

# CMS Web training - Entering in Meeting Attendance using Meeting Attendance Wizard



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## Accessing Corps Management System on the web

To access Corps Management System on the web (CMS Web) go to <https://cms.sauss.net>. Use your USS Salvation Army email address to log into the system. Once logged in you should see your customizable dashboard similar to the screenshot below. For more detailed instructions on accessing CMS Web please [click here](#).

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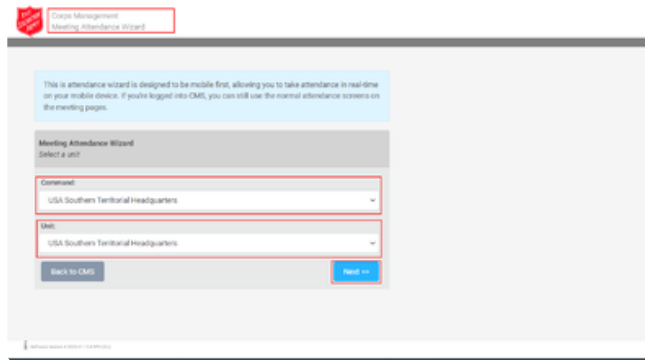
In the below sections you will learn how to use the CMS Attendance app to enter in meeting attendance at your corps. You will also learn how to give your corps soldiers access to the app to enter in meeting attendance.

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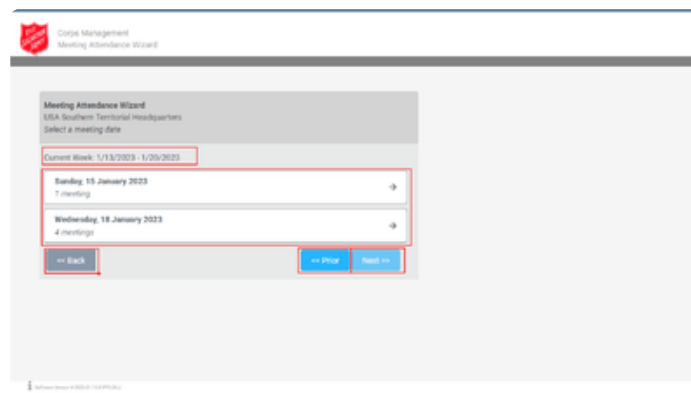
1. Open your web browser and go to <https://corpsmanager.sauss.net>
2. If you need to log in please use your USS email address and password.

**NOTE:** If you are logged into CMS.sauss.net on a computer you can also access the meeting attendance wizard by clicking on "Meetings" and opening the meeting you would like to add attendance to.

**NOTE: Most users will not see the below step. You will see this step if you have access to more than one corps location!** Most users will default to their location and automatically see the list of days with meetings (see next step).

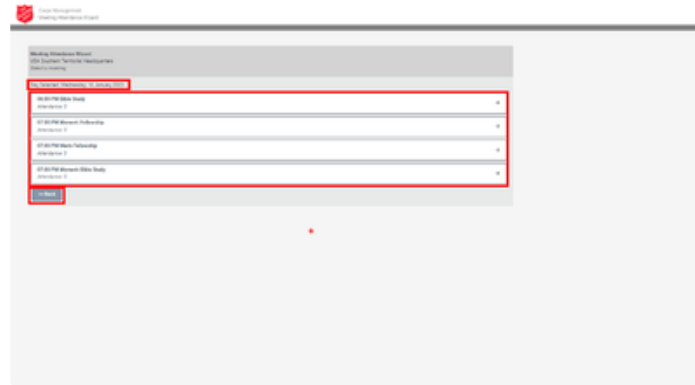


1. Once logged in you should see the "Corps Management Meeting Attendance Wizard" (screenshot below). Please choose the appropriate "Command" and "Unit" (corps) for you if it isn't already listed.
2. Click "Next"

