

## CCB System Tools

### Attendance

- On right side find Life Group (your name) and click
- Click the "Calendar" tab (just below the Life Group (your name) at the top of the page)
- On the far right side under "Actions" click Record Attendance
- Set the date and time to match the last meeting you had (this week?) and hit Record attendance.
- Check the boxes by those who were present, add any pertinent info you wish, **CHECK LEADERSHIP ONLY** and hit save.

### Email

Emails start from the page of the recipient(s). If it is for an entire group, go the group's page of participants, if for an individual, find the individual's page. From an individual's page, or even from their name in a group participant page, you can hit "send email" and you write it like a normal email, no options. If you click on their address directly it goes to Outlook on a PC.

In group participants, Action on right includes "Send a message". One click brings up form to compose message. Title your email, compose your message, select appropriate box below;

### **Message options:**

Email  
"From":

- Expose my email address & allow responses directly to me.

*This option closely resembles a regular email. Recipients will see your personal email address and be able to reply directly to it.*

Email only:  Just send an email. (Don't store history or allow discussion.)

*The History and discussion features refer to an area on the Groups Home page titled "Messages". Any messages sent to the group get displayed on this page and members can add comments for discussion, unless you select an option to block that, like this one or the next.*

Locked:  Don't allow people to discuss or comment on this message.

Display first:  In list views, keep this message at the top.

**Note: Attachments are an option at the bottom in red. Hit "attach files to this email..." and browse to attach whatever you like.**

Website scavenger hunt – see handout