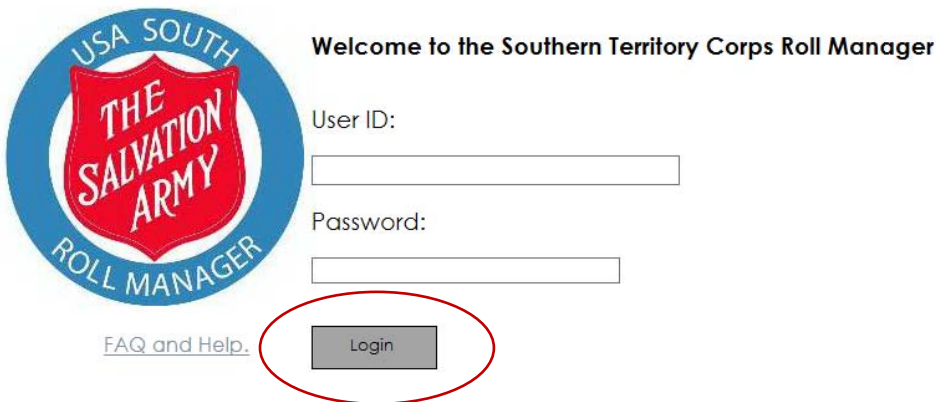


STEP BY STEP INSTRUCTIONS FOR SA ROLL MANAGER (HOW TO ADD AN ATTENDANCE RECORD)

ACCESSING THE SA ROLL MANAGER SYSTEM

1. Open your internet browser and go to the following site:

www.sarollmanager.org



Welcome to the Southern Territory Corps Roll Manager

User ID:

Password:

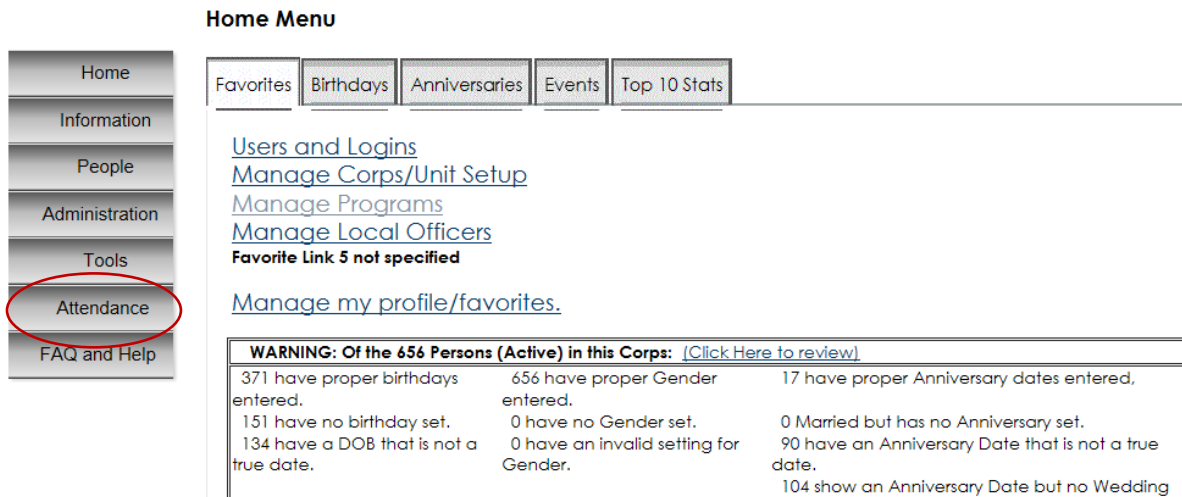
[FAQ and Help.](#)

2. Type your unique user ID and password provided by your Divisional Statistician and click “Login”.

ADDING AN ATTENDANCE RECORD

How to Track Attendance for a Program

1. On the Menu Bar, click “Attendance”



Home Menu

Home
Information
People
Administration
Tools
Attendance
FAQ and Help

Favorites Birthdays Anniversaries Events Top 10 Stats

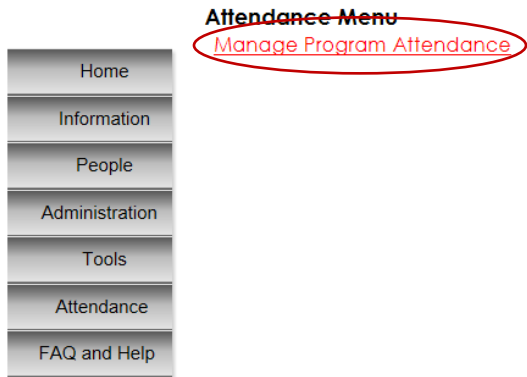
[Users and Logins](#)
[Manage Corps/Unit Setup](#)
[Manage Programs](#)
[Manage Local Officers](#)
Favorite Link 5 not specified

[Manage my profile/favorites.](#)

WARNING: Of the 656 Persons (Active) in this Corps: [\(Click Here to review\)](#)

371 have proper birthdays entered.	656 have proper Gender entered.	17 have proper Anniversary dates entered.
151 have no birthday set.	0 have no Gender set.	0 Married but has no Anniversary set.
134 have a DOB that is not a true date.	0 have an invalid setting for Gender.	90 have an Anniversary Date that is not a true date.
		104 show an Anniversary Date but no Wedding