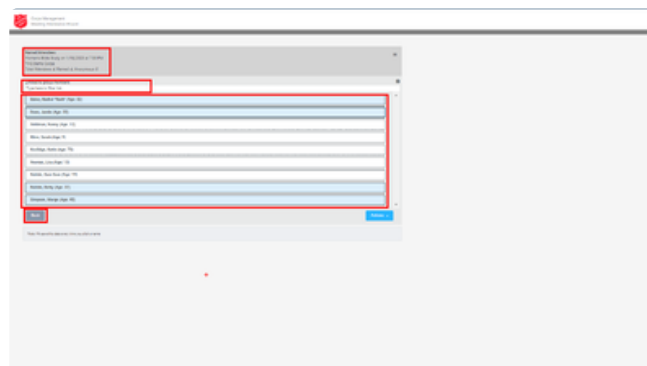


1. You should now see the "Current Week" of meetings listed. Please select the day of the meeting you would like to add attendance to.
2. If you need to go back to the previous screen (need to change the corps location), click the "Back" button.
3. If you need to see prior weeks please click the "Prior" button. You can click the "Prior" button until you see the week and day of the meeting you would like to select.

4. To change to a later week click the "Next" button.



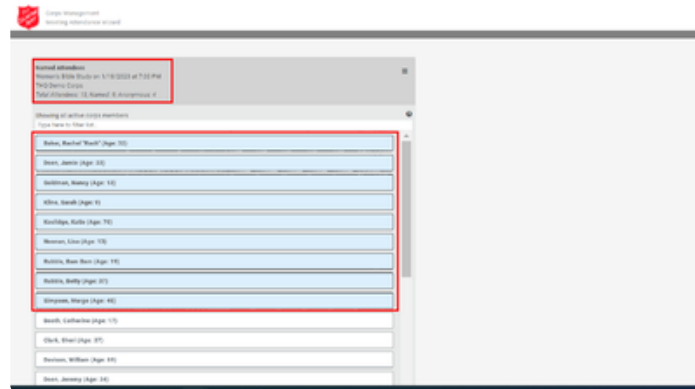
1. You should now see the "Day Selected" and a list of the meetings held on the day you clicked on.
2. If you need to go back and select a different day click the "Back" button
3. Click the meeting listed that you would like to add attendance to.



1. You should now see a list of Attendees for your meeting. Click on the names of the people who attended. You will notice that the name will be highlighted

in blue. This indicates attendance for this person and is saved automatically when clicked on. If you accidentally click a person's name that did not attend you can click the name again to remove the blue highlight and remove the saved attendance.

2. If you need to go back and select a different meeting click the "Back" button.



Your meeting attendance has now been recorded!

You can verify meeting attendance is recorded by going back to the meeting and verifying the correct names are highlighted in blue, as shown below.

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## "Actions" Menu

Under the "Actions" are several options you can perform including the following:

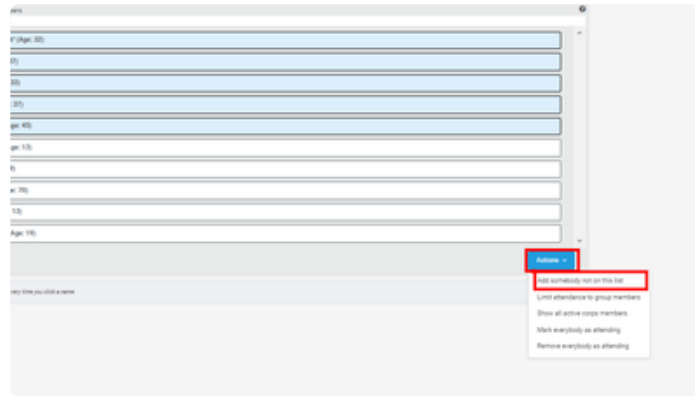
1. "Add somebody not on this list"
2. "Limit attendance to group members"
3. "Show all active corps members"
4. "Mark everybody as attending"

