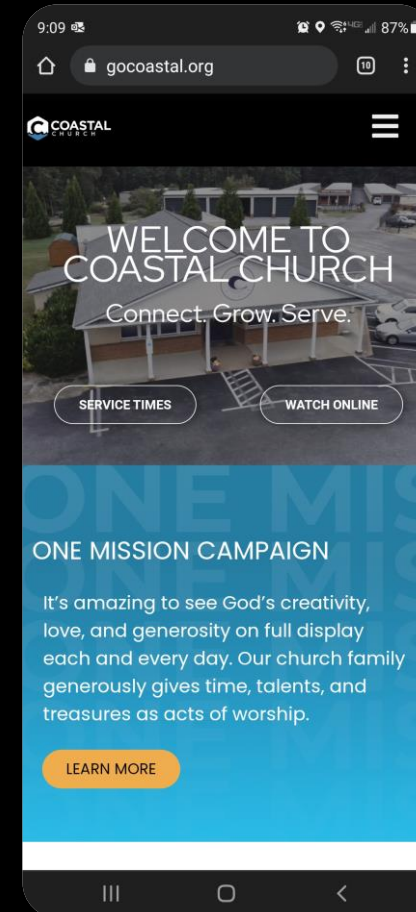


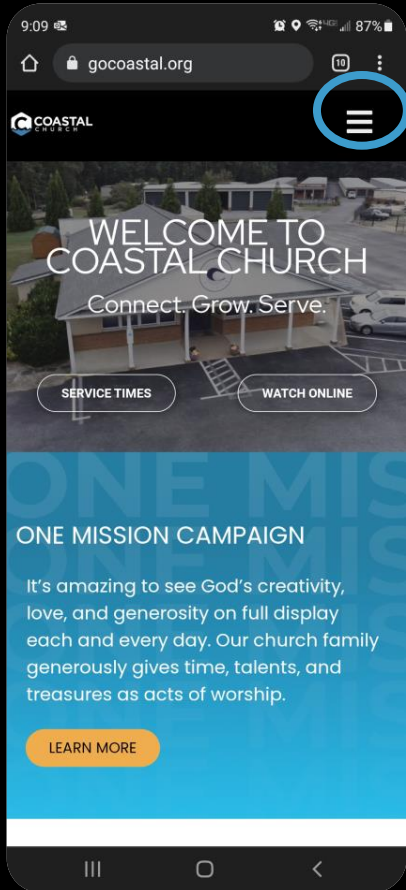
# Small Group Attendance

- MyCoastal
  - Available via desktop & phone
  - Mobile friendly
    - You can take attendance during Small Group
  - Will keep you logged in in for 30 days
  - All from GoCoastal.org



