

Multiply Fall 2025



Record Coordinator Breakout



TAKING ATTENDANCE IN ROCK

At 7:15 AM on the day your group meets, the group Teacher, Director, Record Keeper, and Member Coordinator will receive an email similar to the one below. This email can be forwarded to anyone else who needs to take attendance. Sign in is not required. Guest instructions are included in the email.

SAMPLE EMAIL

From: Green Acres Baptist Church <info@gabc.org>
Sent: Sunday, July 7, 2024 7:16 AM
To: Cathryn Johnson <cathrynj@gabc.org>
Subject: Group Attendance for Hooper, Mitcham, Willis & Johnson



Cathryn,

Please remember to enter attendance for your group meeting today.

Thank you!



If you are having trouble with the above link try [this one](#).

New guest? Have them fill out the form at <https://connect.gabc.org/connect>. Once they have filled it out, add them as an attendee at the bottom of your roll.

TRANSFORMING LIVES WITH THE T

Clicking "Enter Attendance" will display a screen similar to the one below.


SAMPLE SCREEN

ATTENDANCE

Liquid error: Error in Where expression

Hooper, Mitcham, Willis & Johnson Attendance

Attendance For

07/08/2024 

Location


Tyler Campus > Lighthouse > LH 370

Schedule

Sunday at 5:30

☐ We Did Not Meet


Add Person As





ALL


PRESENT **0**


Search

 ADD

 ROSTER

 Brown, Dave
Guest

 Brown, Kara
Guest

 Davis
Guest

- Check "We Did Not Meet" if the meeting is cancelled.
- Click on the person's name in attendance. A red box around the person's name will be an indication that they have been acknowledged for attendance.

- If you click from the 'ALL' tab to the 'Present' tab, you will see a listing of all in attendance, along with the number highlighted next to 'Present'.

SAMPLE SCREEN

ATTENDANCE

Liquid error: Error in Where expression

Hooper, Mitcham, Willis & Johnson Attendance

Attendance For	Location
<div style="border: 1px solid #dee2e6; padding: 2px 5px; display: inline-block;">07/08/2024</div> <div style="border: 1px solid #dee2e6; padding: 2px 5px; display: inline-block; margin-left: 10px;">📅</div>	<div style="border: 1px solid #dee2e6; padding: 2px 5px; display: inline-block;">Tyler Campu</div>

☐ We Did Not Meet

ALL

PRESENT 1

Search

Johnson, Cathryn
 Coordinator - Records

BACK

- Add any guests by clicking on "Add Person As An Attendee" and searching for their name. If they are not found, click the 'X' in the top right handscreen to go back to the attendance screen. Have the guest complete the format <https://connect.gabc.org/connect> or use the link in the email. Once submitted the guest will appear in the search.
- There is no longer a "Save" button. This information is automatically saved

- Add any notes in the "Notes" field. For example, if there are people who need to be removed from the roll, please list those here.

SAMPLE SCREEN

Wills, Jamie



Add New Attendee



Notes

We need more pens in the Resource closet.

Remove Jane Doe from our roll - she has moved to Mars

SAVE

CANCEL

SIGNING INTO THE PORTAL

Go to <https://connect.gabc.org> in a browser.

Sign in with one of the social buttons or your email address and password. (The email must match what is in Rock. If using a different email, you will not be able to sign in.)

If this is your first time visiting this page, please click on "Forgot Account", enter your email address, and click the email me reset instructions button to reset your password.

If this does not result in an email, click the "Register" button to register for a new account.

If clicking one of the social buttons does not display the correct account, please email help@gabc.org with the email address used for your social account, your name, and any other identifying information (email address, phone number, address) so that we may properly link your social account with your GABC account.

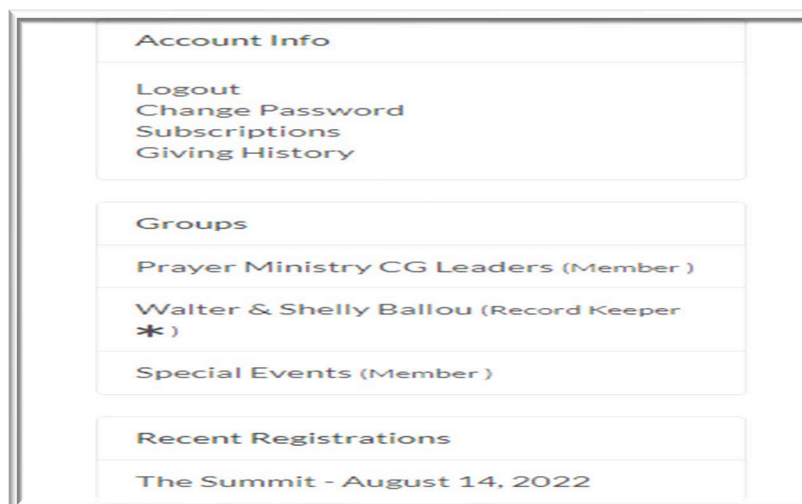
WHERE ARE THE 'HOW-TO' ARTICLES IN ROCK?

