture of a cross, and the text 'The Cornerstone Catholic Scripture Study'. Below this is a 'SuperSearch' bar and a row of icons for email, mobile, add, notifications, and more. The sidebar lists several groups: 'Unolytics', 'Giving', 'Everyone', 'Test Group' (with a sub-item 'Test1'), 'Test2', 'Test Ministry Team', and 'SEAS'. The main content area shows the user profile 'Test1' with tabs for 'Notes', 'People', and 'Boards'. Below the profile is a 'Boards' section with a grid icon, the title 'Boards', and the text 'Included with Flocknote Complete'. A description reads: 'Track attendance, sacrament prep, registration for VBS and more!'. Below this is a prompt: 'Not sure where to begin? Click the icons below to see just a few of the countless ways you can use Boards.' There are three icons: a green checkmark for 'Attendance Tracking', a brown hands icon for 'Sacrament Prep', and a purple person icon for 'VBS Registration'. At the bottom of the main content area is a blue button with a plus sign and the text 'Make a New Board'.


Click on Boards followed by
Make a New Board at the
bottom.



I called the Board Title Matthew Study, then click on the Save button.

Creating Attendance Boards

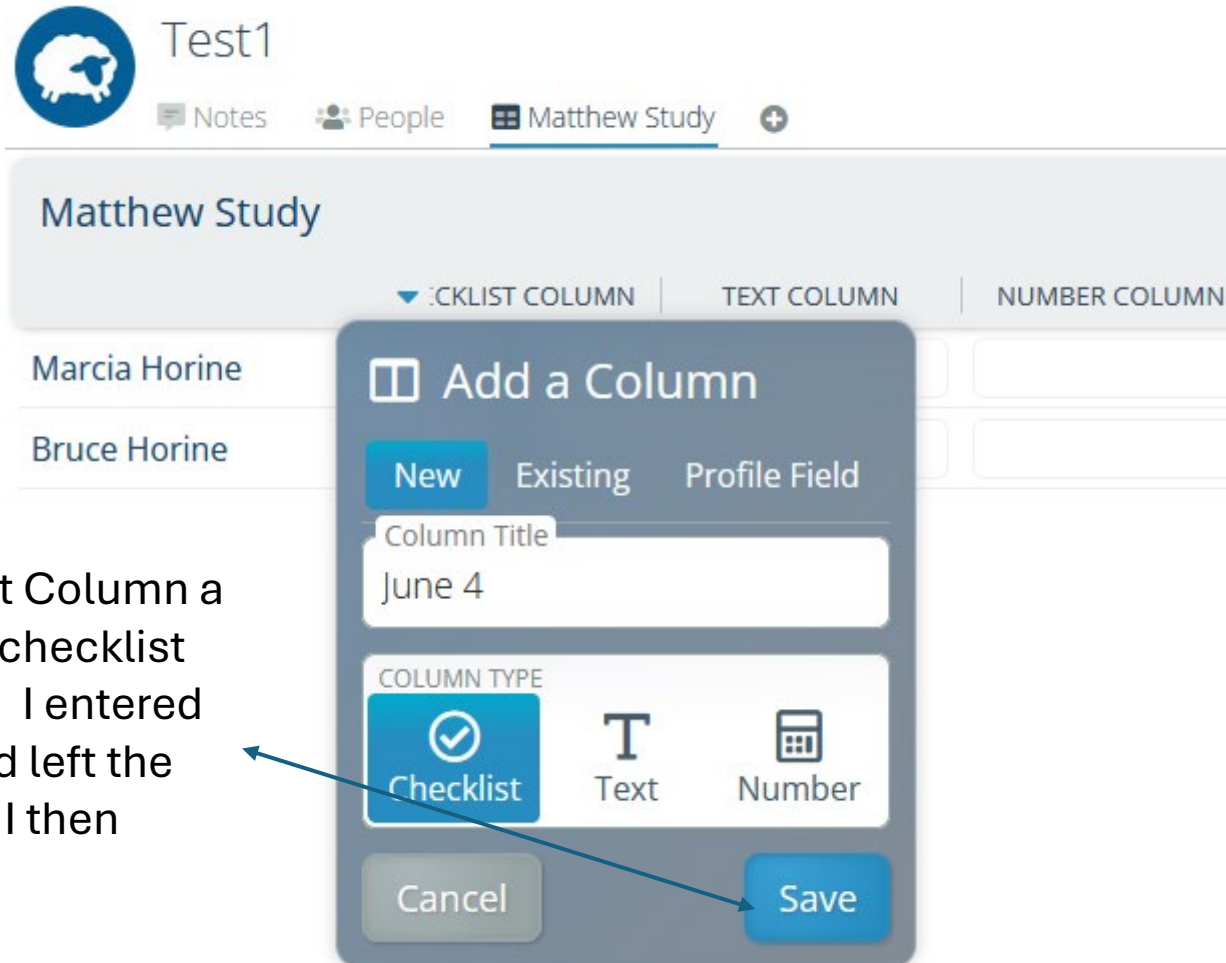
Matthew Study Attendance Board is created and the list is populated with the members of the Test1 group.

