Track Event Attendance

How do I track event attendance?

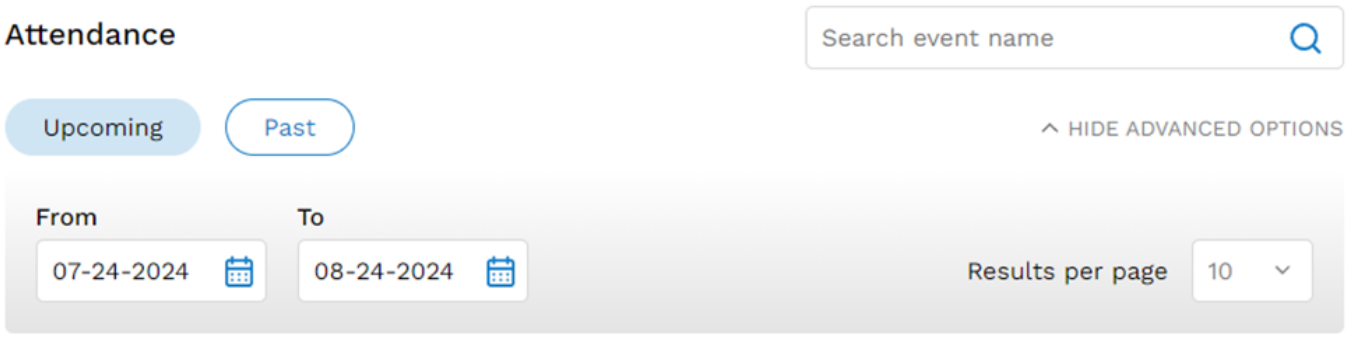
To track event attendance, follow these steps:

1. Go to the Admin Tools tab at the top.
2. Go to Attendance under the Organization Management heading.
3. To record attendance for an upcoming event:

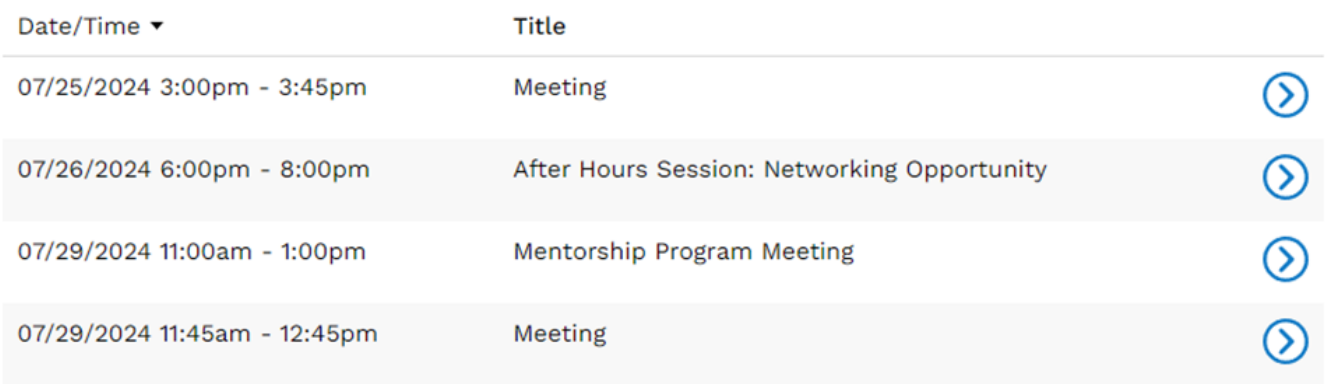
a. Select an event from the upcoming events listed—the Attendance list shows Upcoming events by default.

i. Search for an upcoming event by using the search bar.

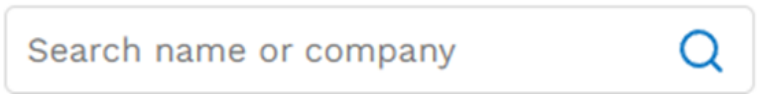
ii. View upcoming events by date by expanding the Show Advanced Options arrow.



b. Select an upcoming event by clicking on the blue arrow icon.



c. Search by member name or company by using the search bar.



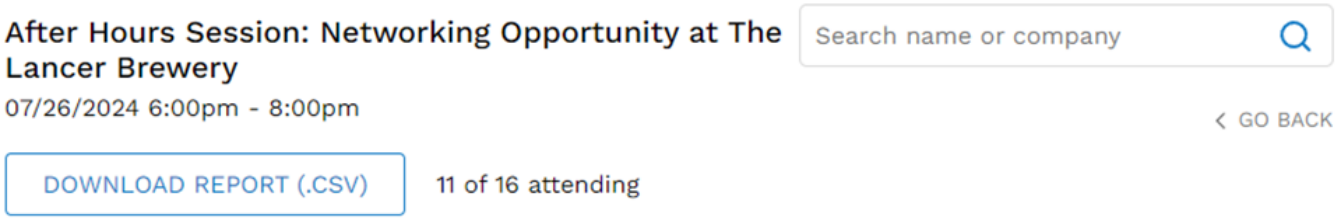
d. Select members who will be attending the event by clicking on the checkboxes beside the organization members.

