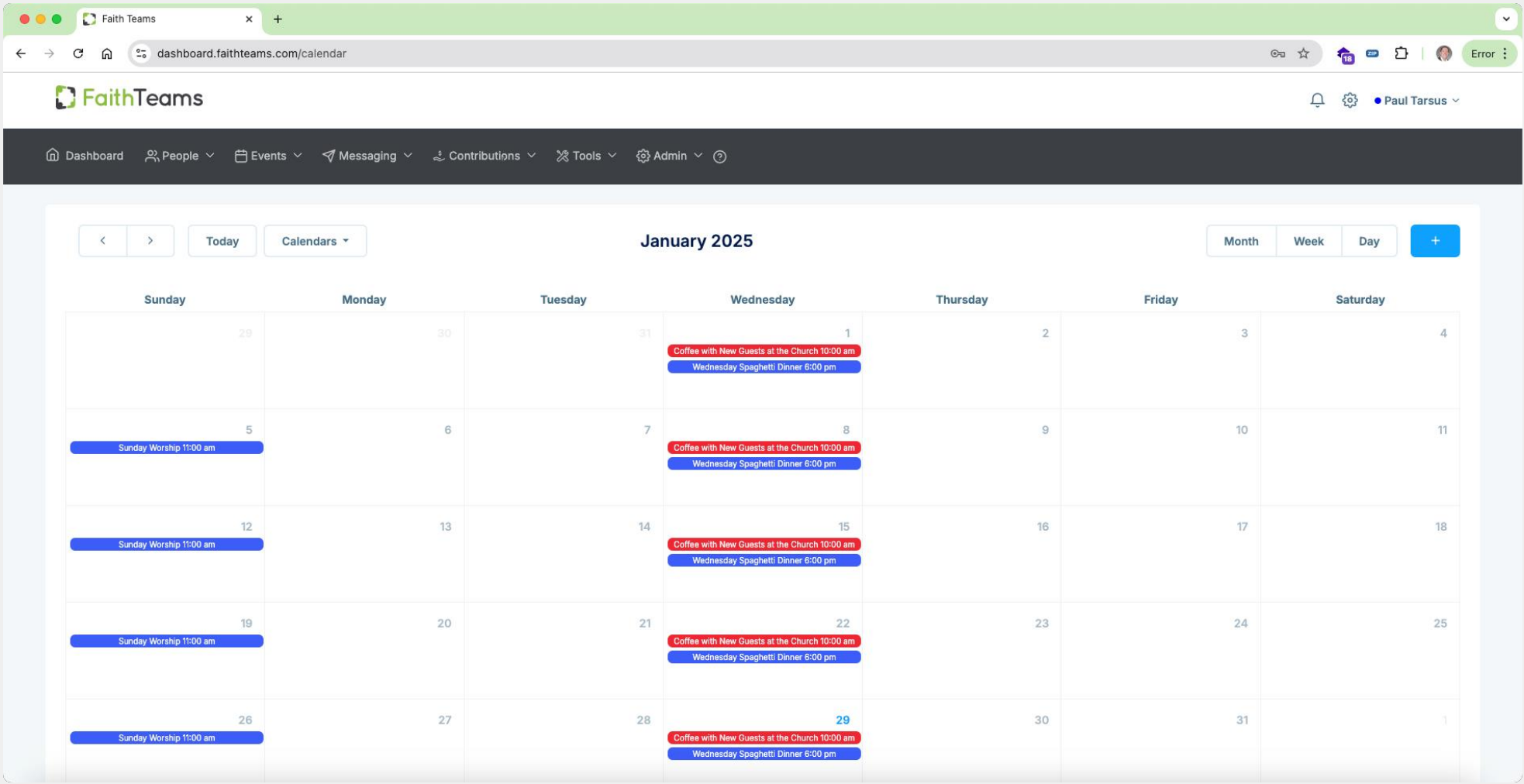


# Faith Teams How To

## January 29, 2025 – Attendance Tracking



Steve Youngblood  
Faith Teams



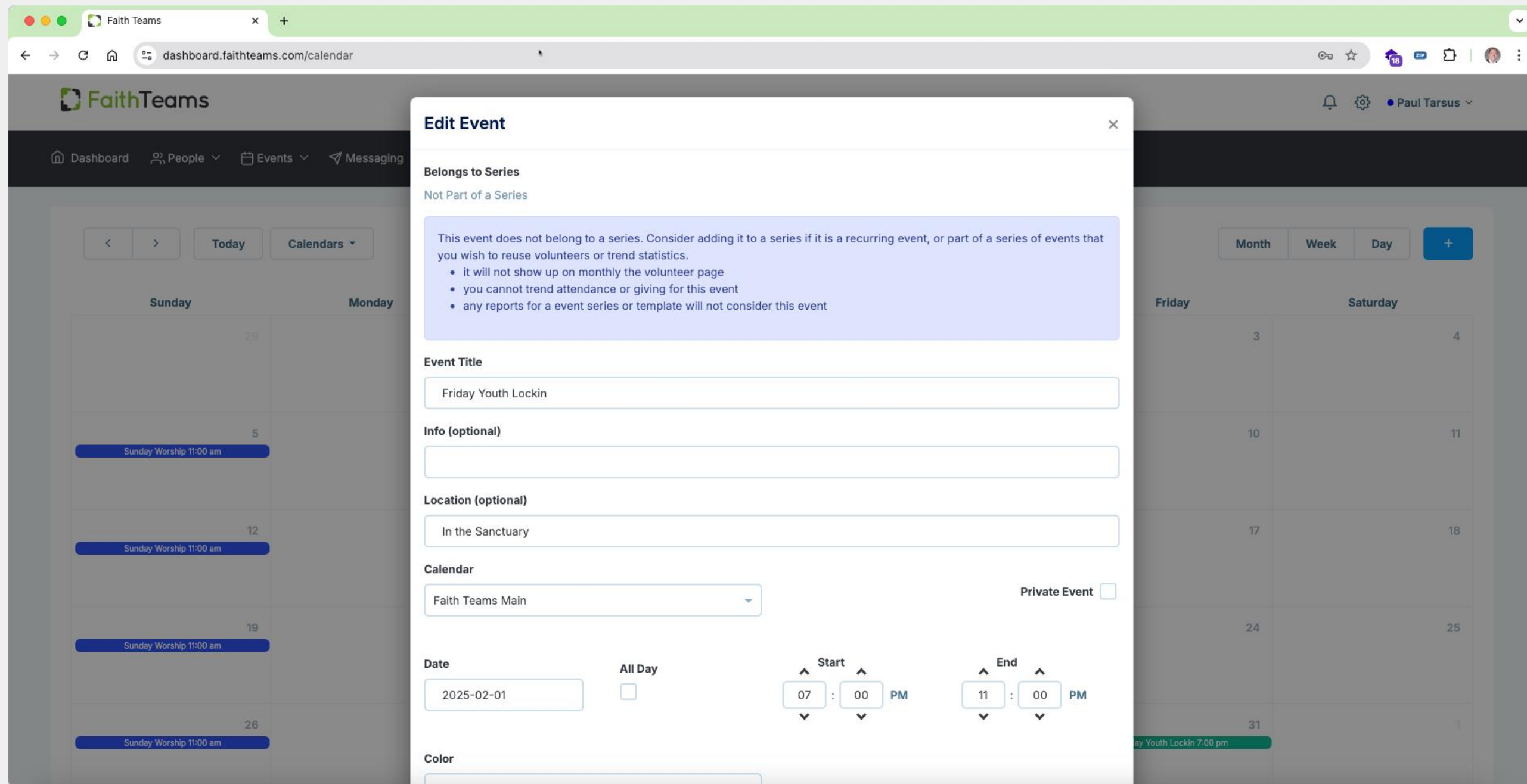
# In this session

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- 1 Attendance Tracking and the Calendar
  - How to manually check people in
  - Mobile vs Web
  - Self Check-In
- 2 Setup Events in Calendar
  - Add an event to the calendar
  - Determine if a sign-up form is necessary (ticketed or non-ticketed)
  - Sign people in manually with Faith Team Mobile
  - Setup up Kiosk Mode (best with tablet/iPad)
  - If person not in database, they can add themselves
- 3 Sneak Peek into New Feature
  - Embedding giving widget

Let's See It Live!

