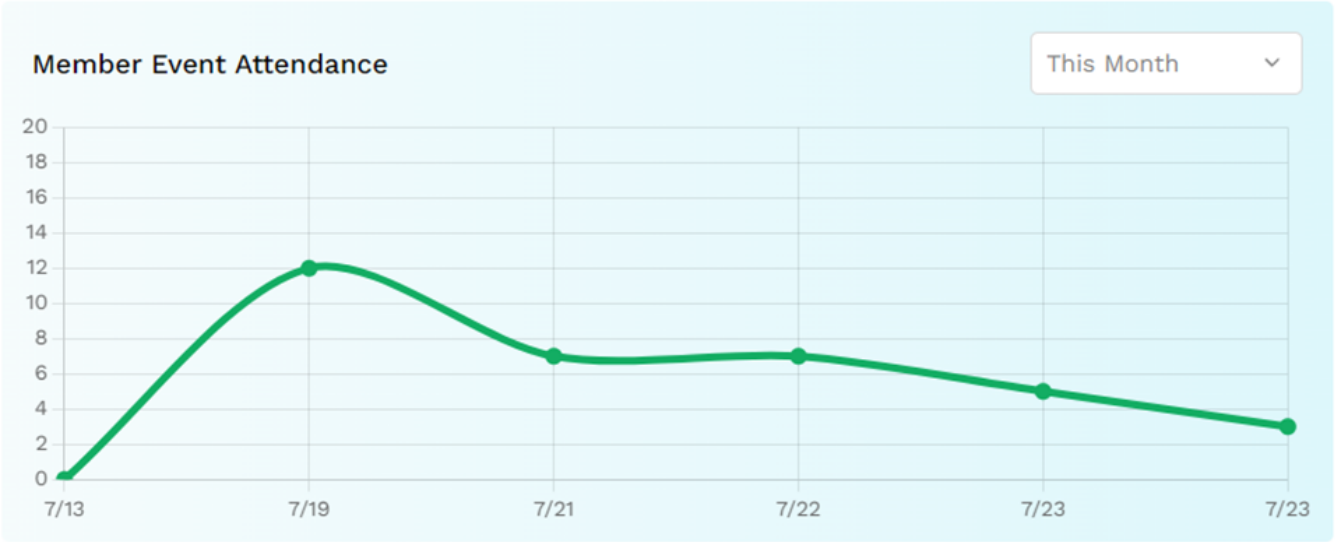
Track Event Attendance

How do I view attendance trends?

To view attendance trends, follow these steps:

1. Go to the Admin Tools tab at the top.
2. Go to Statistics under the Organization Management heading.
3. Scroll down to Member Event Attendance to view attendance trends.



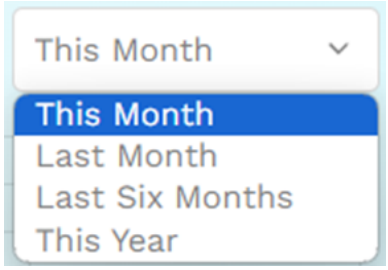
4. Choose to view data from:

a. This month

b. Last month

c. Last six months

d. This year



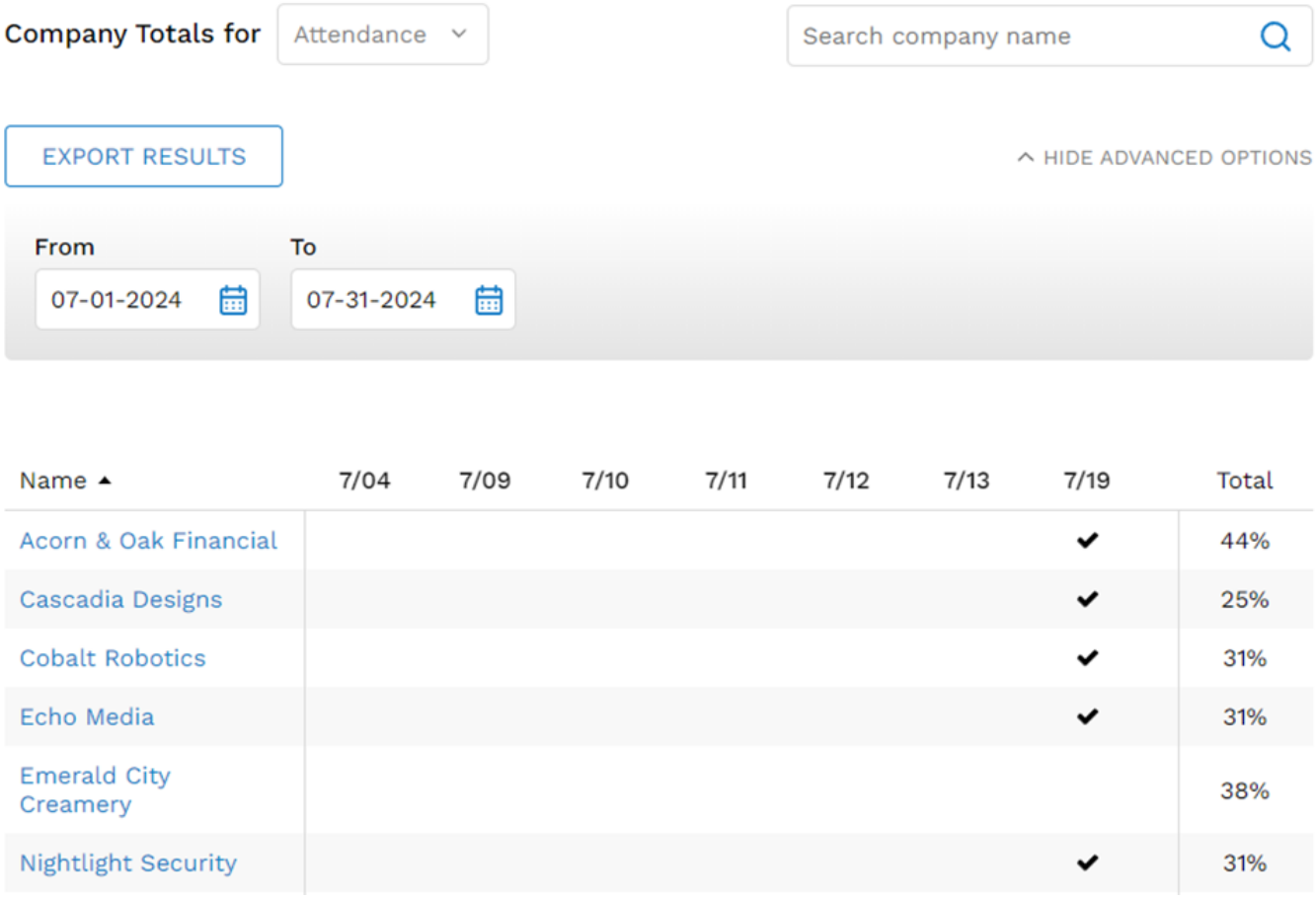
5. Scroll down to view company totals.
6. Select Attendance from the drop-down menu.

a. Search for attendance of a specific company by using the search bar.
View attendance by date or referral type by expanding the Show Advanced Options arrow.

b. Click on the Export Results button to download a .csv file of your organization's statistical attendance by company.

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URL: https://help.biznomos.com/content/26/100/en/how-do-i-view-attendance-trends.html

Track Event Attendance



Didn't find what you're looking for? Contact Biznomos Support online or call toll-free at 1-800-232-3989 for additional help.

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