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a. Export the attendance report as a .csv file by clicking the Download Report (.csv) button.



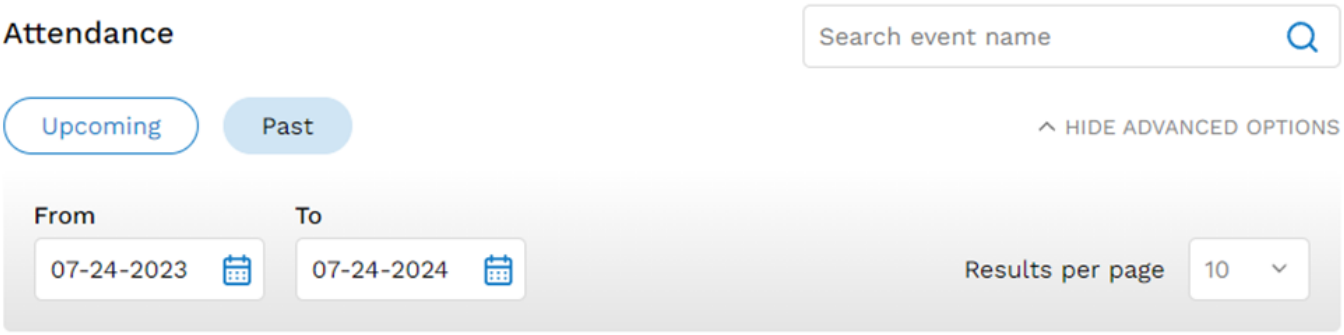
4. To view attendance from a past event:

a. Select Past underneath the Attendance heading—the Attendance list shows Upcoming events by default.

b. Select an event from the past events listed.

i. Search for a past event by using the search bar.

ii. View past events by date by expanding the Show Advanced Options arrow.

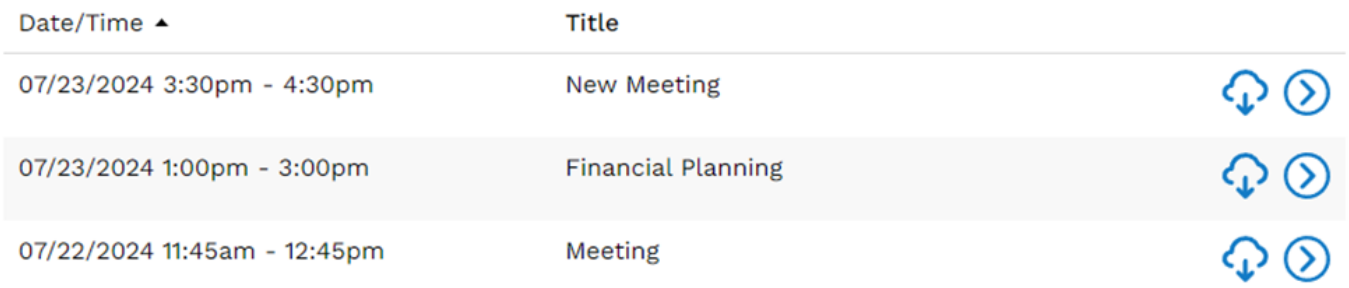


c. To export attendance information from a past event as a .csv file from here, click on the download icon.

d. To view attendance details of a past event, click on the blue arrow icon.

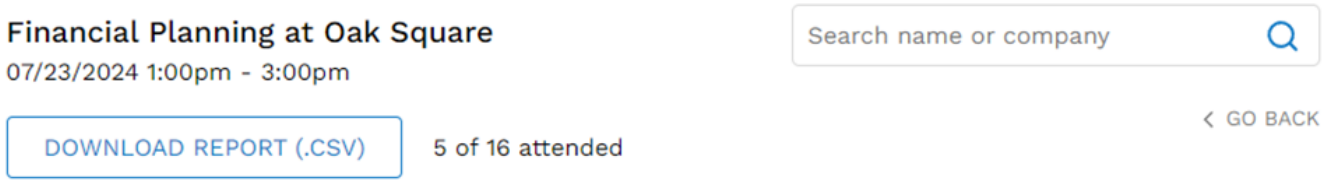
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e. To view attendance details by member name or company, search with the search bar at the top.

f. To export attendance information from a past event as a .csv file from here, click on the Download Report (.csv) button.



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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