

# Take Attendance with the ShelbyNEXT I Membership App

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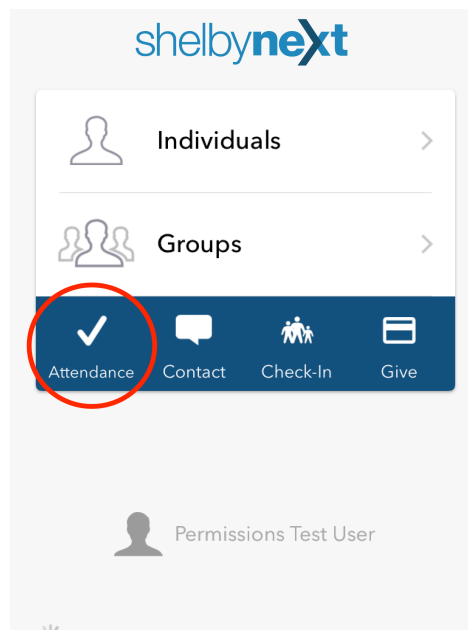
## Connecting the App

1. On your iOS or Android device, search for and install the ShelbyNext I Membership app.
2. Open the ShelbyNext I Membership app.
  1. Type **eastminster** as the domain
  2. Check your email for login information. Your username should be **Firstname.Lastname**
  3. A temporary password should have been emailed to you. If you cannot locate the email with your information, tap **Forgot Password**

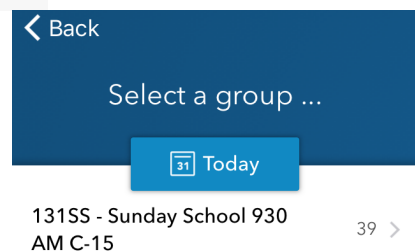
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## Use the App to Take Attendance

1. Once you are signed in to the app, tap **Attendance**

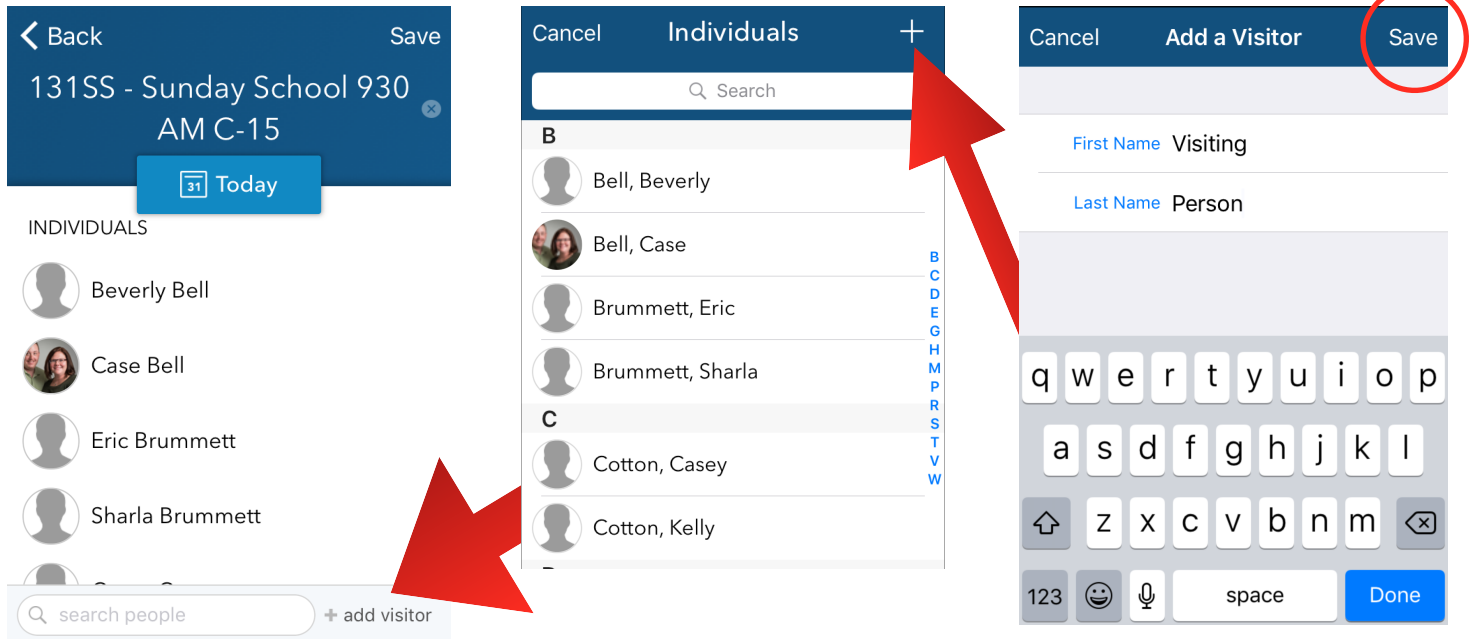


2. A list of groups will appear if you teach multiple groups. Tap on your Sunday School class or group. If you are entering attendance from another day, tap **Today** to change the date.
3. A list of people in your class will appear. Tap once on a person's name if they are present. If you accidentally mark someone as present, tap on their name a second time to mark them absent again.



## Mark Attendance for Visitors - Not on List

1. If someone attends your class who is not on your attendance list, tap + **Add Visitor** in the lower-right corner of the app.
2. On the Individuals page, tap the **Plus +** icon in the upper-right corner to add the visitor. Type their first and last name, then tap **Save**.



3. The new person you added will show up at the bottom of your attendance list. They will be added to your attendance list during the week to allow you to simply tap their name to mark them present in the future.
4. WHEN YOU ARE FINISHED TAKING ATTENDANCE, TAP **SAVE** TO SAVE THE ATTENDANCE SESSION.

