



# Mark Attendance in Small Groups

You can mark attendance, add guests, comments, praises, or prayer requests.

## To mark attendance for small group leaders

1. In Access ACS, click **Groups > My Groups**.
2. Under **My Small Groups**, click on the name of the master group you want to view.
3. When the roster displays, select the individuals you want to mark attendance for.
4. Under **Roster**, in the **I want to...** drop-down list, select **Mark Attendance**, then click **Go**.
5. If necessary, change the date in the **Marking Date** field. To select the date from a calendar, click . The **Marking Date** defaults to the last scheduled meeting date.
6. To mark the selected individuals present, in the **Mark Selected List** drop-down list, select **Present**. To mark the selected individuals absent, select **Absent**.
7. If necessary, add guests, comments, prayers, or prayer requests. Click the  beside **Add guests, comments, prayers, or prayer requests**.
  - Enter the names of the guests who attended the group and should be included in the total attendance count. These names are e-mailed to the small group's default contact and any other recipient you select or enter.
  - Enter any comments or notes about the meeting, along with any praise or prayer requests.
  - To send the e-mail to group members or the master level leader and group, select from the **Send e-mail to** drop-down list above the **Guests** text box.
  - To send the e-mail to individuals who are not currently affiliated with the group, enter the e-mail addresses in the **also send e-mail to** field. Separate each e-mail address with a semi-colon. For example: [john.doe@home.com](mailto:john.doe@home.com);[mary.white@work.com](mailto:mary.white@work.com).
  - The e-mail sent out only displays the information selected for the individual it is sent to. If Mark is entered to receive information about **Guests** and **Judy** is entered to receive **Comments**, they will only see what was selected for them.
8. Click **Submit**.

## Related Topics

- [View Information about Small Groups you Lead](#)
- [Locate Individuals in your Groups](#)
- [Accept and Decline Volunteers](#)
- [Group Leader Guide](#)