

Go to Access ACS

- 1) Go to the church website: www.clearcreekcoc.org
- 2) To get to the Small Group page, click “Get Connected” from the opening page. (Small Group page is also located at “Connect Groups” and “Small Groups”.)
- 3) On the Small Group page, in the right column, click the link “Small Group Leaders”
- 4) This will take you to the Access ACS member login page. Bookmark this page or save as “Favorites” to avoid going through the website to get here. (Member login can also be reached by selecting “Members” on the website; scroll to bottom of page.)

Once logged in to Access ACS, below are directions to mark or view attendance, update roster or change information about a specific Small Group (i.e. meeting place, time, topic of study).

Mark or View Attendance

See the section “Under My Groups”. Find your Small Group in the list. To the right, you will see a drop down box with choices to mark attendance or view attendance.

- 1) Select **Mark Attendance** from the drop down list.
 - A) Choose a marking date.
 - B) Select marking list: present or absent.
 - C) Check attendance from the list.
 - D) In the box below the roster, add any visitor’s names.
 - E) Click “Submit” to save the attendance.
- 2) To **View Attendance**, select if from drop down list.
 - A) Put the month and year that you want to view attendance.
 - B) Click “Go”.
 - C) It will show present/absent individuals on the roster list for the weeks in that month (Weeks 1-5).

Editing Roster or Updating Small Group Meeting Information

You can Edit your roster or any details about your Small Group (i.e. meeting place, day, time, topic). Beginning at the opening of Access ACS, Under My Groups; **click the name of your group.**

1) To Edit details about your Small Group meetings:

- A) Across the top right of the first section is listed: Edit, Print or Return.
- B) Click Edit to change details about your Small Group meetings.
- C) Make changes and scroll to bottom of page and “Submit”.

2) To Add individuals to the current roster:

- A) The date shown, automatically today’s date, will be the effective date. If you want an earlier or later date, it must be changed before adding the name.
- B) To the right of the Roster section is listed: Add, Export Grid, and a drop down menu with choices to mark or view attendance. Choose “Add”.
- C) At this point you can search by last name and first name. You can search using as much detail as you want (i.e. Hendrix Jake, Hendrix, H).
- D) From the list this search gives you, check the names you want to add.
- E) Choose member or leader from the drop down list of those you are adding.
- F) Click “Add” to update your roster.

3) To Edit current roster:

- A) After clicking your group name from Under My Group, you will come to a list of members in your group.
- B) There are choices along the row for each member: Edit Position, Drop, or Delete.
 - Edit: Change person from member to leader or leader to member.
 - Drop: Choose the effective date you want to drop the person from your roster. Drop will remove the person from your roster but should keep attendance records.
 - Delete: Choose effective date if applicable and delete from record. Delete will remove the person from the roster and their attendance records.