

# Attendance

Use Attendance to track as much data as your organization requires. Every study class, choir, team, and committee. Every worship service and communion. Note trends and encourage prompt follow-up to help you “close the back door.”

## Features and Benefits

- Record attendance records for any organization specified: Bible Study (including multiple sessions: 9:00, 11:00), multiple worship/communion services, choirs, missions groups, Scouts, etc.
- Establish attendance tracking based on any time period
- Set up class rosters according to your specification: weekly, quarterly, monthly, etc. to report previous attendance records and identify visitors
- Generate class rosters with printed bar codes to automate the process of recording attendance
- Choose from multiple report types: attendance history for individuals, year-to-date, statistical analysis
- Enter data by name, name ID, class roster, and bar code
- Utilize detailed storage capabilities to reference current year plus five previous years
- Share standard and formatted department summary reports with ministry teams
- Integrates with Check-In, Groups, Membership and Prospects
- Replace class books with up-to-date roster lists showing attendance history as well as prospective class members
- Use attendance statistics to analyze trends, identify seasonal patterns and the success of campaigns
- Accommodates non-traditional attendance needs: study seminars, workshops, and retreats
- Print reports for specific needs: all prospects in a class, visitation lists, RISK/SOS analysis
- Decrease data entry time by using names, name IDs, and by scanning attendance roll barcodes.
- Include/exclude multiple organizations in department summary reports

### Required modules:

- GlobaFILE
- Membership

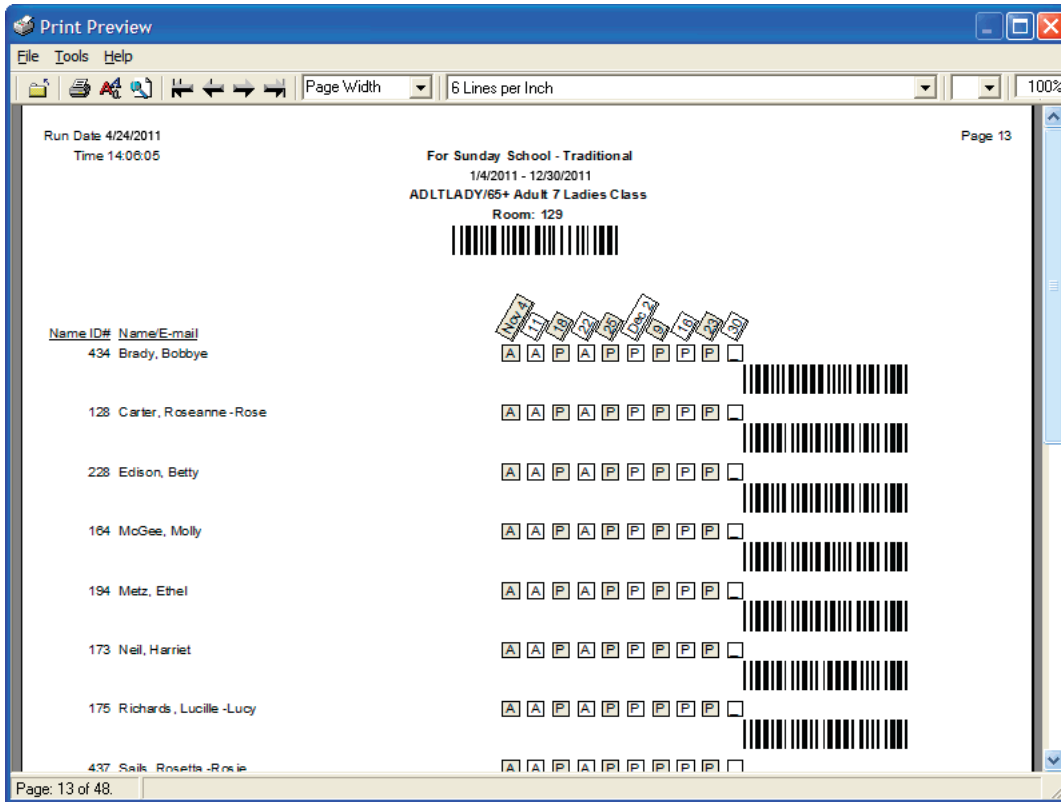
### Optional module(s):

- Check-In
- Groups
- Prospects

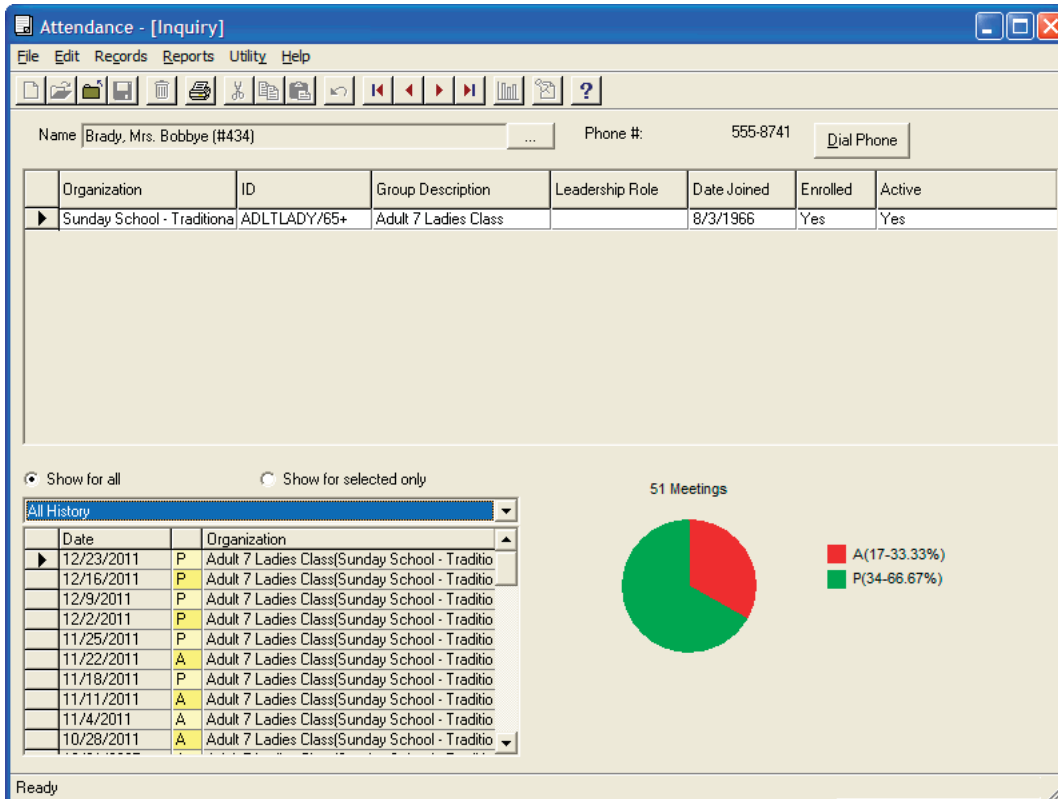
Buy these Shelby Add-on products to boost the power of **Attendance**:

- Bar Code Readers
- miniSCAN





This is an example of an Attendance Roster. Entering attendance has never been easier. All you need is a bar code reader to scan the barcodes from this simple report.



This is an example of an attendance report. The graph reflects absentee and present ratio.