## 5. "Remove everybody as attending"

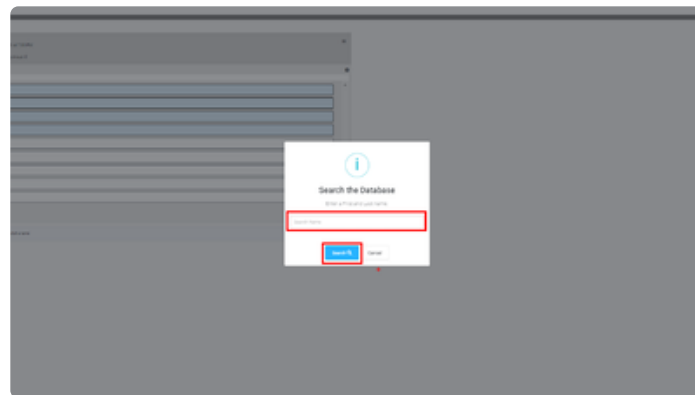
The screenshot displays the 'Meeting Attendance Wizard' interface. At the top left, there is a logo and the text 'Corps Management Meeting Attendance Wizard'. Below this, the 'Named Attendees' section shows the meeting details: 'Women's Bible Study on 1/18/2023 at 7:00 PM', 'THO Demo Corps', and 'Total Attendees: 3, Named: 3, Anonymous: 0'. A search bar is present with the text 'Limited to group members' and 'Type here to filter list...'. Below the search bar is a list of attendees, each with a name and age in parentheses: Baker, Rachel (Age: 32); Clark, Shari (Age: 37); Doss, Jamie (Age: 33); Rubble, Betty (Age: 37); Simpson, Marge (Age: 45); Goldsman, Nancy (Age: 13); Kline, Sarah (Age: 9); Knofledge, Katie (Age: 79); Noonan, Lisa (Age: 13); Rubble, Sam Sam (Age: 19). A 'Back' button is located at the bottom left of the list. At the bottom right, an 'Actions' menu is open, showing options: 'Add somebody not on this list', 'Limit attendance to group members', 'Show all active corps members', 'Mark everybody as attending', and 'Remove everybody as attending'. A red box highlights the 'Actions' menu.

## Add somebody not on this list

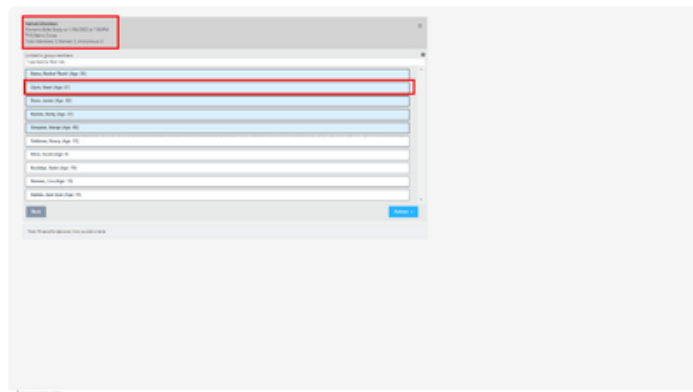
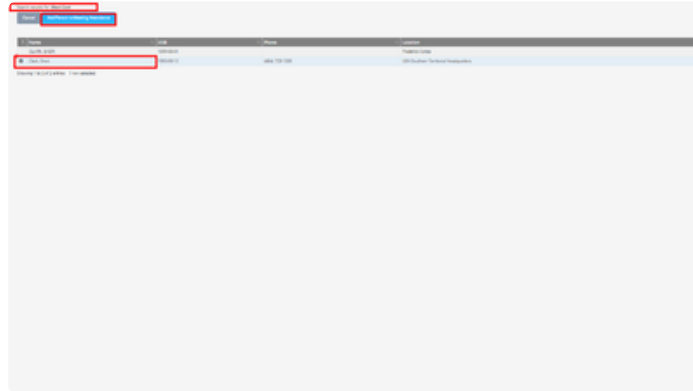
1. To add somebody that is not on your corps member list click the "Actions" menu.
2. Click "Add somebody not on this list"



1. You will see a "Search the Database" box pop up. Type the first and last name into the box labeled "Search Name"
2. Click "Search" button



1. You will now see a list of your search results
2. Click on the person you would like to add to attendance to highlight that person
3. Click on "Add Person to Meeting Attendance"
4. You will now be taken back to the "Named Attendee" list and will see the person listed.



