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## SBC Playbook – Attendance Entry Android Quick Reference Guide

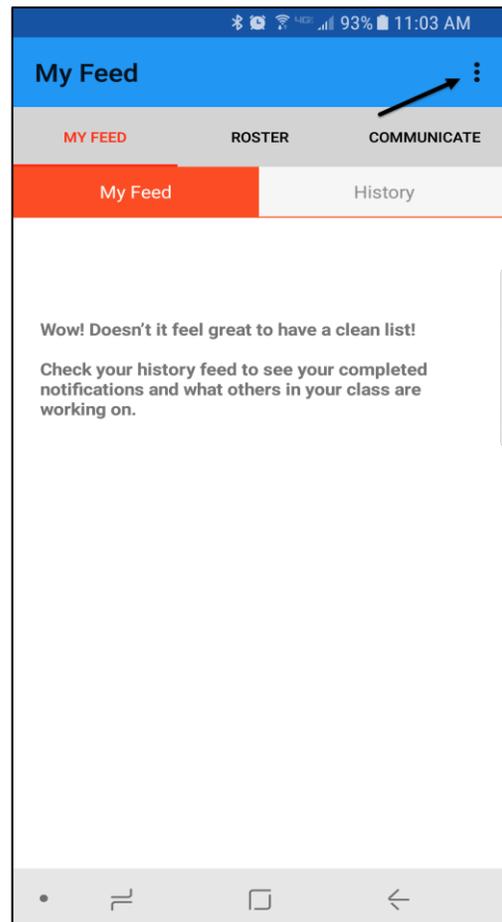
This guide explains how to enter attendance in the SBC Playbook app. You can enter attendance and headcount information directly into the Playbook app rather than using the paper bubble sheets. The attendance and headcount screens are only available one hour before and four hours after the class meeting time.

The Playbook app is accessible to anyone in class leadership. It can be downloaded for either Apple or Google. Teachers, Directors, Assistant Directors, Communications Leads, and the Records Team will have access to the attendance screens within the app. For more information, visit [www.second.org/playbook](http://www.second.org/playbook).

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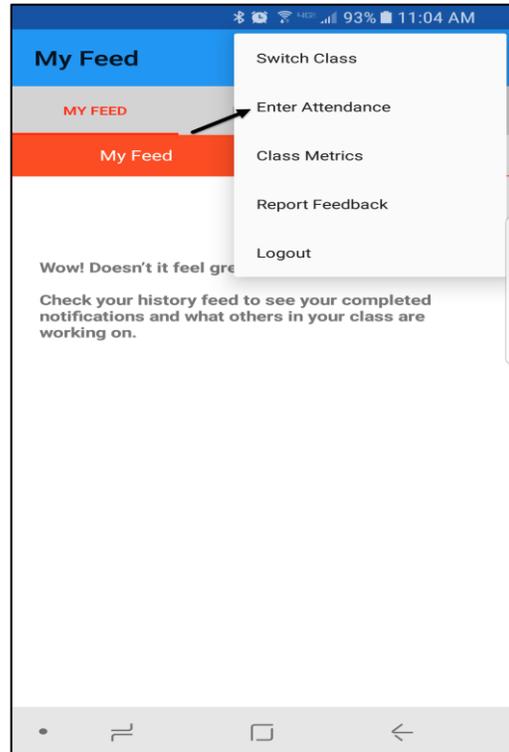
**1. Navigate to the “More” menu within the app to access the attendance entry screens.**

*The More menu icon is the three dots in the top right corner.*



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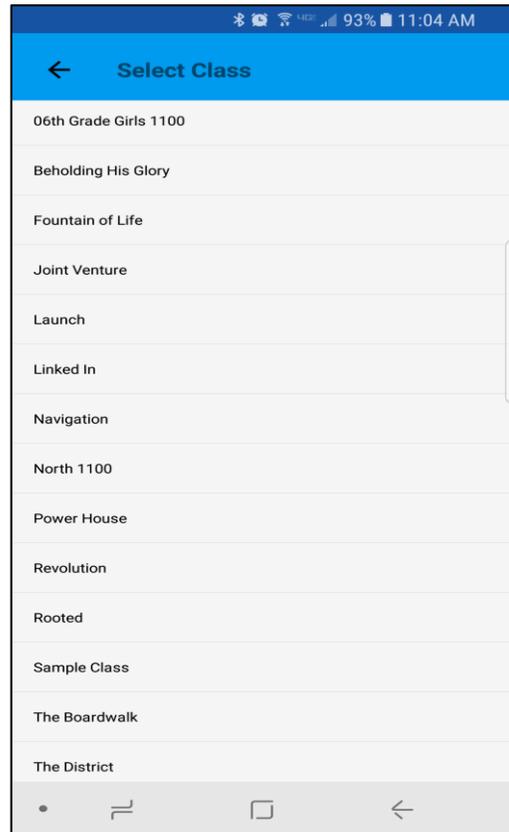
2. Select "Enter Attendance" from the More menu.