 Test1

Notes People Matthew Study +

Matthew Study

	CHECKLIST COLUMN	TEXT COLUMN	NUMBER COLUMN
Marcia Horine	<input type="radio"/>	<input type="text"/>	<input type="text"/>
Bruce Horine	<input type="radio"/>	<input type="text"/>	<input type="text"/>



Test1

Notes People Matthew Study +

Matthew Study

▼ CHECKLIST COLUMN | TEXT COLUMN | NUMBER COLUMN

Marcia Horine

Bruce Horine

Add a Column

New Existing Profile Field

Column Title

June 4

COLUMN TYPE



Checklist Text Number





Cancel Save

Hovering over the Checklist Column a plus sign appears to add a checklist type column to your board. I entered June 4 as a column title and left the column type as Checklist. I then clicked the save button.




Creating Attendance Boards

I repeated the process to create the column for June 11. I will edit the Checklist Column title and make it June 18 by clicking on the column title and editing it.


 Test1 

 Notes  People  Matthew Study 




2 members


Matthew Study   


	▲ JUNE 4	JUNE 11	CHECKLIST COLUMN	TEXT COLUMN	NUMBER COLUMN
Marcia Horine	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>
Bruce Horine	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>


Test1 


Notes People Matthew Study + 2 members


Matthew Study   

	JUNE 4	JUNE 11	JUNE 18	TEXT COLUMN 	NUMBER COLUMN
Marcia Horine	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bruce Horine	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>


 Filter

 Move Column Left




 Move Column Right


 Delete Column




By hovering over the Text Column and clicking on the icon to the right of the name a drop down box gives the option to delete the column.

Test1 

Notes People **Matthew Study** + 2 members


Matthew Study   


	JUNE 4	JUNE 11	JUNE 18	TEXT COLUMN 	NUMBER COLUMN
Marcia Horine	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
Bruce Horine	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	





-  Filter
-  Move Column Left
-  Move Column Right
-  Delete Column

A delete warning box appears.
Click on Adios.




Are you sure you want to delete this column?
This cannot be undone and all data will be lost.

Cancel **Adios** 

Test1 


 Notes  People  Matthew Study 

2 members




Matthew Study   

	JUNE 4	JUNE 11	JUNE 18	NUMBER COLUMN	TOTAL
Marcia Horine	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	
Bruce Horine	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	

I then deleted the Number Column and created another Checklist column with a June 25 date.

Test1  2 members

Notes People Matthew Study +

Matthew Study   

	JUNE 4	JUNE 11	JUNE 18	JUNE 25	TOTAL
Marcia Horine	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Bruce Horine	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Export board icon.

Your attendance board is now ready for use. You can export the board to an excel spreadsheet and print it out to use manually in your small group.




Creating Attendance Boards



Another method is to take attendance using your smart phone. Enter the url shown into the browser on your phone. The screen to the right will appear. Tap on the Login button

11:44

AA thecornerstone.flocknote.com



The Cornerstone
Catholic Scripture Study
Sign up here to get updates.