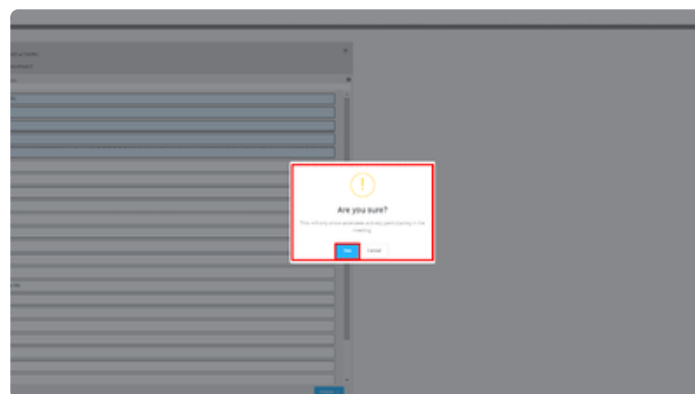
## Limit attendance to group members

1. Click the "Actions" button
2. Click "Limit attendance to group members" to filter your member list to only the group associated with the meeting you are recording attendance for.

TIP: If you have a long list of users, this can help you filter/shorten the list by removing corps members who are not associated with the specific meeting.



1. You will see a pop up labeled "Are you sure?" with explanation "This will only show attendees actively participating in the meeting"
2. Click "Yes" or "Cancel" as appropriate

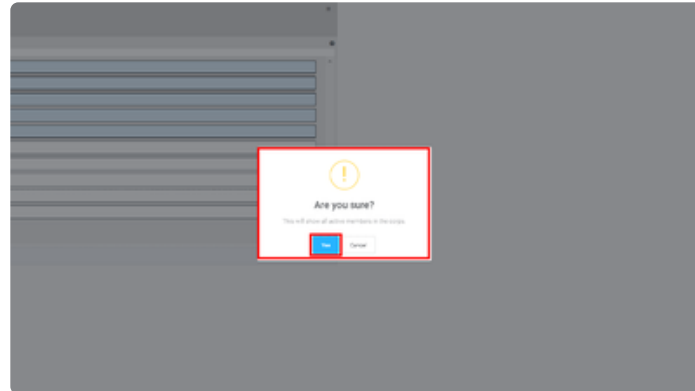


Please note that the screenshots in this training have been using the "Limit attendance to group members" filter. Read on to see the complete list of members

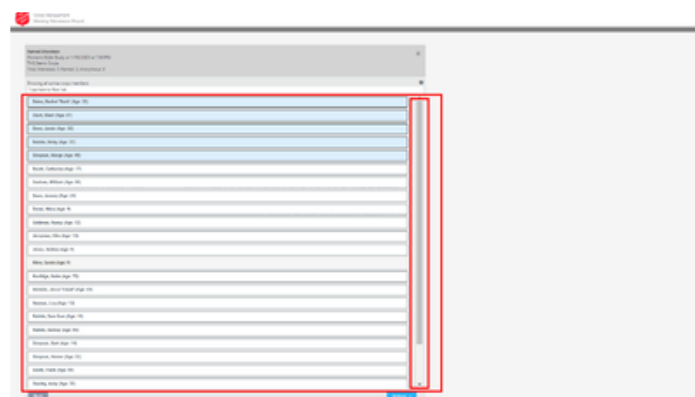




1. You will see a pop up labeled "Are you sure?" with explanation "This will show all active members in the corps"
2. Click "Yes" or "Cancel" as appropriate

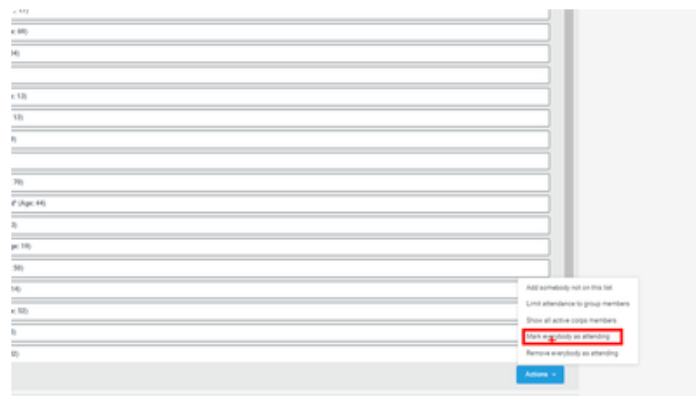


1. You will now see all your corps members listed. You can use the search box labeled "Type here to filter list..." to find a specific person.
2. You can use the scroll bar on the right side of the list to browse the list of corps members

