Logging Data in Church Metrics

Username:
Password:

- First select the **Input** tab
- Choose your **Campus**
- Choose the **date** you are entering data for
- Then Select your **service time**

Enter data for:
- The **total attendance** for that service
- The **attendance for children**
- Skip contributions for now
- Record any **salavations**
  (If you don't know which service just record the total under one of the services)
- We are currently not recording the count for volunteers (Should we?)
- **Add Notes** if there was anything special happening that day

The weeks are set up Monday - Sunday. Always make sure you are on the correct date when entering data.

Once you have recorded data for all the services for one campus, select "Other" for the service time and **record the contributions** for that week, **for that specific campus**.

When these steps are completed move on to the remaining campuses.

Congrats! You just recorded data!