First Name

Last Name

Email

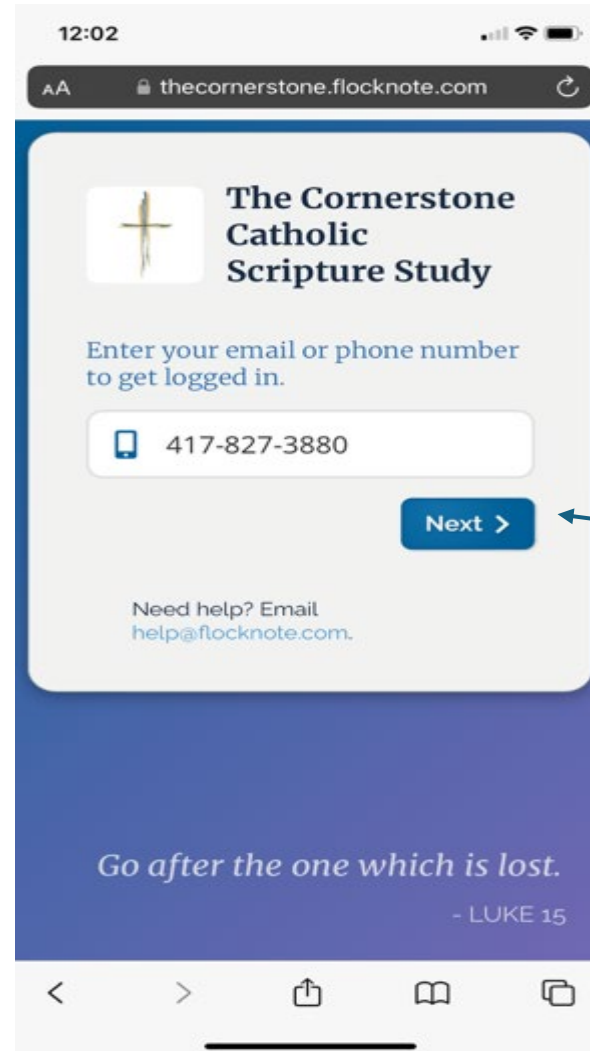
Mobile Phone

Sign Me Up

Already on Flocknote?
Login


thecornerstone.flocknote.com

Creating Attendance Boards



12:02

thecornerstone.flocknote.com

 **The Cornerstone
Catholic
Scripture Study**

Enter your email or phone number
to get logged in.

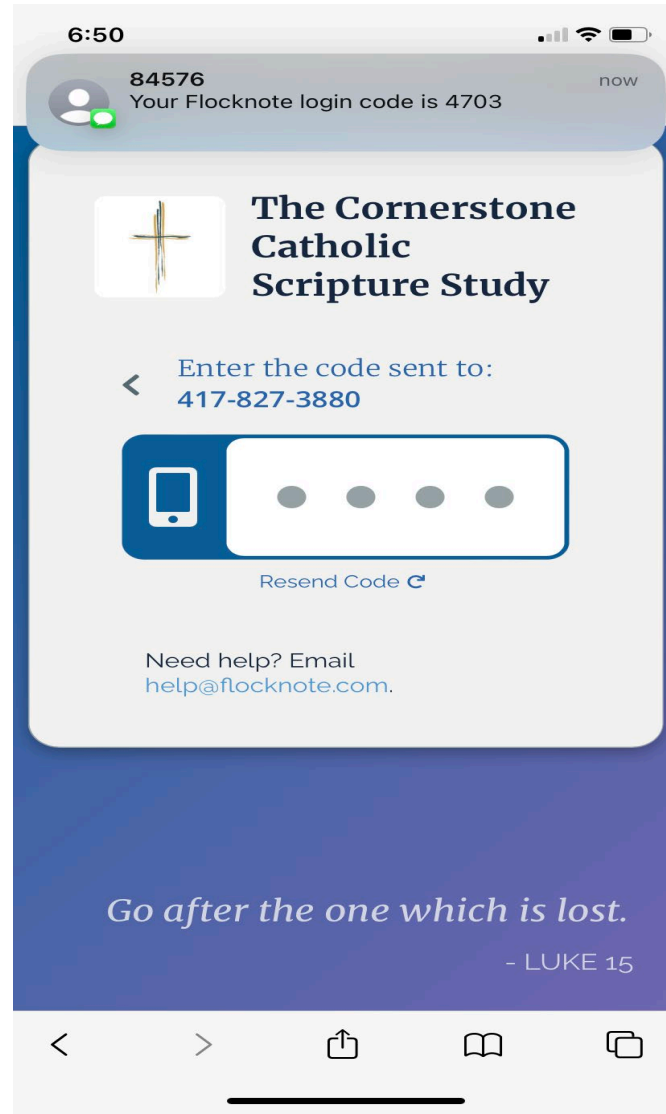
Next >

Need help? Email
help@flocknote.com.