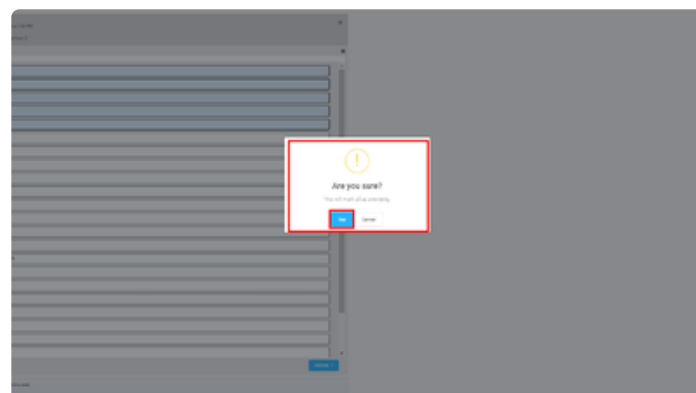


## Mark everybody as attending

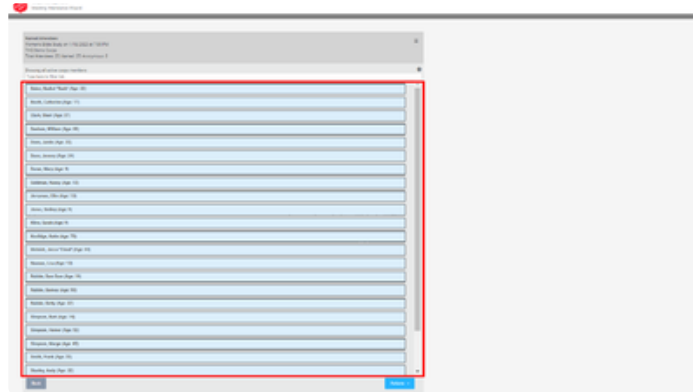
1. To mark all the members listed as attending click the "Actions" button.
2. Click "Mark everybody as attending" option



1. You will see a pop up labeled "Are you sure?" with explanation "This will mark all as attending"
2. Click "Yes" or "Cancel" as appropriate

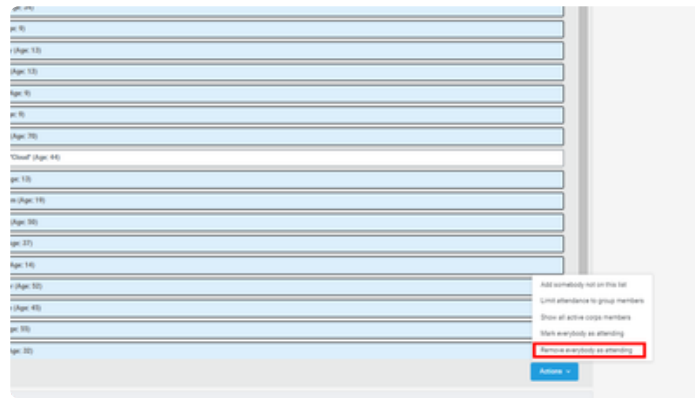


1. You will now see all your corps members listed highlighted in blue. You can unmark members by clicking on the person's name.