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3. Select your class from the list shown.

*If you only have access to one class, you may not see this screen. Move on to step 4.*



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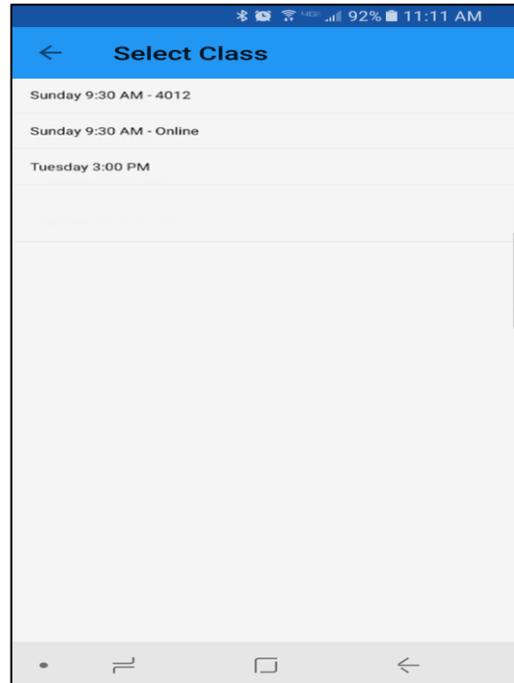
**4. Select the appropriate time or location from the options.**

*You will see a list of all meeting times and meeting locations for your class. Select the appropriate option.*

*For on-campus classes, you will see a room number. You may also see an "Online" location for Zoom attendees.*

***If you are meeting both in-person and online, please complete both rosters separately.***

*If there is only one time / location, you will skip this step. Continue to step 5.*



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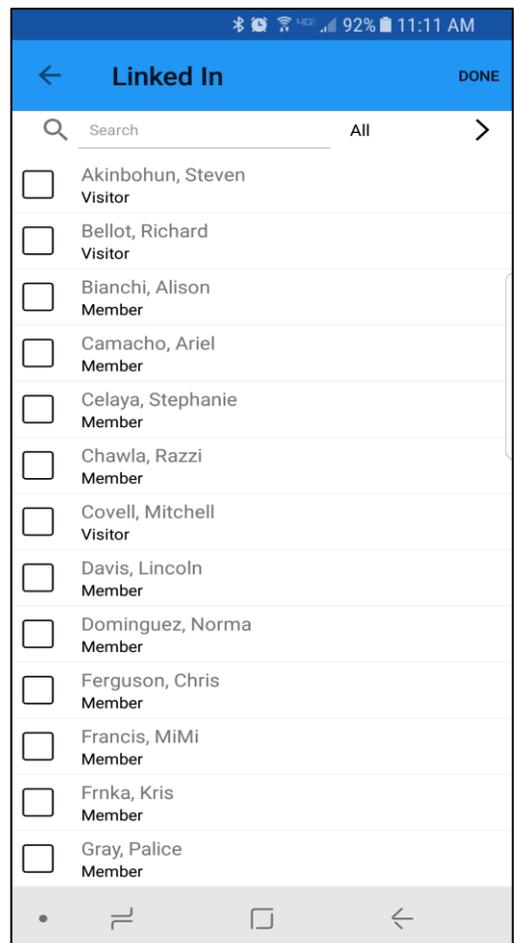
**5. You will see a list of everyone on your roster and can start to mark who is present.**

*Tap on the row to check the box next to their name. Tap again to remove the check if necessary.*

*Note – this updates real time, so multiple people in the class can be entering attendance at the same time.*

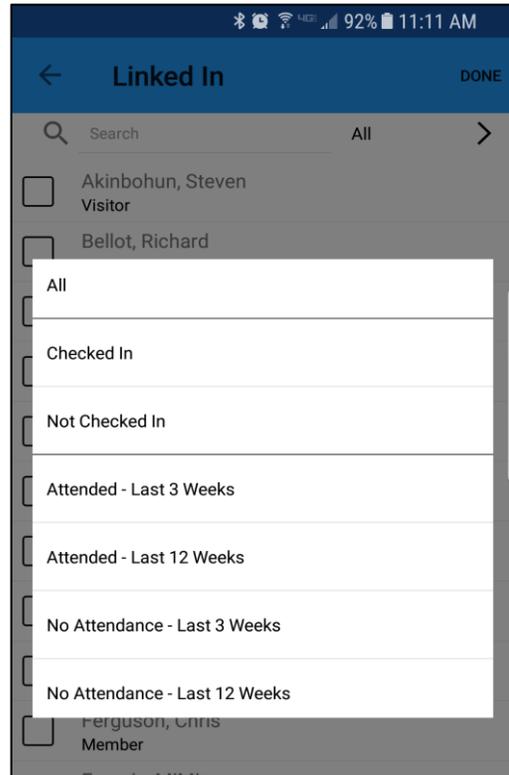
*Teachers, Directors, Assistant Directors, Records Team Members, and Student Small Group Leaders have access to enter attendance through the app.*