Go after the one which is lost.
- LUKE 15

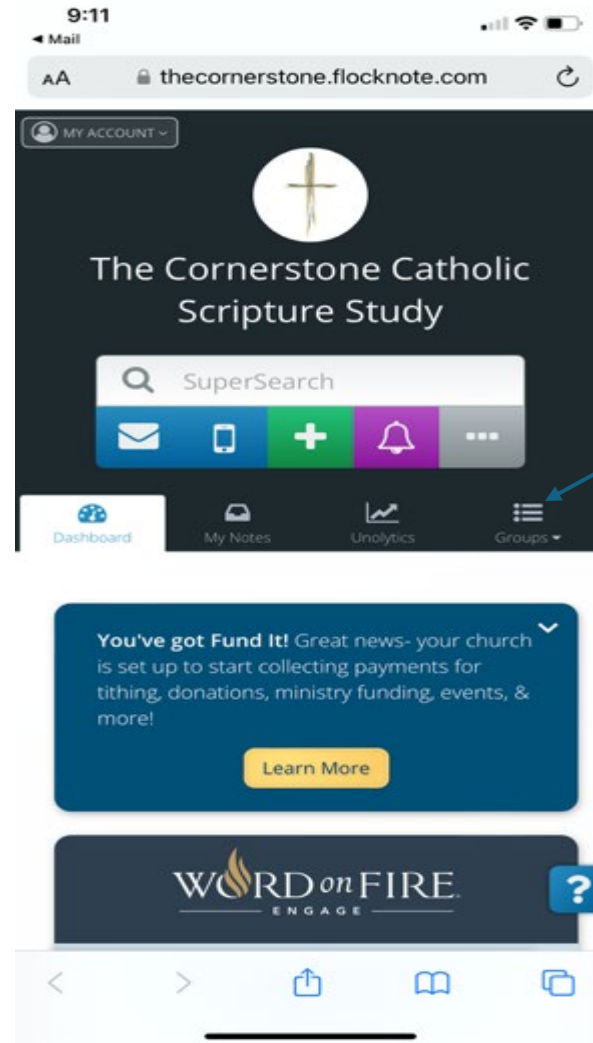
This screen will appear. Enter your phone number or email in the box as prompted and tap on the Next button.

Creating Attendance Boards



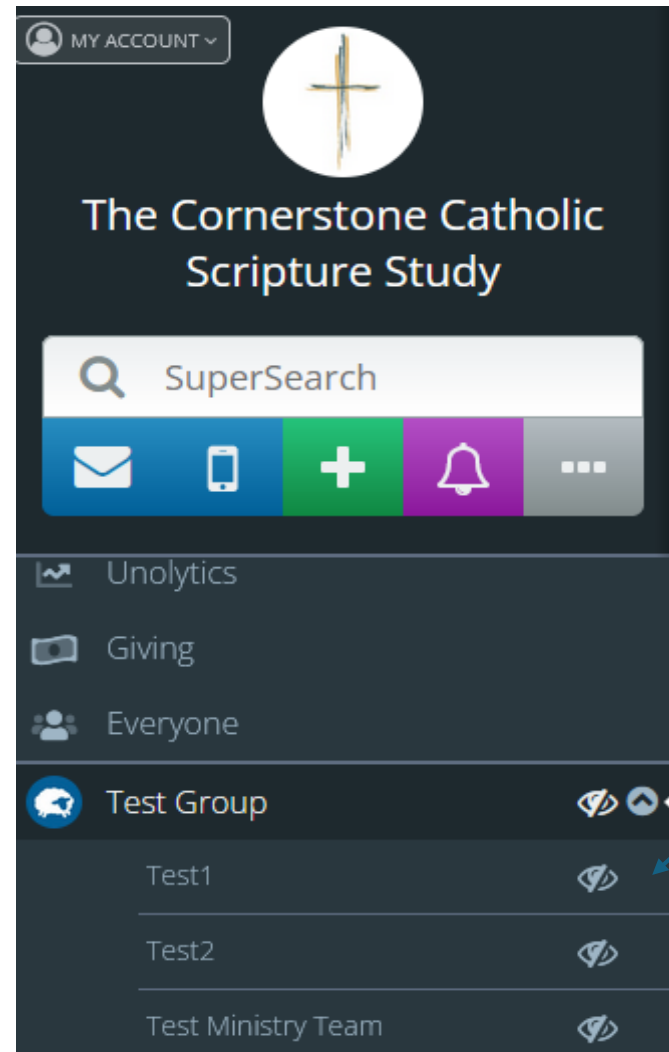
Since I entered my cell number a 4 digit code was sent to my phone in a text. I enter that 4 digit code in the box shown.

