



Teacher Guide: Taking the Roll

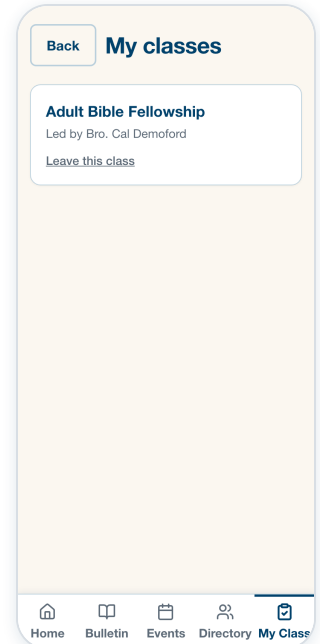
First Baptist Wisner. Mark your Sunday School class present in under a minute, right from your phone.

Tap **My Class**, then your class name

Sign in the same way your members do (see the member quick start if you need it). Once you are in, taking the roll is tapping names. Nothing to save, and you can fix a past week any time.

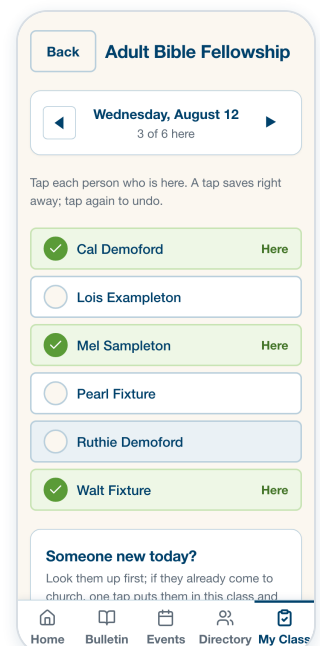
1 Open your class

Tap **My Class** at the bottom of the screen, then tap your class name. Anyone on the class roster can take the roll, so a substitute can step in.



2 Tap each person who is here

You see your roster and **3 of 6 here** at the top. Tap a name and it turns green and says **Here**. Tap again to undo. Each tap saves right away, so there is no save button.



3 Add someone who already comes to church

Under **Someone new today?**, type part of a name and tap **Search**. Tap **Add to class** and they join the roster, marked present.

Someone new today?
Look them up first; if they already come to church, one tap puts them in this class and marks them present.

Dot Mockridge

Add to class

Earl Mockridge

Add to class

Wren Mockridge

Add to class

First time at church?
Add them as a guest; they go on this roster and get marked present. They stay out of the directory unless they opt in.

Home

Bulletin

Events

Directory

My Class

4 Add a first-time guest

Under **First time at church?**, type their first and last name and add them. They go on the roster and are marked present, and they stay out of the directory unless they choose to be listed.

Someone new today?
Look them up first; if they already come to church, one tap puts them in this class and marks them present.

First time at church?
Add them as a guest; they go on this roster and get marked present. They stay out of the directory unless they opt in.

Home

Bulletin

Events

Directory

My Class

Fixing a past Sunday

Use the ◀ and ▶ arrows above the roster to move between Sundays. Tap a name to correct that week, then tap "Back to today" when you are done. The count at the top always shows the week you are viewing.

Need help?

Call the church office at **(318) 724-6148** and we will walk you through it. If a name is missing from your roster, add the person with the steps above, or let the office know.