

# TUTORIALS FOR THE CHURCH MEMBER SOFTWARE

CREATED BY DOUGLAS TIETJEN



**LAST UPDATED ON 05/14/13**

# TUTORIALS

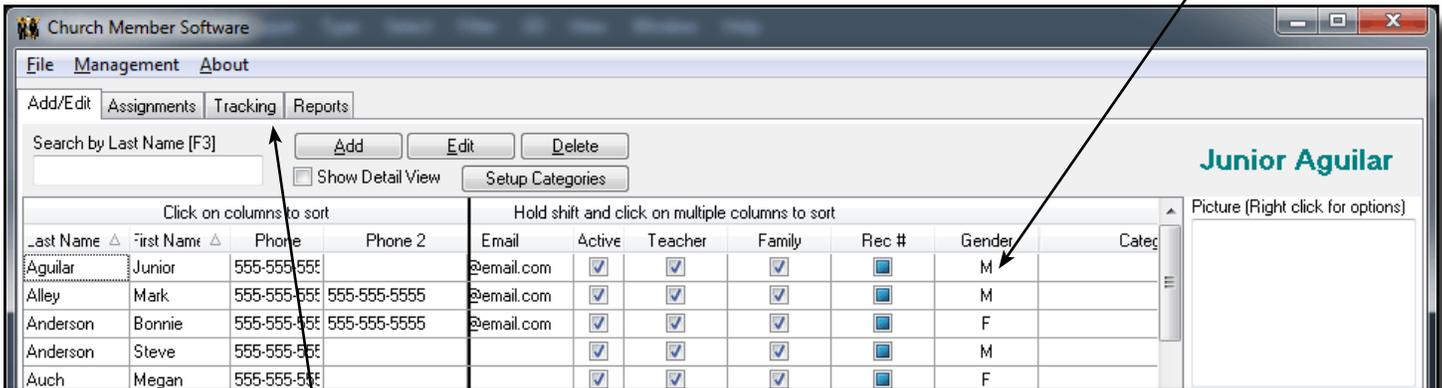
Tracking Attendance.....	1
Setting up Your Roles.....	1
Recording Attendance.....	1
Printing Attendance Roles.....	2
Request a Tutorial.....	5
Minimum System Requirements.....	5

# TRACKING ATTENDANCE

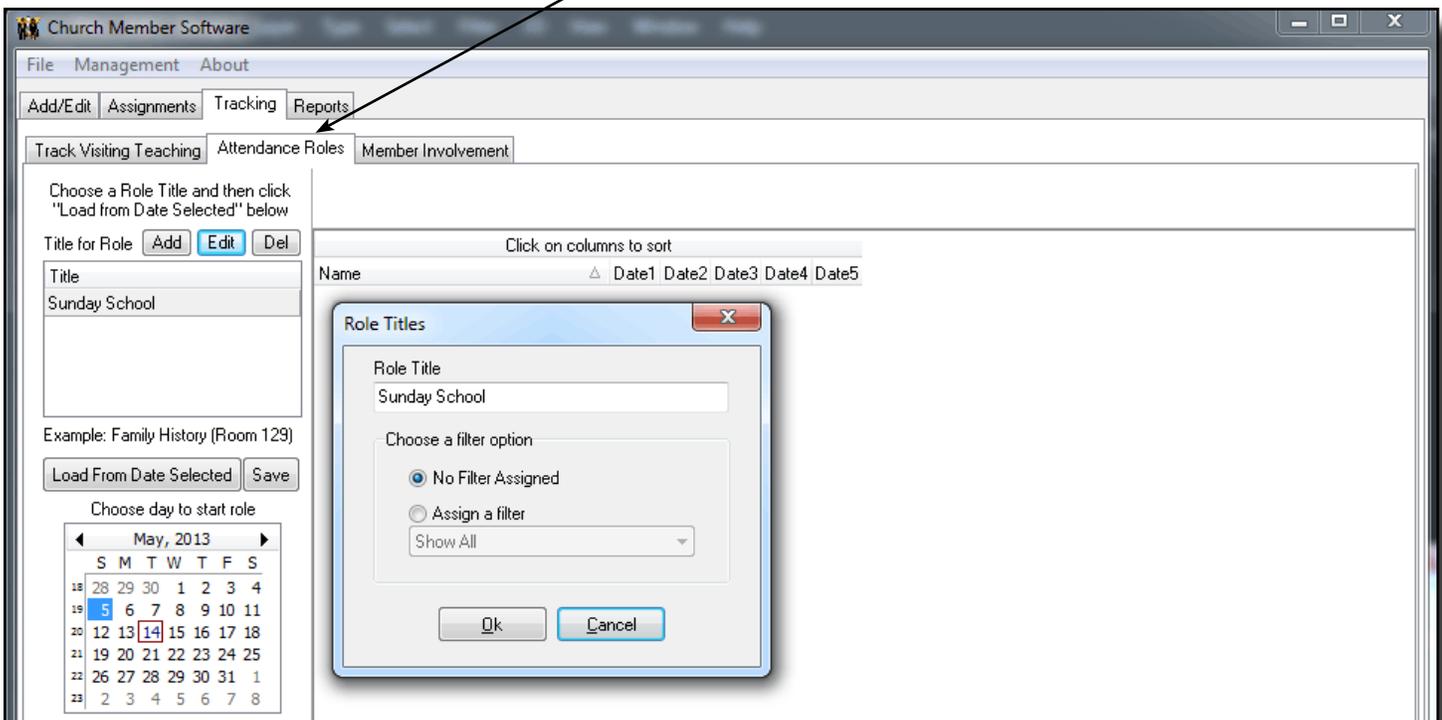
The software is built to track attendance for any class you define.