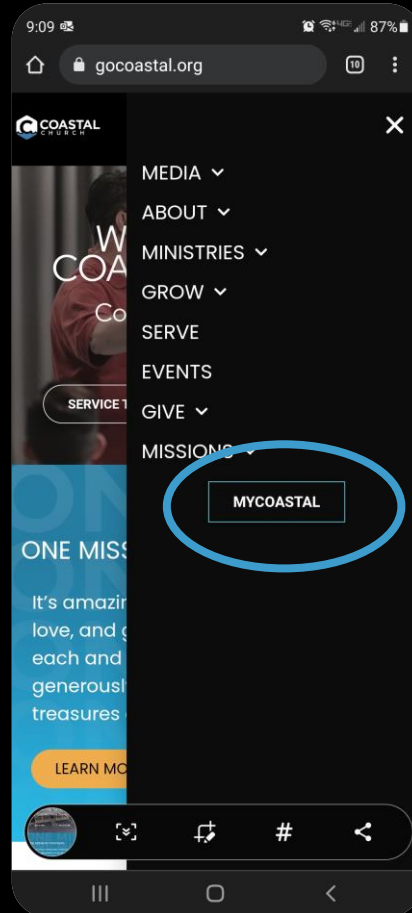
# Getting to Your Group

1



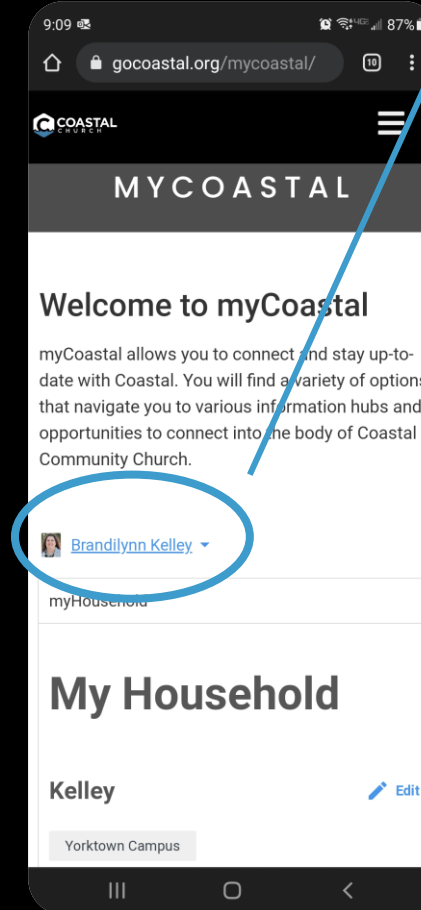
Tap on the Menu

2



Click on MYCOASTAL

3

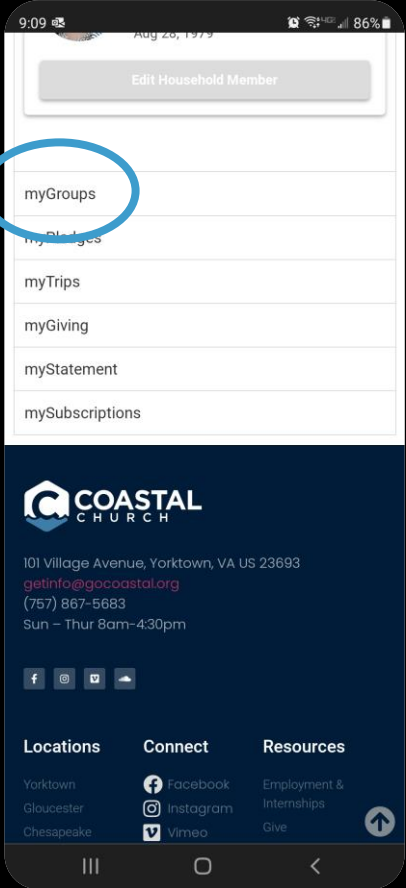


Log on with your Coastal Username and Password you use for giving or signing up for events.

If you don't know it email [smallgroups@gocoastal.org](mailto:smallgroups@gocoastal.org) and we can send you a link to reset it.

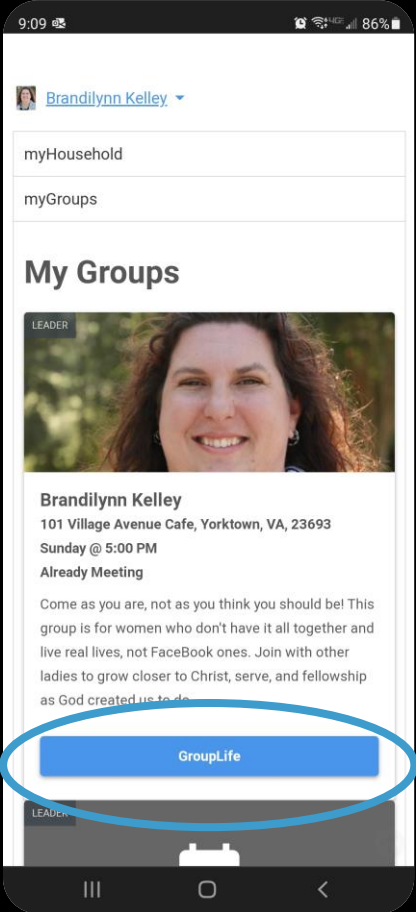
# taking ATTENDANCE

1



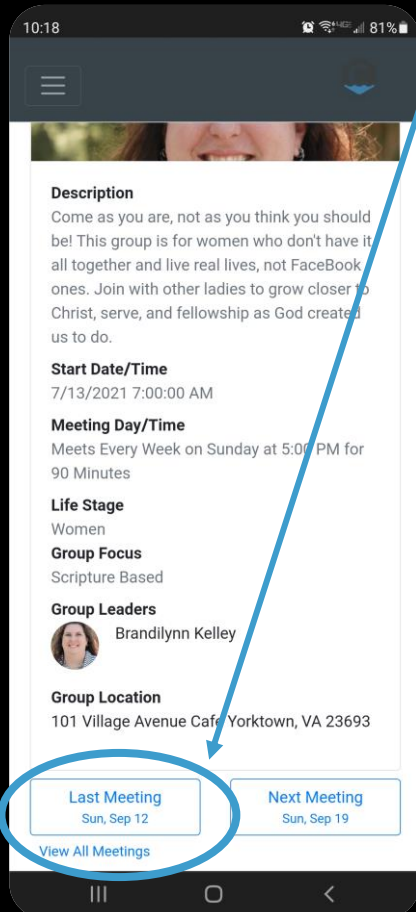
Scroll past My Household and tap on My Groups

2



Choose the GroupLife button of the Small Group you are taking attendance for.

