



- 1) New families now enter parents' names, plus member/visitor checkbox.

First Letter of Your Last Name

### New Family

Family Name	<input type="text" value="i.e. Smith"/>
Parents Name	<input type="text" value="i.e. Dave &amp; Helen"/>
Email Address	<input type="text"/>
Are you just visiting?	<input type="radio"/> Visiting <input checked="" type="radio"/> Regular Attenders

NOTE that everyone already entered is a MEMBER by default. You have to go and set any known existing visitors as such. You can do this from the Families menu, or from the Reports > Childrens Reports > Child List

- 2) Parents' name is included on report in (brackets) after Family Name.

Family Name	Kids	Registered	Last Attended
Ninji (Robyn)	Tage, Amaya, Nalia		2017-05-28

- 3) Attendance records (eg. Family > History) now shows 1<sup>st</sup> or 2<sup>nd</sup> service based on sign in time.  
Boersma Attendance History

Show 10 entries Search:

LastName	FirstName	Class	ClassDate
Boersma	Theo	Grade 2-3	2017-02-12 2nd
Boersma	Andrew	Grade K-1	2017-02-12 2nd

Cutoff time is in Settings

poop

Guest Badge Rule

Service Cutoff Time


- 4) Attendance Totals Report now has totals as well as < and > buttons to move back and forth through time. [Reports > Attendance Related Tools > Total Attendance Number By Class](#)



MONTHLY									
Class	2017-05	2017-04	2017-03	2017-02	2017-01	2016-12	2016-11	2016-10	2016-09
Preschool	48	75	57	48	44	28	35	32	10
Nursery	26	34	25	21	21	16	27		
Grade 4-5	43	52	41	39	31	15	42	45	23
Grade 2-3	82	86	73	70	58	41	74	66	29
Grade K-1	36	59	50	50	47	29	56	52	21
6 & Up	8	8	12	8	10	7	10	10	6
Emmanuel Kidz	1	2	6	1	1	4	5	33	18
TOTAL	244	316	264	237	212	140	249	238	107

- 5) Function added to "Change Grade" report to bump every child up to the next grade. (You would only use this in Sept. before the first class.)

[Reports > Childrens Reports > Change Grades for All Children](#)



Advance Everyone One Year

Children List

Show 10 entries Search:

Family Name	Last Name	First Name	Birthday	Age	Grade	Last Attended
Angel	Angel	Rowena	2007-07-29	9.9	4	2017-05-21

NOTE: When you click you will be asked to CONFIRM. If you do confirm, there is no way to undo the up-grading besides changing them all back manually, one at a time.

- 6) Weekly email will go out showing who has attended for the second time this year. (The year starts Sep 1).

Good Morning!

This is your newcomers list for the week of Monday Sep 26 to Sunday Oct 2. This is their second visit of the year.

Name	First Visit	2nd Visit	Visitor?
<a href="#">Cambria Morrison</a>	Sun Sep 18	Sun Oct 2	
<a href="#">Lincoln Morrison</a>	Sun Sep 18	Sun Oct 2	
<a href="#">Noah McIntyre</a>	Sun Sep 18	Sun Oct 2	

This is controlled in Settings. It is emailed to the administrator's email address. You may also turn off the weekly report.



Settings

Organization ID	1
Organization Name	Emmanuel Baptist Church
Logo	logo.png
Birthday reminder?	Yes
2nd Visit Notice?	Yes
Admin Email Address	seagibbz@gmail.com

- 7) The "All Children" report now includes a column to indicate if the family is a Visitor or not.

[Reports > Children Reports > Child List](#)

Children List							
	Family Name	First Name	Birthday	Age	Grade	Registered	Last Attended
	Angel	Rowena	2007-07-29	9.9	4	2017-05-21	2017-05-21
	Angel	Aradia	2008-10-14	8.6	3	2017-05-21	2017-05-21
	Aperocho	Mattais	2012-05-26	5.0	Preschool	2017-04-09	2017-04-09

If the family has self-declared as a visitor there will be a V in the first column.

- 8) New report under Children's Report to identify children who have stopped attending.

[Reports > Childrens Reports > Recent Attendance](#)

90 Day Attendance							
	Family Name	First Name	Grade	Attended	Consec. Missed	Registered	Last Attended
	Angel	Rowena	4	2	1	2017-05-21	2017-05-21
	Angel	Aradia	3	2	1	2017-05-21	2017-05-21
	Aperocho	Mattais	Preschool	2	7	2017-04-09	2017-04-09

Use the sort buttons on the column headers to find what you want.

Attended = The number of classes attended in the last 90 days.

Consec. Missed = The number of classes in a row the child has missed. It starts looking backwards from yesterday and goes 90 days.

V for Visitor is shown in column 1.