

# 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.

### Attendance



Upcoming

Past

^ HIDE ADVANCED OPTIONS

From

07-24-2024



To

08-24-2024



Results per page

10



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


Date/Time ▼	Title	
07/25/2024 3:00pm - 3:45pm	Meeting	
07/26/2024 6:00pm - 8:00pm	After Hours Session: Networking Opportunity	
07/29/2024 11:00am - 1:00pm	Mentorship Program Meeting	
07/29/2024 11:45am - 12:45pm	Meeting	

- 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.

# Track Event Attendance

Name	Company	Attending?
 Addison Lang	Emerald City Creamery	
 Audrey Thorne	Thorne & Laurel	
 Ava Garcia	The Daily Grind	
 Barbara Cameron	Thrive Wellness	

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

## After Hours Session: Networking Opportunity at The Lancer Brewery

07/26/2024 6:00pm - 8:00pm



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DOWNLOAD REPORT (.CSV)

11 of 16 attending

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.
- Search for a past event by using the search bar.
  - View past events by date by expanding the Show Advanced Options arrow.

## Attendance



Upcoming

Past

^ HIDE ADVANCED OPTIONS

From

07-24-2023



To

07-24-2024









Results per page

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- 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.

# Track Event Attendance

Date/Time ▲	Title	
07/23/2024 3:30pm - 4:30pm	New Meeting	 
07/23/2024 1:00pm - 3:00pm	Financial Planning	 
07/22/2024 11:45am - 12:45pm	Meeting	 

- 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.


Financial Planning at Oak Square

07/23/2024 1:00pm - 3:00pm

DOWNLOAD REPORT (.CSV)

5 of 16 attended

Search name or company



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Unique solution ID: #1098  
Author: n/a  
Last update: 2024-07-24 23:23