2. Click "Manage Program Attendance"



3. Click "Add"

Attendance by Date
(Enter part of the DATE in this format: YYYY-MM-DD and/or Choose a Program from the list and click on Search)

Home Information People Administration Tools Attendance FAQ and Help

None_selected

Date	Program	Count	Dues
5/5/2015	Community Care	1	\$0.00
11/12/2014	WM-Just Us Ladies	16	\$9.00
11/6/2014	WM-Sweet Thursdays	6	\$0.00
11/5/2014	WM-Just Us Ladies	19	\$29.00
9/24/2014	WM-Journey Together	17	\$26.00
9/17/2014	WM-Alphabet Soup	27	\$0.00
9/17/2014	WM-Journey Together	21	\$10.00
9/17/2014	WM-Sweets and Baking	24	\$25.00
9/10/2014	WM-Alphabet Soup	26	\$0.00
9/10/2014	WM-Journey Together	24	\$4.00
9/10/2014	WM-Sweets and Baking	20	\$0.00
9/3/2014	WM-Alphabet Soup	16	\$28.00
9/3/2014	WM-Sweet Wednesday	20	\$10.00

- 4. Click the drop down and select the "Program Name"
- 5. Click the calendar to select a "Date of Attendance"
- 6. Click "Add"

Add Attendance Detail (1)

Home Information People Administration Tools Attendance FAQ and Help

Program Name:*

Date of Attendance:*

Note: * = Required Field

- Click **“Present”** next to all members/participants that attended the meeting

Attendance Detail: 09/08/2015 WM-Lets Get Crafty

Home	Member	Status	Change
Information	Visitor Count: (0) /Details	Present	Chg Cnt
People	JStewert, Wendy	Present	Make Absent
Administration	DeAnthony, Sharon	Absent	Present
Tools	Fuentes, Jordan	Absent	Present <small>Click to Update!</small>
Attendance	Heath, Jessamine	Absent	Present
FAQ and Help	Jones, Sherry	Absent	Present
	sarah, smith	Absent	Present
	Swanson, Tammy	Absent	Present

Return

- Click **“Chg Count”** to include a “Visitor Count” for the number of individuals attending the meeting but not listed as a member/participant of the program.

Attendance Detail: 09/08/2015 WM-Lets Get Crafty

Home	Member	Status	Change
Information	Visitor Count: (0) /Details	Present	Chg Cnt
People	JStewert, Wendy	Present	Make Absent
Administration	DeAnthony, Sharon	Absent	Present
Tools	Fuentes, Jordan	Absent	Present
Attendance	Heath, Jessamine	Absent	Present
FAQ and Help	Jones, Sherry	Absent	Present
	sarah, smith	Absent	Present
	Swanson, Tammy	Absent	Present

Return

- Update the visitor count, comments and number of seekers for the meeting. Click **“Next”** to return to the previous screen.

Visitor Count for 09/08/2015 WM-Lets Get Crafty

Home	Visitor Attendance:	<input type="text" value="10"/>
Information	Comments:	<input type="text"/>
People	Statistical count of seekers or converts	
Administration	Adult Seekers Section 1:*	<input type="text" value="0"/>
Tools	Adult Seekers Section 2:*	<input type="text" value="0"/>
Attendance	Youth Seekers Section 3:*	<input type="text" value="0"/>
FAQ and Help	Youth Seekers Section 4:*	<input type="text" value="0"/>

Note: * = Required Field

Next

10. When finished, scroll to the bottom and click **“Return”**

Attendance Detail: 09/08/2015 WM-Lets Get Crafty

Member	Status	Change
Visitor Count: (10) /Details	Present	Chg Cnt
1Stewart, Wendy	Present	Make Absent
DeAnthony, Sharon	Present	Make Absent
Fuentes, Jordan	Present	Make Absent
Heath, Jessamine	Present	Make Absent
Jones, Sherry	Present	Make Absent
sarah, smith	Present	Make Absent
Swanson, Tammy	Present	Make Absent

Home Information People Administration Tools Attendance **FAQ and Help** **Return**

11. Click **“Add”** to add another attendance record. Or, click **“Home”** on the Menu Bar to exit the Attendance screen.

Attendance by Date
 (Enter part of the DATE in this format: YYYY-MM-DD and/or Choose a Program from the list and click on Search)

Home Information People Administration Tools Attendance **FAQ and Help**

None_selected Search **Add**

Date	Program	Count	Dues
9/8/2015	WM-Lets Get Crafty	17	\$0.00
5/5/2015	Community Care	1	\$0.00
11/12/2014	WM-Just Us Ladies	16	\$9.00
11/6/2014	WM-Sweet Thursdays	6	\$0.00
11/5/2014	WM-Just Us Ladies	19	\$29.00
9/24/2014	WM-Journey Together	17	\$26.00
9/17/2014	WM-Alphabet Soup	27	\$0.00
9/17/2014	WM-Journey Together	21	\$10.00
9/17/2014	WM-Sweets and Baking	24	\$25.00
9/10/2014	WM-Alphabet Soup	26	\$0.00
9/10/2014	WM-Journey Together	24	\$4.00