## SETTING UP YOUR ROLES

First create your list of names and then depending on your filters you will want to have the Gender defined.



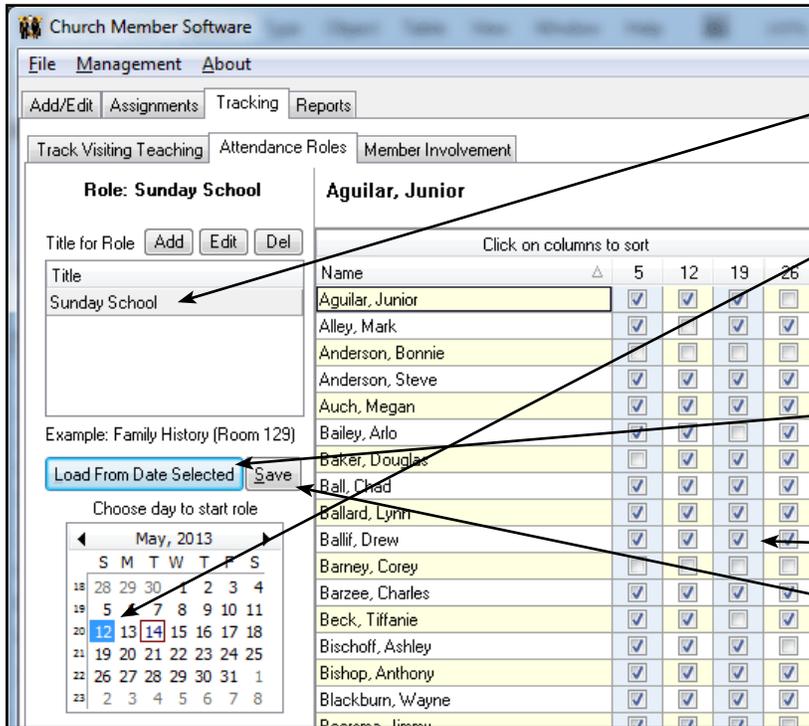
Choose the "Tracking" Tab and then the "Attendance Roles" Tab.



Click "Add" and give your role a title. For this example we will create a role for Sunday School. The filter option is if you wish to only include names on the role that are Male or Female or part of a category that you may have setup. Click "OK" and Sunday School is now ready for use. Setup as many roles as you need.

## RECORDING ATTENDANCE

This tutorial will show you how to record attendance for the Sunday School group.

