

Convoke a group, take attendance and read the recap

Create a convocation for the group, collect confirmations, mark who is present on the day and review the turnout.

6 min · Available · 2026-09-26

Before you begin

- ✓ The Convocations module must be active in the group.
- ✓ You must be the group's leader or a moderator, or have the Manage group call-ups permission (the staff dashboard requires this permission).

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Open the group's convocations

Open **Groups**, enter the group and choose the **Convocations** tab. You see **Upcoming** and **Concluded** convocations, with status and confirmations. Press **New convocation**.

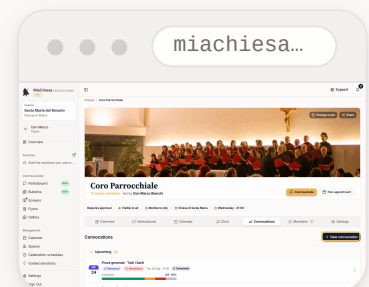


Fig. 1 Concluded convocations stay at the bottom.

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Fill in and convoke

Choose the **Convocation type** (**Rehearsal, Celebration, Service, Meeting, Assembly, Outing**), then **Title, Date, Start** and **Location**. Under **Confirmations and reminders** you can turn on **Request confirmation (RSVP)** with a deadline, **Mandatory attendance**, the reminders and **Repeat weekly**.

Press **Publish and convoke: Convocation published and members convoked.** appears. With **Save as draft** the convocation stays visible only to those who manage it.

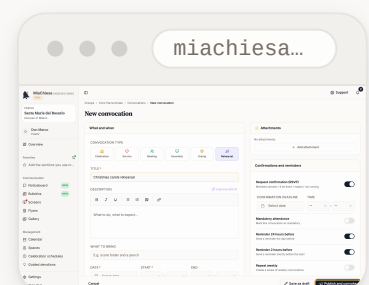


Fig. 2 Publishing convokes the members.

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Take attendance

Before the meeting you can press **Remind** on the convocation to nudge those who haven't replied. On the day select **Open attendance**: for each person tap ✓ for present or ✗ for absent; it saves automatically.

When you finish press **Close attendance: Attendance closed.** appears.

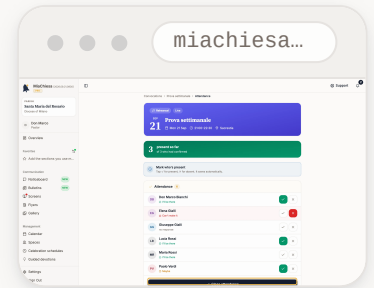


Fig. 3 Attendance saves at every tap.

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Read the recap

A concluded convocation opens on its recap; the convocation also offers **View recap. How it went** shows **Present**, **Absent**, **Had confirmed** and **Turnout**, then **Confirmed but absent** and **Surprise attendees**. Turnout is kept in the group history and in each member's attendance profile.

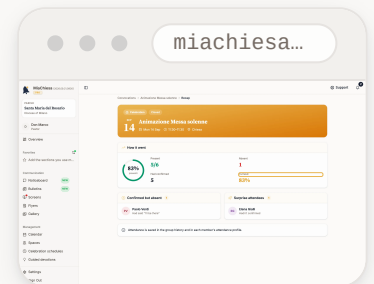


Fig. 4 The recap compares confirmations with actual attendance.

What you have achieved

✓ Group members are convoked and can confirm.

✓ Attendance is recorded and the turnout stays in the group history.

Troubleshooting

I can't see the Convocations tab



The Convocations module is not active in the group: turn it on from the group settings.

I see "Something went wrong. Please try again."



The operation failed: try again.

How do I cancel a convocation?



On the convocation press Cancel and confirm with Cancel convocation: convoked members receive a cancellation notice.