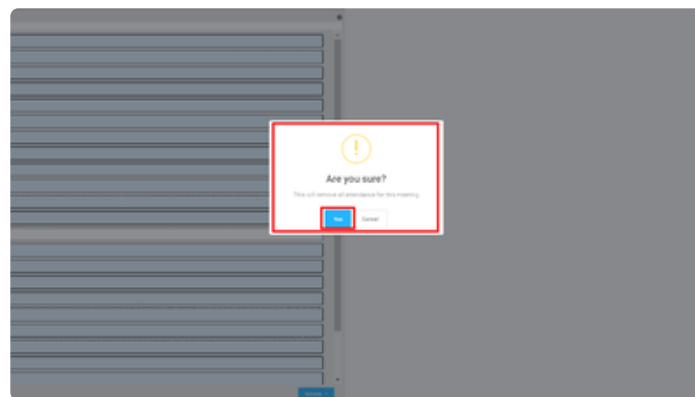


## Remove everybody as attending

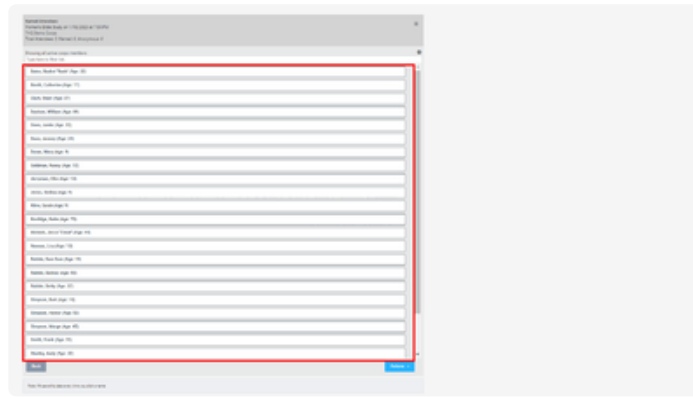
1. To remove all the members listed from attending click the "Actions" button.
2. Click "Remove everybody as attending" option



1. You will see a pop up labeled "Are you sure?" with explanation "This will remove all attendance for this meeting"
2. Click "Yes" or "Cancel" as appropriate



1. You will now see none of your corps members listed are highlighted in blue. You can mark members' attendance by clicking on a person's name.

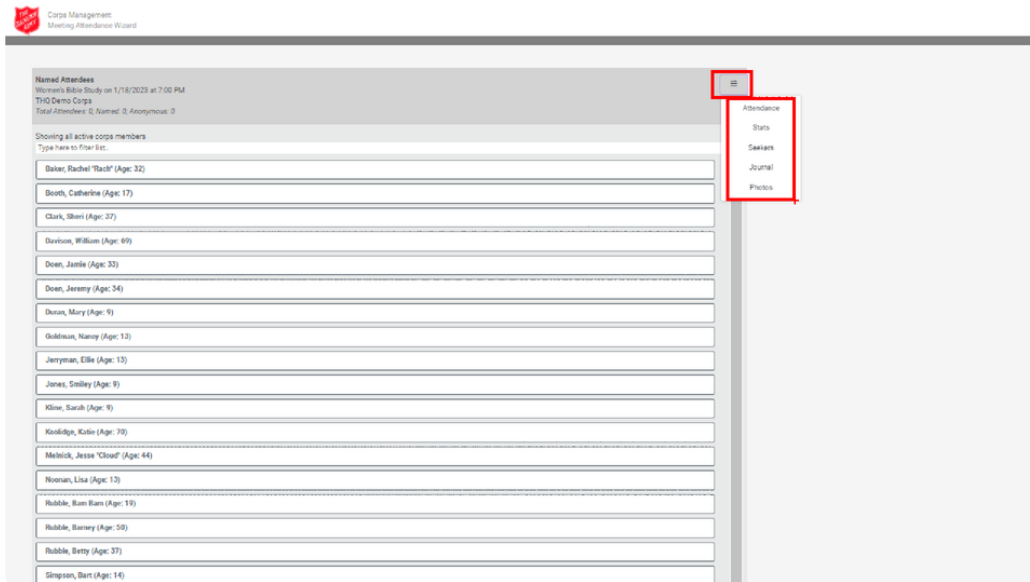


## The "Hamburger" menu (top right corner menu options)

You can also record other information about your meeting using the Hamburger menu in the top right corner of the "Corps Management Attendance Wizard"

1. Click the three vertical lines icon in the top right corner to see the following additional options:
  - a. "Attendance" to record meeting attendance (instructions above)
  - b. "Stats" to record additional attendees, volunteers and hours, and add notes
  - c. "Seekers" to indicate seekers that have attended
  - d. "Journal" to add any notes you would like to record and share with others about your meeting
  - e. "Photos" to add photos of the exciting events happening at your meetings!

Please note that you may need to click "Save" on many of these options!



## "Stats" section

Under the "Stats" section you will see the number of "Named Attendees" you indicated in the "Attendance" section.