We have many 'How-To' articles in Rock, an easy one-stop access for all your 'ROCK' questions. These articles include, but may not be limited to:

- Signing into Rock Portal
- Frequently Asked Questions (FAQs) for Connect Group Leaders
- Historical Attendance
- Instructions for Printable Roster Report
- Persons Interested in your Connect Group
- Taking Attendance in Rock (updated 7/9/2024)
- Managing a Connect Group
- Prospective Members Report
- How to Edit a Connect Group Description
- Group Absentee Report
- Retrieving Curriculum Resources
- *ANY FUTURE ARTICLES*

For viewing your connect group information, sign in at <https://connect.gabc.org> . (The email must match what is in Rock. If using a different email, you will not be able to sign in.)

Below is a sample on the right side of the screen, when logged in. It will show what you (specifically) are a part of, such as a connect group leader, etc.



Click on your specific connect group of which you are a leader. Once you click on it, you will see 'Connect Group Help Articles' tabs below. Click it for a list of many articles that will help you and your connect group leaders.

<p>nting may ne at</p> <p>T</p>	Groups
	Prayer Ministry CG Leaders (Member)
	Hooper, Mitcham, Willis & Johnson (Coordinator - Records ✱)
	Special Events (Member)
	Nearly & Young Married (Coordinator - Records ✱)
	TYLER - 1st Floor Preschool Connect Group Teachers (Member)
	TYLER - Atrium Desk (Member)
	Prospective Members Report
	Printable Roster
	Content
	Connect Group Announcements
	Absentee Report
	Connect Group Help Articles

Feel free to email adults@gabc.org with any questions.

FREQUENTLY ASKED QUESTIONS REGARDING 'ROCK' AND 'ROLL'

Rock database and Attendance Rolls

1. Why is my coach on my roll? Can I remove them?

Your coach will always be listed on your roll. This is for tracking purposes and for your reminder of who your coach is. If they attend your group on a Sunday, mark them as attended. Otherwise skip over their names.

2. Can I remove someone from my roll that has moved away, etc.?

On your physical attendance sheet or in the digital attendance under the 'Notes' section, list the name(s) that needs to be removed. Adult Ministry will update this information.

3. How do I update someone's role from guest to member (among other roles)?

You can update someone's role within your connect group. Look at the article named 'Managing a Group'.

4. I need to update my group description. Can I do that?

Yes – Look at the article 'Editing Connect Group Information.' You can update your group description and many other things. *Please do NOT update your meeting time and day of the week. Reminder – whatever you update will be 'live' online immediately.

5. Prospective Member list – what is it and what do I do with it?

This is a list of all new members and guests from the past 30 days that meet your connect group age range. Reach out, invite them to your group, back to church. Check out the article 'Viewing a Connect Group Prospective Member Report'.

6. Can I update someone's personal information? You can change the role only (from guest to member, director, etc.). You cannot change someone's personal contact information (phone number, address, etc.). The easiest way is either to complete the 'Connect with Us' form (marked with 'changes only') OR write it on the paper attendance OR place it in the 'notes' section of the digital attendance.

7. Absentee email – what is it and what do I do with it? An email is sent every Tuesday to teachers, directors, member coordinators and record coordinators. It shows all people who have been absent from your connect group for three consecutive weeks. This email is automatically generated by Rock. Please reach out to them – it might be due to health issues (prayer and ministry opportunity). Or possible moved away. Depending upon the circumstances, we can remove the person from the roll. Email adults@gabc.org with this information or respond to the Absentee email, asking to remove the person from your connect group.

8. The link for adding a guest doesn't work on my email. What do I do? Option 1 – Have the person scan the QR code on the front of the attendance packet. Once this is completed, you can add them to your roll. Option 2 – have them complete the 'Connect with Us' form, placing it your attendance packet. They will be added to your roll and attendance.

9. **Curriculum resources are in Rock. Where can I find this?** Look at the article 'Curriculum Content Resources for Connect Group. You'll find a digital copy of the Leader Guide, maps, Josh Hunt Good questions and many other resources.
10. **Missing your "Connect Group Announcements" from your packet?** You guessed it. It's in Rock.
11. **Please complete your attendance by noon on Sundays.** This is most helpful when running attendance reporting.
12. **Check your email and attendance packets regularly** – there will be times that we send out updated or brand-new information that can be helpful to your connect group's management. Even if your group takes attendance digitally, look through the attendance packet. There is great information to share with your group about activities, mission trips and so many other things.

If you have questions, please email adults@gabc.org. Someone from our Adult Ministry staff will respond as soon as possible.

***Teachers, director, member coordinators and record coordinators have access to updating information in Rock for their connect groups.