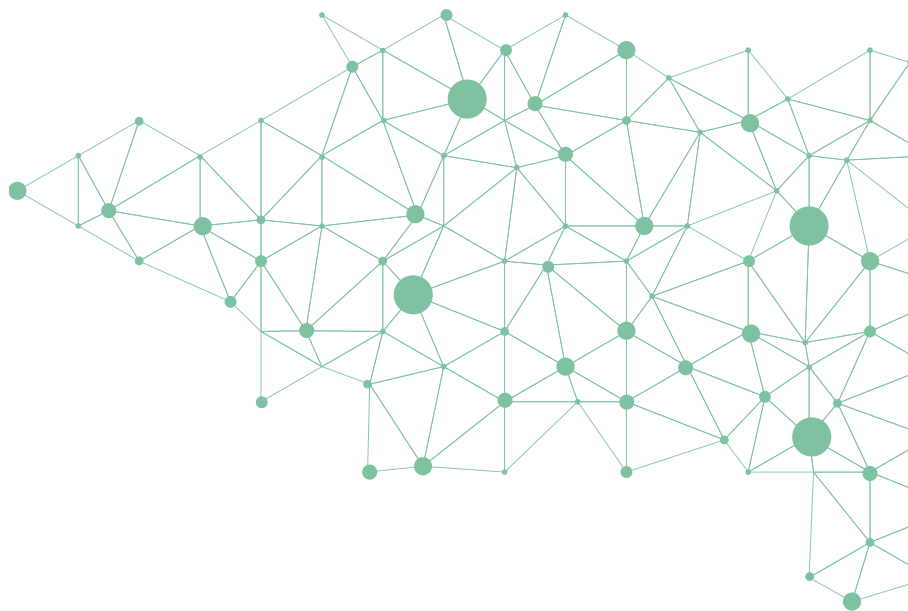
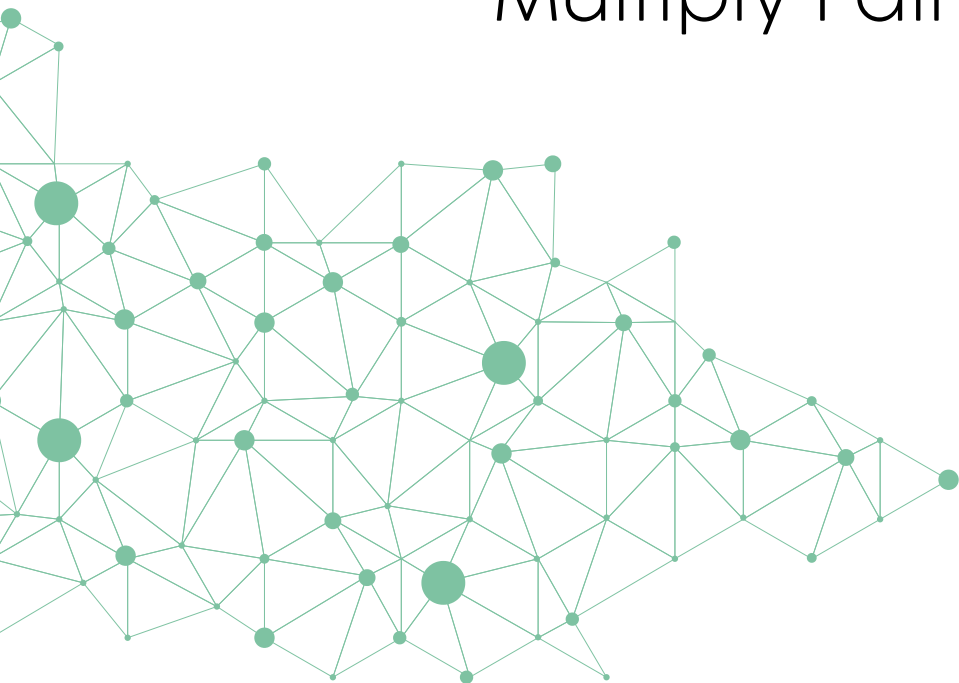




Record Coordinator Breakout

Multiply Fall 2026



TAKING ATTENDANCE IN ROCK

At **7:15 AM** on the day your group meets, the group Teacher, Director, Record Coordinator, 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: Sarah Pino <sarahp@gabc.org>

Subject: Group Attendance for 20s Frank



Sarah,

Please remember to enter attendance for your group meeting today.

Thank you!

Enter Attendance



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.

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

TRANSFORMING LIVES WITH THE TRUTH OF JESUS

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

SAMPLE SCREEN

ADD GROUP MEMBER EXPORT ATTENDANCE

20s | Frank Attendance

Attendance For Monday, January 26, 2026

Schedule Monday at 6:30 PM

☐ We Did Not Meet

ALL

PRESENT 0

Search

ADD NOTE

ROSTER

- Check "**We Did Not Meet**" if the group 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.
- **There is no submit button.** Once you've selected all names in attendance, you are done and the information is automatically saved.

- 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

20s | Frank Attendance

Attendance For
6/22/2026

Schedule
Monday at 6:30 PM

☐ We Did Not Meet

ALL PRESENT 19 Search

ADD NOTE

ROSTER

Pending

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

- Always include any notes in the "Add Notes" field. For example, if there are people who need to be removed from the roll or no-names guests, please list those here.

SAMPLE SCREEN

 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
- Taking Attendance in Rock (updated 7/9/2024)
- Managing a Connect Group
- How to Edit a Connect Group Description
- Retrieving Curriculum Resources

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.)

Here 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.

SAMPLE SCREEN

Groups
20s Frank (Women's Coordinator)
Fall Friendship Dinner Hostesses - 2024 (Member)
Prayer Ministry CG Leaders (Member)
Fall Friendship Dinner Hostesses - 2025 (Member)

Absentee Report
Adult Connect Group Sub List
Connect Group Help Articles
Connect Group Announcements
Curriculum Resources
Printable Roster
Prospective Members Report
Prospective Non-Members Report

OTHER PORTAL RESOURCES

- Go to <https://connect.gabc.org> and sign in.
- On the right side of the screen, select the Connect Group you lead.
- Click your Connect Group to open its details.

Useful Reports:

- Prospective Members Report
- Prospective Non-Members Report
- Roster Report
- Persons Interested in your Connect Group
- Prospective Members Report
- Group Absentee Report
- **NEW: Quarterly New Member Report**

NEW: Quarterly New Member Report

- A quarterly report that identifies new members who are not currently connected to a Connect Group. The report includes each member's name, email address, phone number, ages 18+ (not date of birth), gender and marital status.
- It includes only new members who joined through baptism or transfer of membership and excludes individuals who do not have both an email address and phone number on file.

SAMPLE SCREEN

Groups
20s Frank (Women's Coordinator)
Fall Friendship Dinner Hostesses - 2024 (Member)
Prayer Ministry CG Leaders (Member)
Fall Friendship Dinner Hostesses - 2025 (Member)

Absentee Report
Adult Connect Group Sub List
Connect Group Help Articles
Connect Group Announcements
Curriculum Resources
Printable Roster
Prospective Members Report
Prospective Non-Members Report

New Member Reports
• New Members - Quarter 1 • New Members - Quarter 2 • New Members - Quarter 3 • New Members - Quarter 4



FREQUENTLY ASKED QUESTIONS

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)?

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.

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

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

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.