Creating Attendance Boards



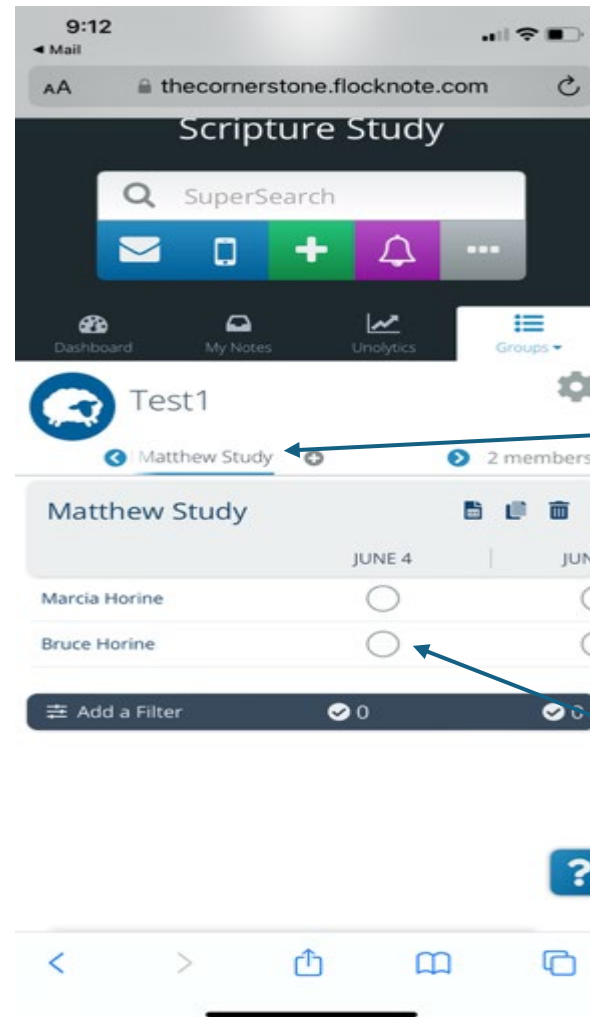
You are now logged in in flocknote with your dashboard view. Click on the Groups icon.

Creating Attendance Boards



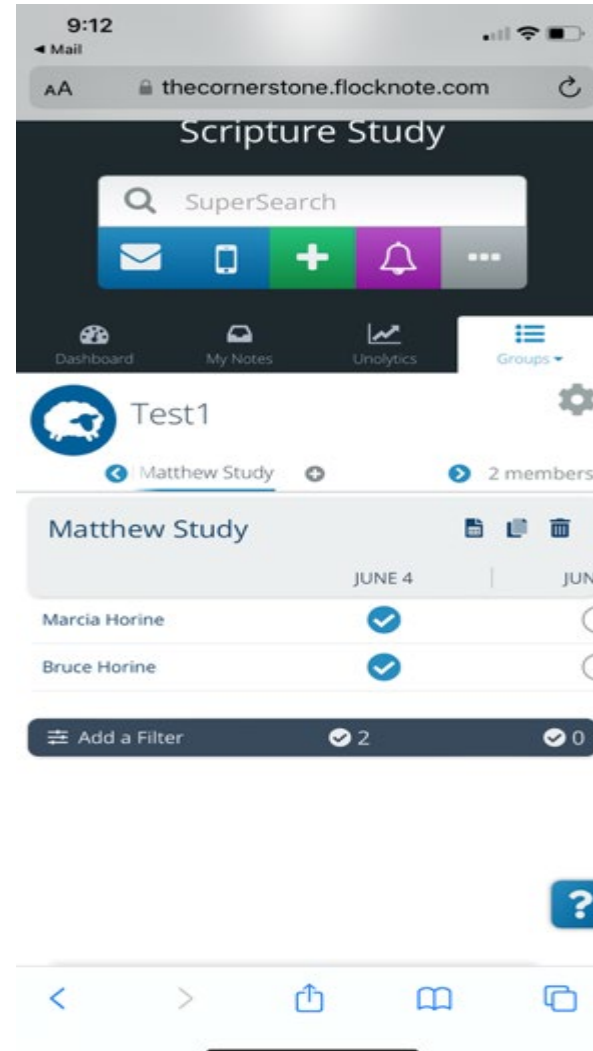
A list of groups appears. Click on the Test1 group to view the attendance board I just created.

Creating Attendance Boards



Click on the Matthew Study in the Test1 group and your attendance is now ready to be taken in your small group. Just tap the circle with your fingertip next to the name under the date and a checkmark will appear.

Creating Attendance Boards



Attendance is now complete. If you check the wrong item just tap it with your fingertip again and the checkmark will be removed. You have updated flocknote live through your phone. No need for a laptop.