You can also add in the following:

1. "Anonymous Attendees"
2. "Anonymous Child Attendees"
3. "Volunteers"
4. "Volunteer Hours"
5. "Attendance Notes"

**IMPORTANT!** - Once you add your stats here, you **MUST** click "Save" in the bottom right corner

Please Note: The details entered here will automatically be entered into the new Turbo Stats system once it is available in your division! You will no longer have to enter in attendance and volunteer details in two systems!

Cruise Management  
Meeting Attendance Wizard

**Meeting Stats**  
Meeting: Bible Study on 1/18/2023 at 7:00 PM  
Total Attendees: 12 (Named: 2, Anonymous: 10)

**Named Attendees:**  
5

**Anonymous Attendees:**  
5

**Anonymous Child Attendees:**  
1

**Anonymous Seekers (if any):**  
2

**Chaperones:**  
2

**Chaperone Issues:**  
2

**Attendance notes:**  
We had a great turnout today, including new visitors!

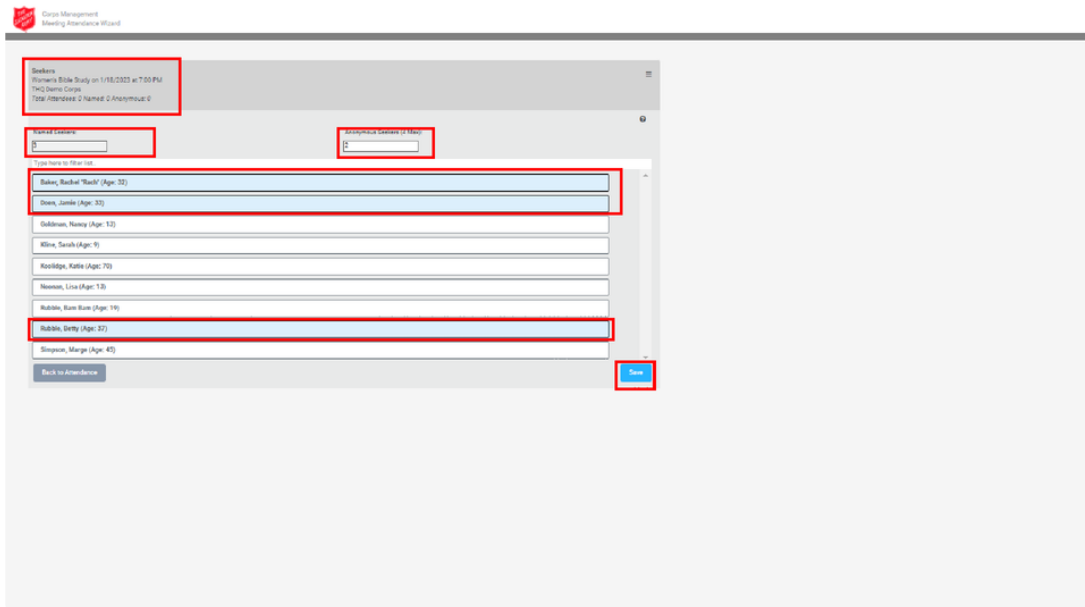
[Back to Attendance](#) [Save](#)

## "Seekers" section

Under the "Seekers" section you can indicate who is a "seeker" from the "Named Attendance" list you put together earlier (instructions above).

