



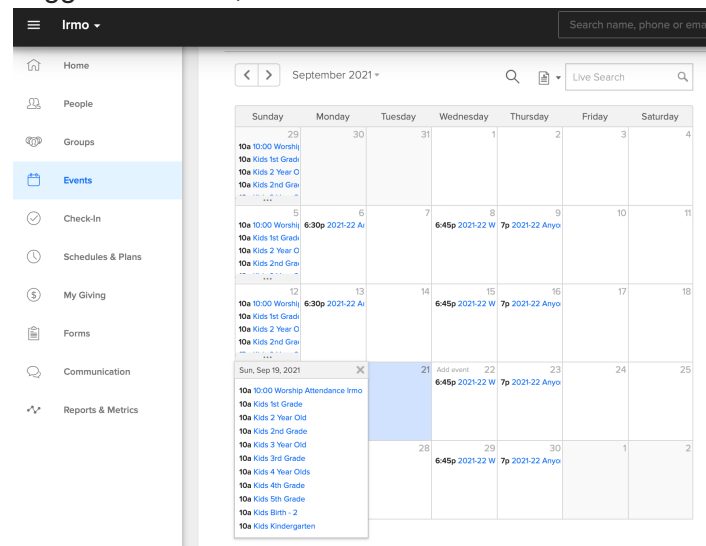
Posting Visiting Kids on CCB

When we post attendance each Sunday, our RADIUS Kids check-in numbers do not include first-time guests. By adding these numbers into CCB each week:

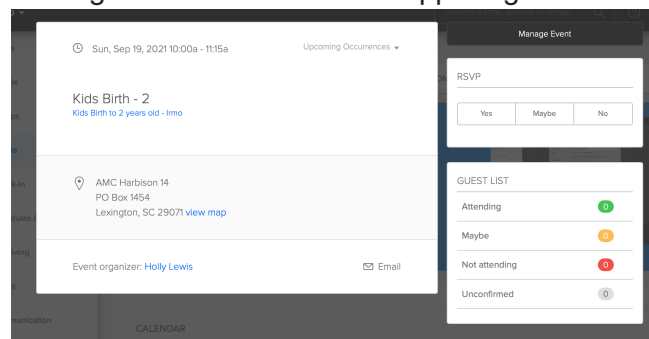
1. Allow for an accurate count in the metrics section of our database.
2. Creates a system where you can track when a guest visits for the second time by being able to track when they check-in for the first time.

Steps to Add in the Visitor Number

1. Once you are logged into CCB, click Events on the left-hand side.



2. Click the group you need to add a visitor to:
 - a. You can add in the correct visitors to each class if you take class counts. Otherwise, just pick a group to add in the visitors.
3. Click the black “Manage Event” button on the upper-right side.



4. Click edit attendance (right-hand side).

[← back to calendar](#)

Kids Birth - 2
 Sunday, September 19, 2021 10:00 AM - 11:15 AM | [Kids Birth to 2 years old - Irmo](#)

[PREVIEW](#)
[GUEST LIST](#)
[ATTENDANCE](#)
[CHECK-IN](#)
[PUBLISH](#)

[Attendance Settings](#)
[Edit Attendance - 5](#)

ATTENDANCE SETTINGS

Attendance Grouping	Kids
Attendee Limit	Not specified
Attendance Reminder	No
Attendance Only	No

EVENT SUMMARY

Event Email Sunday, September 19, 2021, Attendance - 5, Email sent to no one on Sep 21, 2021 1:40 PM

5. Add in the visitor number in the box up top.
 - a. Select to not notify anyone of the email at the bottom of the screen.
6. Click save.

Kids Birth to 2 years old - Irmo - Kids Birth - 2

☐ Did not meet

2 Head count for additional people not on this list

☐ Name

☒ Carter, Brehm

☒ Dreher, Adalyn

☐ Hancock, Marley

☐ Hewett, Benjamin

☐ Kanwisher, Finn

☐ Lewis, Holly

☐ Olson, Dorothy

☐ Olson, Margaret

☒ Spotts, Elise

☐ Wolfe, Amalia

Discussion Topic:

Event Notes:

Praises & Prayer Requests:

People Info: *List new members, visitors, and people leaving the group and the reason.*

Email an event summary to:

☐ Leadership only (group leaders, coaches, directors)
☐ The entire group and the leadership
☒ No one - Don't send an email.

[Cancel](#) or [Save](#)