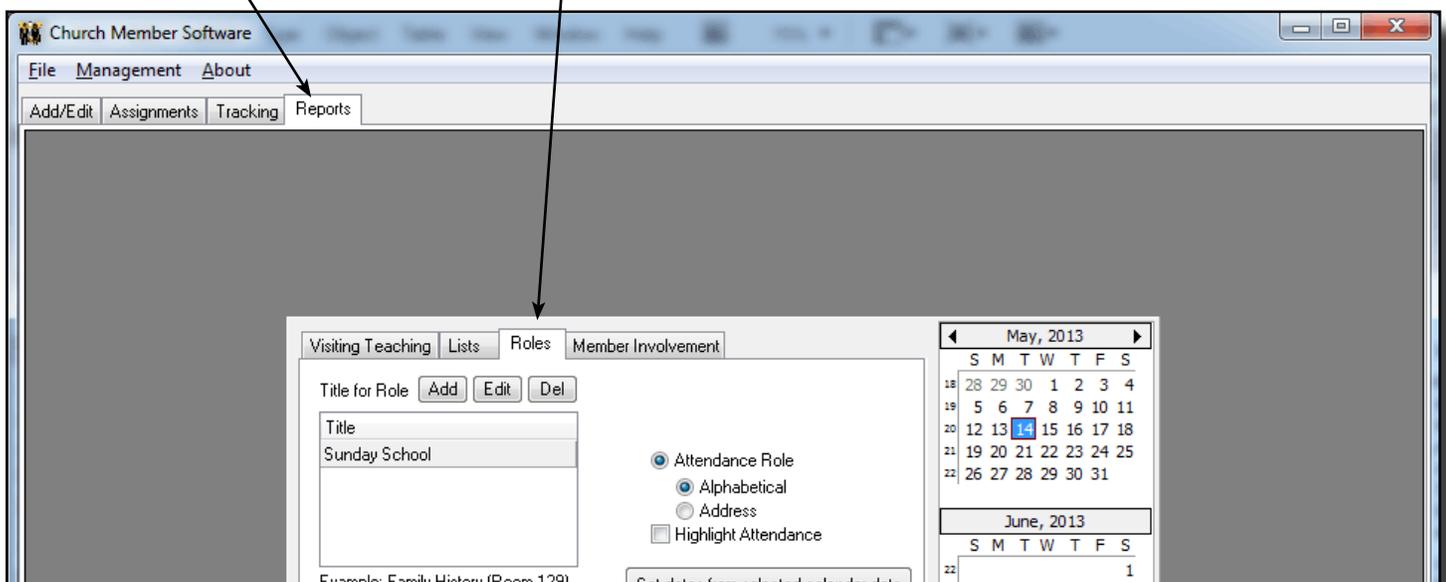


1. Select the "Sunday School" title.
2. Click on any date of the day you want to keep track of. Explanation: If I want to track the Sundays in May 2013, I will select May 12, 2013 and continue onto the next step. If I wanted to track Tuesdays, then I would select May 7 or May 14, etc. The date does not matter so much as the month and day.
3. Click the "Load from Date Selected" button to see the list of names and dates available to record.
4. Check the boxes of those that did attend.
5. Make sure you click the "Save" button to record into the database those you checked.

Notes: If you want to load a different month, choose a different month and click the "Load from Date Selected". As long as you have saved your attendance checks they will not be lost. Try loading a different day or month and then load back the same day and month as you had put in checks and you will see they still exist. This way you can record the attendance for "Sunday School" and save it and then record for a different role as well. It will keep all your past history in the database.

## PRINTING ATTENDANCE ROLES

Click on the "Reports" tab and then the "Roles" tab.



In the report area you can also create role titles just like you did in the area you recorded the attendance.

1. Choose "Sunday School"
2. Select a day of the month you want to view a role for.
3. Click "Set dates from selected calendar date" button
4. Enter your own title
5. Click "Preview"

Note: Once a month and days are chosen then it will remember those settings for the next time you load the program and choose "Sunday School". If the month changes to a new month, then you will need to choose a new month and click the "Set dates from selected calendar date" again to get the new month.

The report will look for any attendance recorded for each name and role title for the specific days you have chosen. If found it will show up on the report.