1. Click on the name of the person(s) to indicate your seekers
2. Click "Save" in the bottom right corner

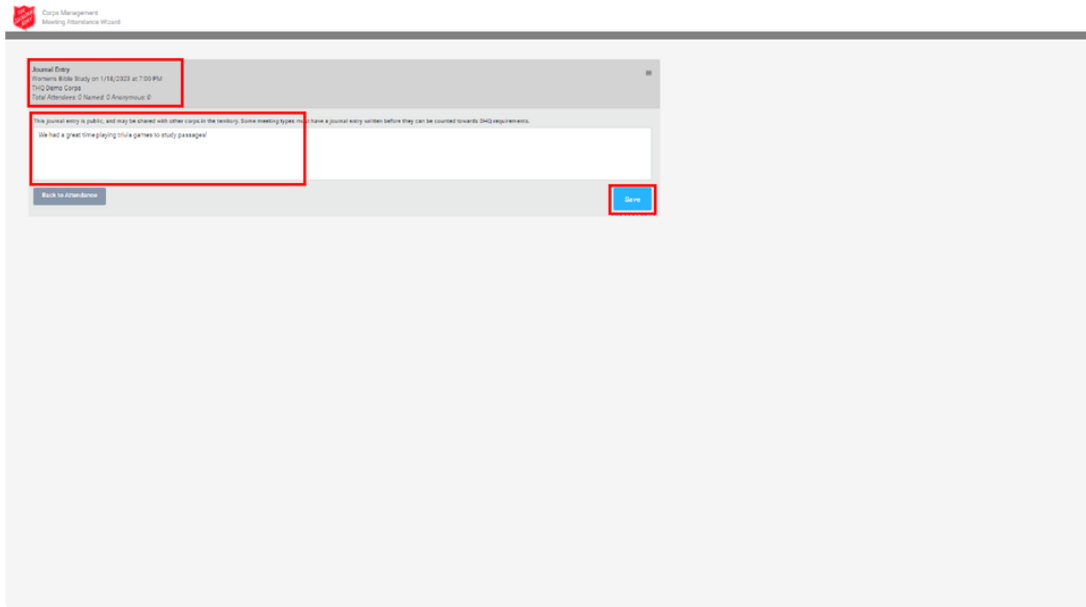




## "Journal" section

Under the "Journal" section you can include notes summarizing what happened during your meeting.

1. Type your notes/summary in the text field box. Please note these entries are viewable by other corps in the territory!
2. Click "Save" in the bottom right corner under the text field



## "Photos" section

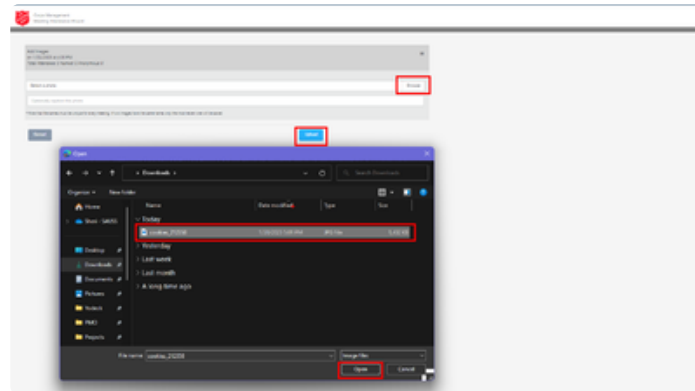
Under the "Photo" section you can include upload photos of what happened during your meeting.

1. Click "Add a photo to this meeting +".

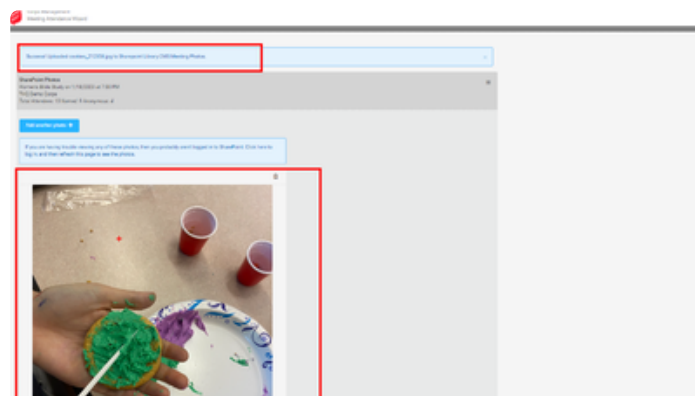


1. Click on "Browse" next to the "Select a photo" field
2. Browse your computer or device for the photo you would like to upload
3. Double click the photo or highlight the photo and click "Open"
4. Optionally, you can type a caption for the photo
5. Click "Upload" button in blue

Please note these instructions are specific to a computer. However, the process on a mobile device is similar.



1. You should be taken back to the "Photos" section screen
2. You should see a upload success confirmation and the photo



[Go back to CMS Web training Resources page](#)

## MISSION

*The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.*