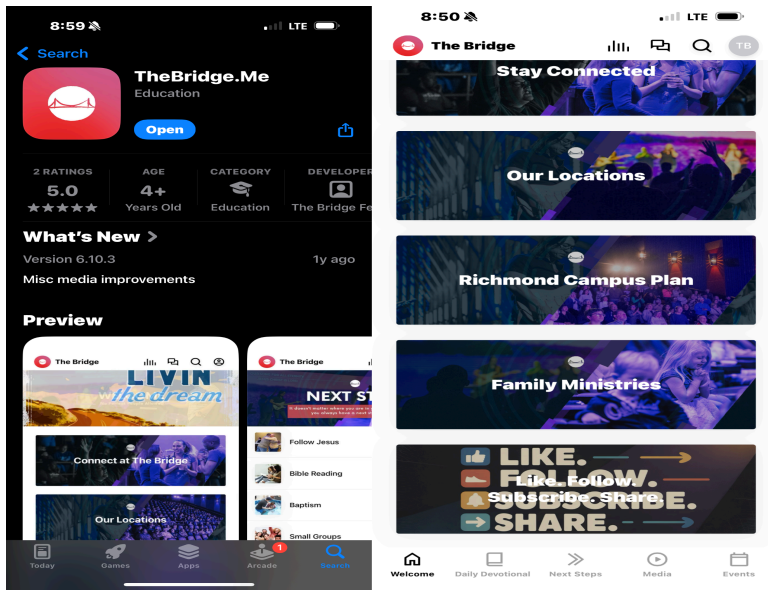


Roster & Attendance



1. Download and Open the App

Start by downloading **The Bridge.me App** from your device's app store. Once installed, open the app.

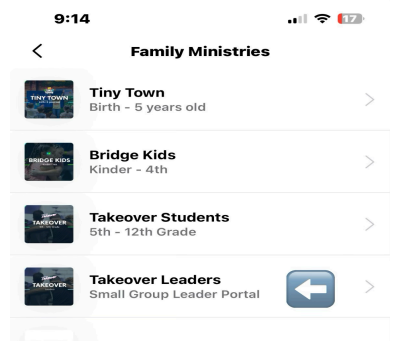


2. Access the Family Ministry Section

- Look for the **"Family Ministries"** tab within the app and tap on it.

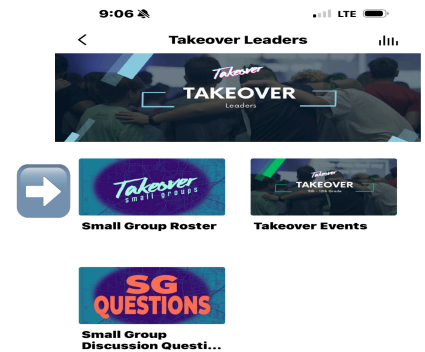
3. Find the Takeover Leaders Section

- Within "Family Ministries", select the **"Takeover Leaders"** tab.



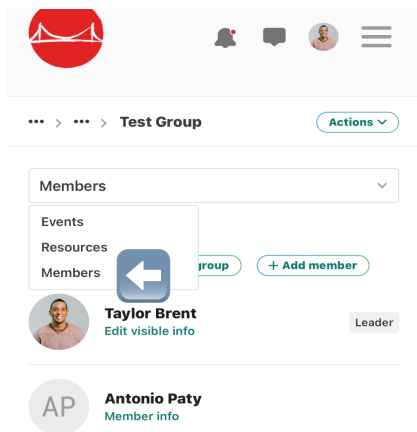
4. Tap Small Group Roster

- You will be prompted to enter your **account information** (your phone number or email)
- A **verification code** will be sent to you. Enter that code to continue.
- Access Your Profile and Group Info



5. Once verified, Find you Small Group:

- Use the drop down arrow to navigate to “**Members**”
- From here you can view members contact info



6. Take Attendance

- Tap “**Small Group Roster**”
- Click on the “**Group**” you need to mark attendance in
- Use the drop down arrow to navigate to “**Events**”
- Find the Current “**Date**” & Tap “**Take attendance**”
- Check all who are present & tap “**Submit**”