3

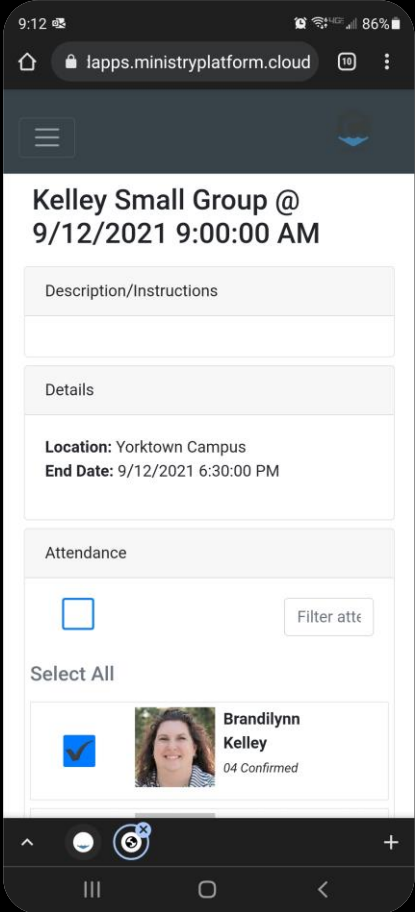


As soon as your meeting time starts it will become the Last Meeting. Tab on it to see group members

Check those who came.

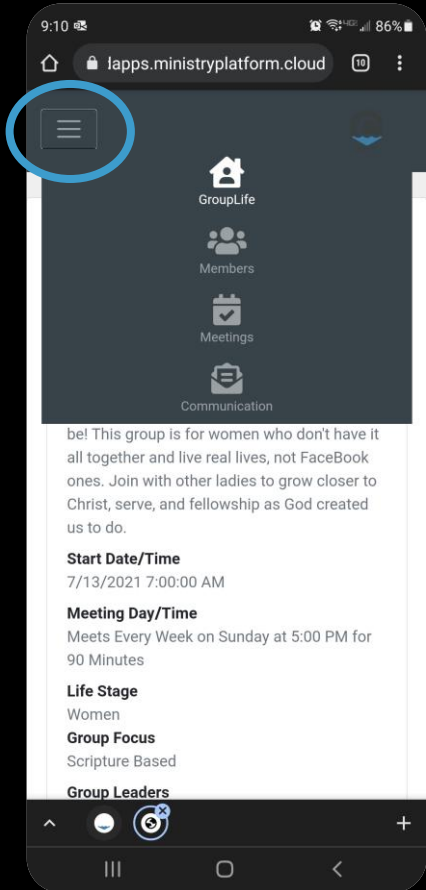
It will automatically save.

4



# adding people during Small Group

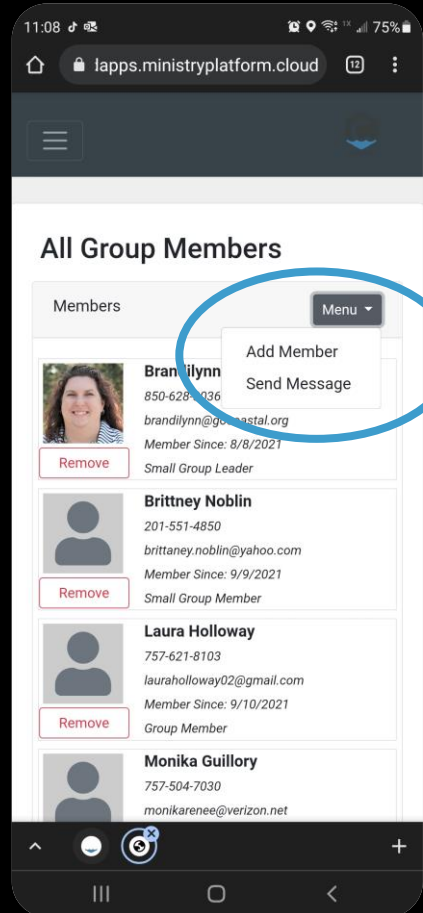
1



Tap on the Menu

Then Members

2



Tap on the Menu

Then Add Member

3

