NAC 360

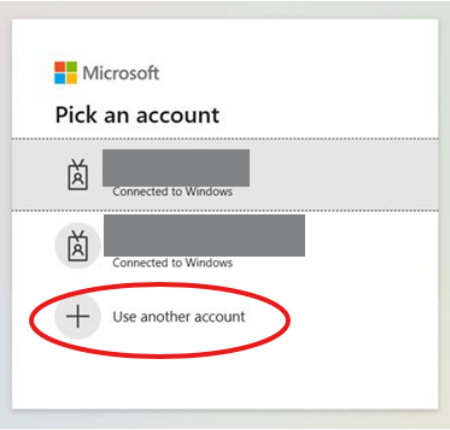
NAC360 Instructions – Recording Small Group Attendance

1. To utilize this system, you will first need to be correctly set up as Small Group Leader with an administrator role in the church's membership system (One Church). If you have difficulties logging into the new NAC Event Reporting Tool (ERT), please contact your local congregational administrator/rector OR reach out to our implementation team for help:
    a. Email: NACUSASupport-Membership@nac-usa.org
    b. Phone: 773.654.2200 Option 1

SCAN ME

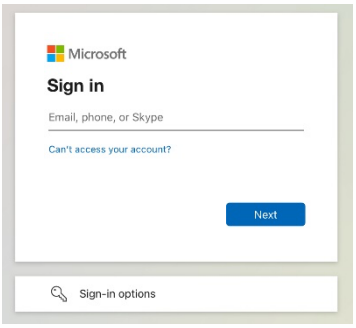
2. To record your small group attendance, visit https://ert.nac-usa.org or use the QR code here. You can access the system either from your smart phone browser or any computer web browser. Please note that the ERT system works via any web browser and does NOT require downloading any apps (if you get a notification to do so, you can disregard it, just click 'continue in browser'):

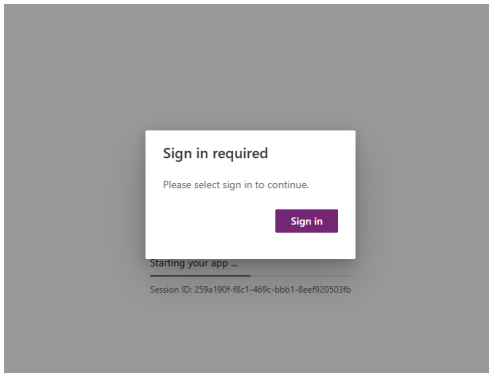
3. If you already have other Microsoft365 accounts, you might see the following screen:



Please select 'Use another account' which should bring you to the screen shown in Step 4 (Note: depending on your local computer setup, you might not experience Step 3, but see Step 4 right away)

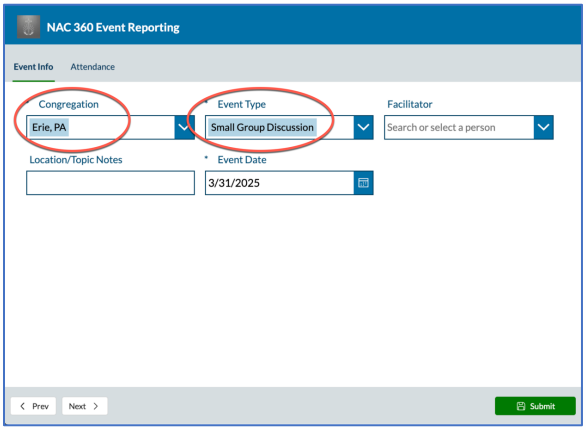
4. On the following sign-in page, enter your email address that you use/is registered for you in the church's membership system (One Church), then request a one-time Microsoft security code to log in:





5. Once you receive the code, enter it on the next page to access the ERT system.

6. In the opening screen of the ERT, first select your congregation and then the Event Type (Small Group Discussion) – you will notice that the screen layout and some of the field labels change as not all fields are required for reporting small group attendance:



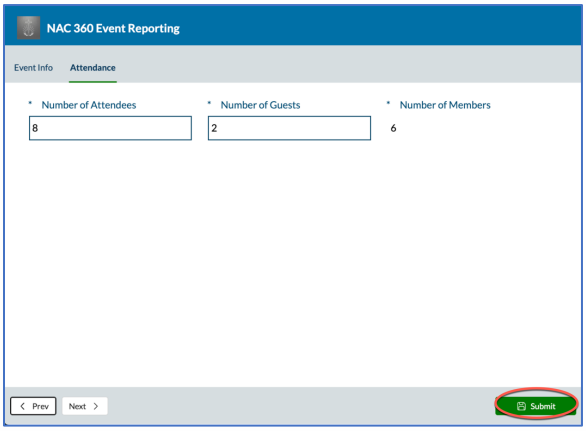
7. User note: while only fields with an asterisk are absolutely required to complete reporting your small group attendance, thank you for providing as much of the additional information requested as possible!

8. Next, select the facilitator for your small group discussion; you can do so either by scrolling down the list or by simply starting to type the first letters of the facilitator's last name. Should you not be able to find your facilitator's name, please select your own name or leave the field blank

9. In the Location/Topic field, please enter the topic discussed during your small group as well as the meeting location, e.g.: *Smith home; The Journey of Repentance Session 3*

10. Next, select the date your small group took place (*not* the date you completed the reporting) from the calendar in the 'Event Date' field. Do NOT click 'Submit' yet, but instead 'Next' on the bottom of your screen OR 'Attendance' on the top bar of your screen.

11. Enter the total number of attendees, regardless of whether they were participating in-person or online/phone etc. Then enter the number of guests in the next field (if known). The system will automatically calculate the number of member participants:



12. Review that your entries are correct, then click 'Submit'.

13. If you discover any errors or need changes to your small group submission, please do NOT submit it again. Instead, contact our support team at NACUSASupport-Membership@nac-ucsa.org or 773.654.2200 Option 1 and we'll be happy to help make your changes as needed.