*We suggest you assign one person to do the online roster. Even if you are not sure who someone is online to mark them individually, you can still add them in the total number on the headcount screen.*



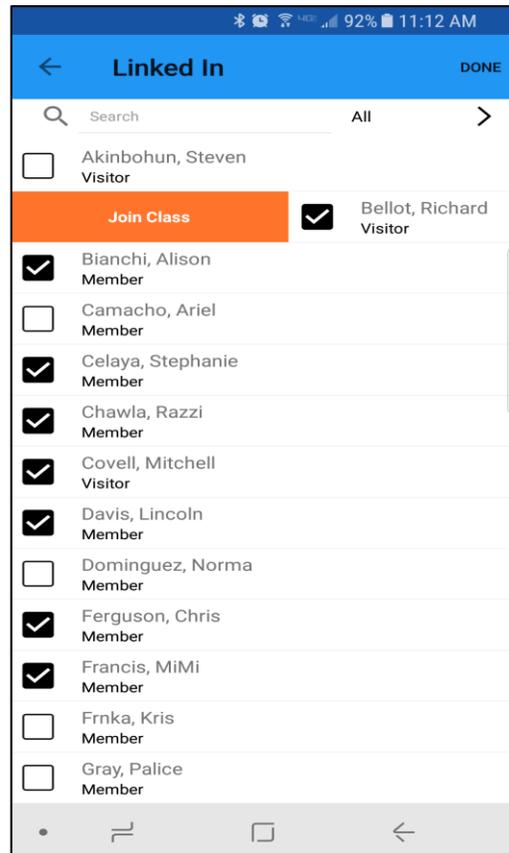
**6. Using the options at the top of the screen, you can search or filter the list as needed.**

*You can search for a specific name or you can filter by groups, recent attendance, etc. This may be useful if you have a large roster and need a quicker way to find the person you're checking in.*

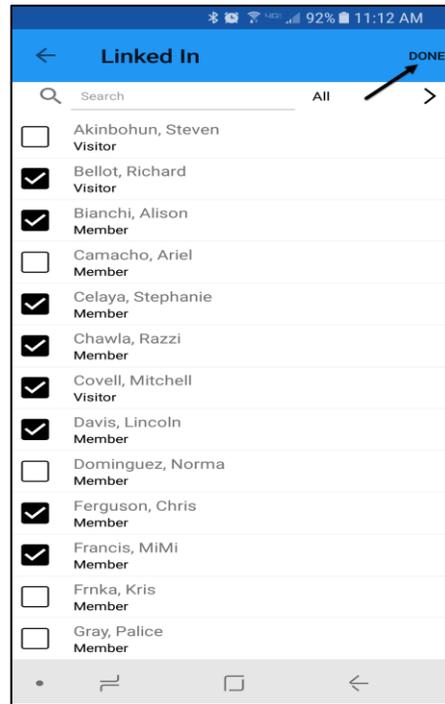


**7. If you have a visitor on your roster, you can join them to the class directly from the attendance entry screen.**

*Swipe right until you see the "Join Class" button, click that, and they are instantly joined to the class and marked as present.*



8. Once you have checked in all your attendees, click "Done."



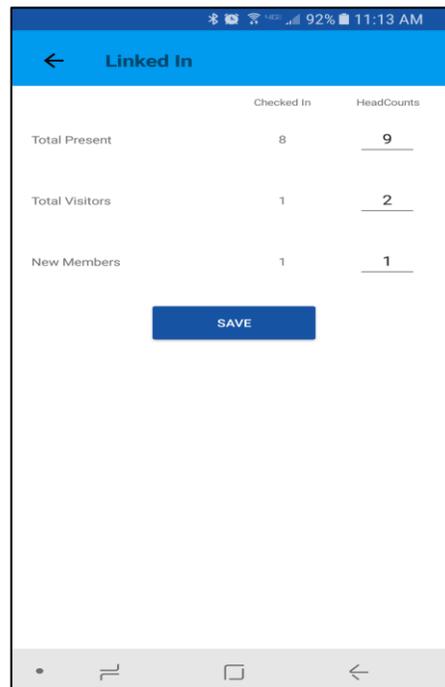
9. You will see the Headcount Screen.

You will see the total number of people you have checked in, number of visitors (listed on the roster), and new members that you have added, tallied for you in the middle column of this screen.

You will need to enter your headcount numbers in the right-hand column.

To determine your final "Total Present" headcount number, add the number of first-time visitors plus any others not on your roster to the "Checked In" number. You may put a larger number in the headcounts column than is checked in individually to the class.

**Remember, if your class is meeting in-person and online, you will need to do the headcount separately for both rosters.**



10. Click the Save button. You have successfully entered attendance and headcount!