# Adding to Calendar

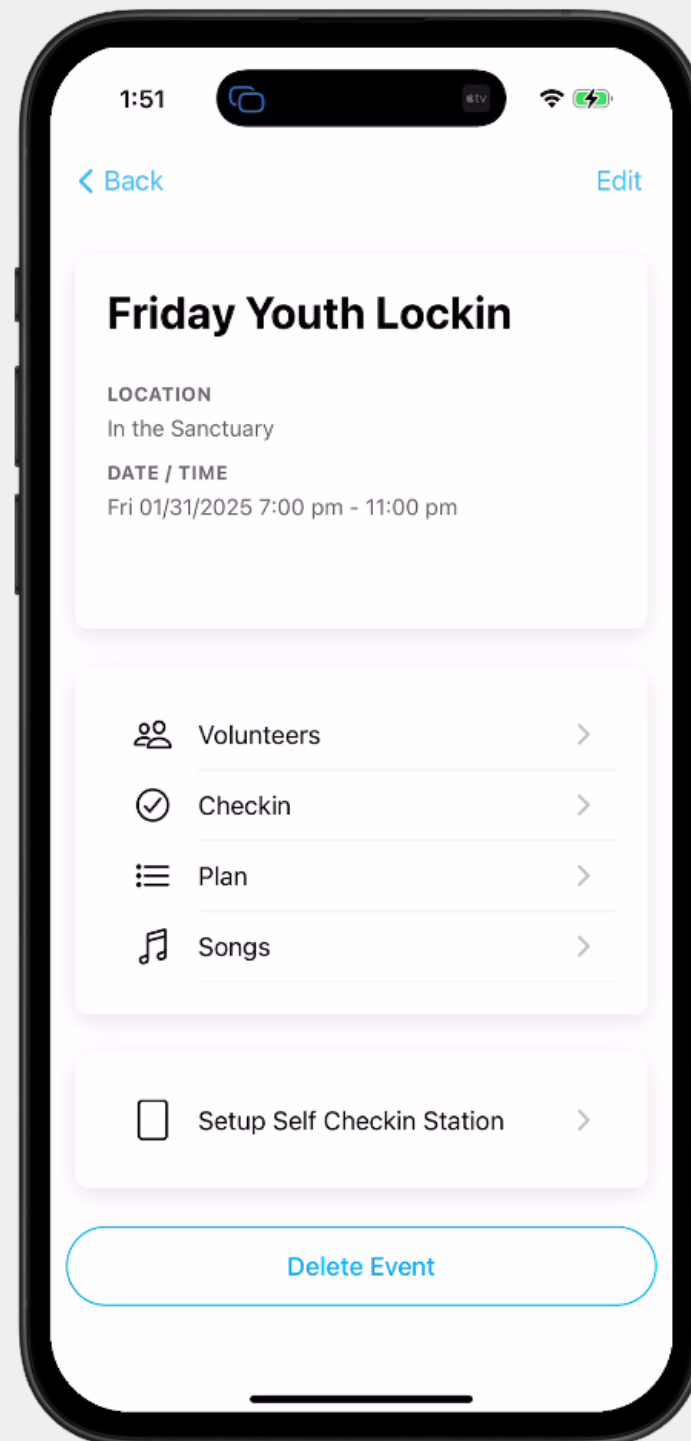


The screenshot shows the FaithTeams dashboard with a calendar view. An "Edit Event" modal is open, displaying the following fields and options:

- Belongs to Series:** Not Part of a Series
- Event Title:** Friday Youth Lockin
- Info (optional):** (Empty text field)
- Location (optional):** In the Sanctuary
- Calendar:** Faith Teams Main
- Private Event:** ☐
- Date:** 2025-02-01
- All Day:** ☐
- Start:** 07 : 00 PM
- End:** 11 : 00 PM
- Color:** (Empty color picker)

The background calendar shows a weekly view with events for Sunday (Worship at 11:00 am) and Friday (Youth Lockin at 7:00 pm).

# Taking Attendance



# Manual

Faith Teams

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dashboard.faithteams.com/calendar/4156857/checkin/roster

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FaithTeams

🔔⚙️● Paul Tarsus ▾

🏠 Dashboard

👤 People ▾

📅 Events ▾

✉️ Messaging ▾

💵 Contributions ▾

🔧 Tools ▾

⚙️ Admin ▾

❓

Date/Time: 01/31/2025 7:00 pm

⬇️⚙️

Membership Class Attendance 0

Select Class

Membership Class ▾

Actions ▾

People Filter

Guest ▾

👤+

⬅️

Show Only Checked In

Filter by name

|   |                   |       |
|---|-------------------|-------|
| 👤 | Unnamed Person    | − 0 + |
| 👤 | Caitlin Appleseed | ✓     |
| 👤 | Chris S Bass      | ✓     |
| 👤 | Theodore Bates    | ✓     |
| 👤 | Caroline Burns    | ✓     |

# Send us Feedback on Your Community Setup

[feedback@faithteams.com](mailto:feedback@faithteams.com)

# Sneak Peek

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## Giving Widget Embedding