My Ward Attendance Roll					Sunday School				
May 2013					May 2013				
	5	12	19	26		5	12	19	26
Aguilar, Junior	X	X	X		Huffaker, Aaron	X		X	X
Ailey, Mark	X			X	Hulme, Christina	X	X		X
Anderson, Bonnie					Jacobs, Joanna	X	X	X	X
Anderson, Steve	X	X	X	X	Jacobs, Nita	X	X		X
Auch, Megan	X	X	X	X	Jacobson, Marie	X	X	X	X
Bailey, Arlo	X	X		X	Jeffords, Brandon				
Baker, Douglas		X	X	X	Jenkins, Kennedy	X		X	X
Ball, Chad	X	X	X	X	Jensen, Craig	X			X
Ballard, Lynn	X	X	X	X	Jensen, Jesse	X	X	X	
Ballif, Drew	X	X	X	X	Jensen, Michelle	X	X		X
Barney, Corey					Jensen, Val	X		X	X
Barnes, Chadler	X	X	X	X	Jones, Cecilia				

- Attendance Role
- Alphabetical
- Address
- Highlight Attendance

You can also click on "Highlight Attendance" and it will give you a colored role that will show you quickly those that are not attending at all or very little.

Erikson, Kevin	X	X	X		Morton, Kerri	X	X	X	X
Farrelly, Dierdre	X	X	X	X	Munk, Tanisha				
Finn, Robin	X	X	X	X	Murdock, Charlie		X		
Frandsen, Mandy	X	X	X		Najdawi, Marsha	X	X	X	
Garner, Sophie	X		X	X	Nelson, Frank	X		X	X
Grover, Lisa	X	X	X	X	Nielsen, Vickie	X	X	X	X
Haderlie, Kendall	X	X	X		Olsen, Gloria				
Hanna, Andrew			X	X	Oppen, Karl	X	X	X	
Hanson, Gina			X	X	Owens, Ammi	X		X	X
Harmon, Melissa	X	X		X	Packer, Cynthia		X		
Heinz, Jennifer	X	X		X	Palmer, Fred	X	X	X	
Heinz, Juli	X		X	X	Papenfuss, Kristi	X		X	X
Hepworth, Betty			X	X	Passe, Brenda	X	X	X	X
Hickman, Claire	X	X	X		Perry, Catherine	X	X	X	X
Holliday, Casey	X				Potts, Jacob	X	X		X
Horrocks, Jeff	X	X	X		Potts, Susan	X	X	X	X

Date Printed: May 14, 2013    Number of times attended this month    0   1   2   3+    Record Count: 151

Clicking on “Address” will result in printing out a role that is organized by address. This is useful if you have college students or something similar. Note however that it was never developed to show the recorded attendance, thus the reason “Highlight Attendance” is also greyed out.

Attendance Role  
 Alphabetical  
 Address  
 Highlight Attendance

					May 2013				
					5	12	19	26	
<b>1234 S 4321 W</b>									
Wright, Kimberly									
<b>Apartment 1</b>									
Aguilar, Junior									
Barzee, Charles									
Sharp, Chera									
Shupe, Channa									
Siefert, Laurena									
<b>Apartment 2</b>									
Alley, Mark									
Beck, Tiffanie									
Kunz, Georgia									
Watts, Ken									
Wilcock, Diana									
<b>Totals:</b>									
					<b>Month Total</b>				

You can also change how the names are displayed on the role by choosing “Show as First Name Last Name”.

Report Display Options

Show as Last Name, First Name     Show as First Name Last Name

Ward/Branch Name to show in report titles: My Ward    Filter: Show All

Default Printer: Adobe PDF    Preview [F8]    Save As PDF

Show Print Dialog     Show Designer on Preview (Advanced)

Aaron Huffaker	X		X	X
Adam Wightman	X		X	X
Adrian Simmons	X	X	X	
Alison Wright	X	X	X	
Amanda Sevy	X		X	
Ammi Owens	X		X	X
Andrew Hanna		X	X	
Anna Siefert	X	X	X	X
Annette Rowbury	X	X	X	

## REQUEST A TUTORIAL

Request a tutorial if you find something difficult to understand. I have not made it a priority to create this help file, but since one person has requested, I have made a tutorial for the roles. If other tutorials are requested I will consider adding them to this file.

Thanks,

Douglas Tietjen  
contact@churchmembersoftware.com

## MINIMUM SYSTEM REQUIREMENTS

Windows 95/98/ME/XP/Vista/7/8

Must run on your local machine and not through the network

I do not plan on creating a MAC Version anytime soon!