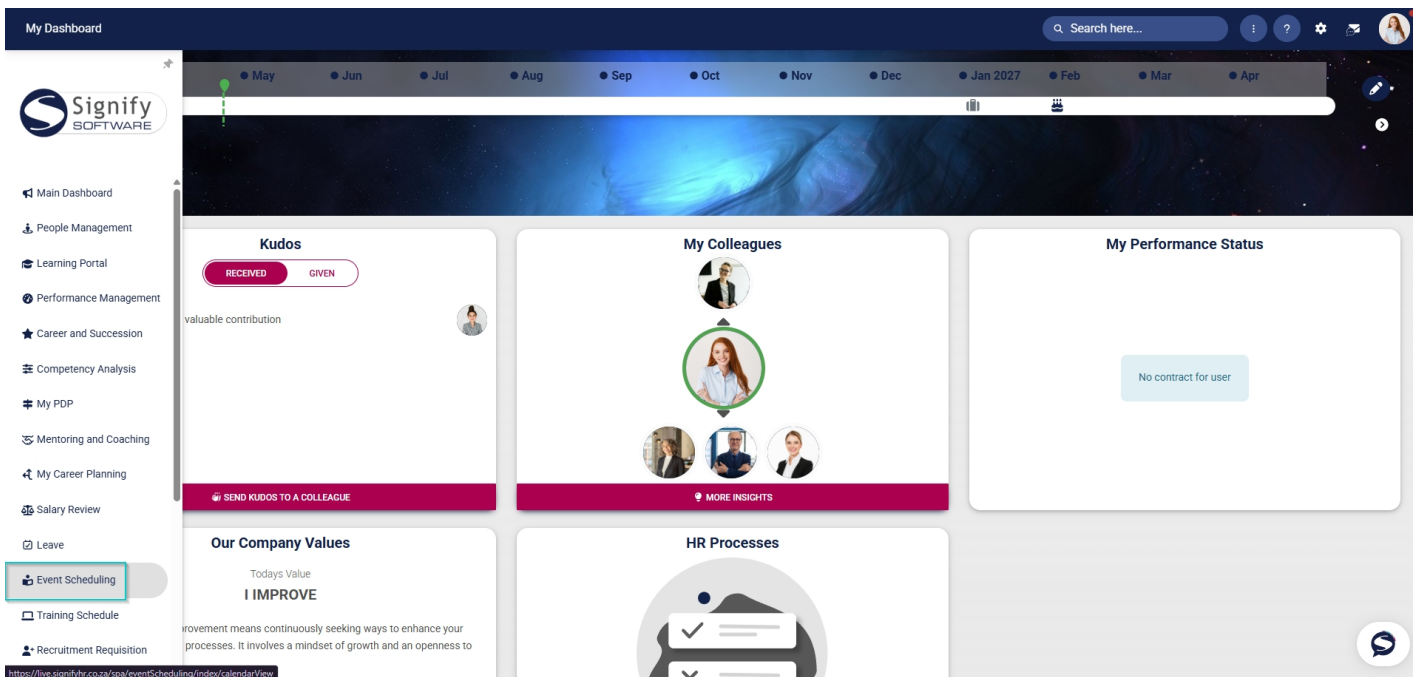


Update Attendance for Events

Attendance can be updated for each attendee at each event.

- Hover over the **sidebar** menu, then click **Event Scheduling**.



- Navigate to the **List View** tab.
- Expand the event for which you would like to update attendance.

Event Scheduling

CALENDAR VIEW **LIST VIEW** SCAN QR CODE

SHOW EVENTS DURING:

Search here...

04/05/2026 - 29/05/2026

Course: Select from the list...

COURSE	EVENTS
Junior Development Program	1
Microsoft Office Suite Advanced	1
Microsoft Office Suite Intermediate	1
Senior Development Program	2

+ EVENT

- Click to access the **attendance records** for the event.

Event Scheduling

CALENDAR VIEW **LIST VIEW** SCAN QR CODE

SHOW EVENTS DURING:

Search here...

04/05/2026 - 08/05/2026

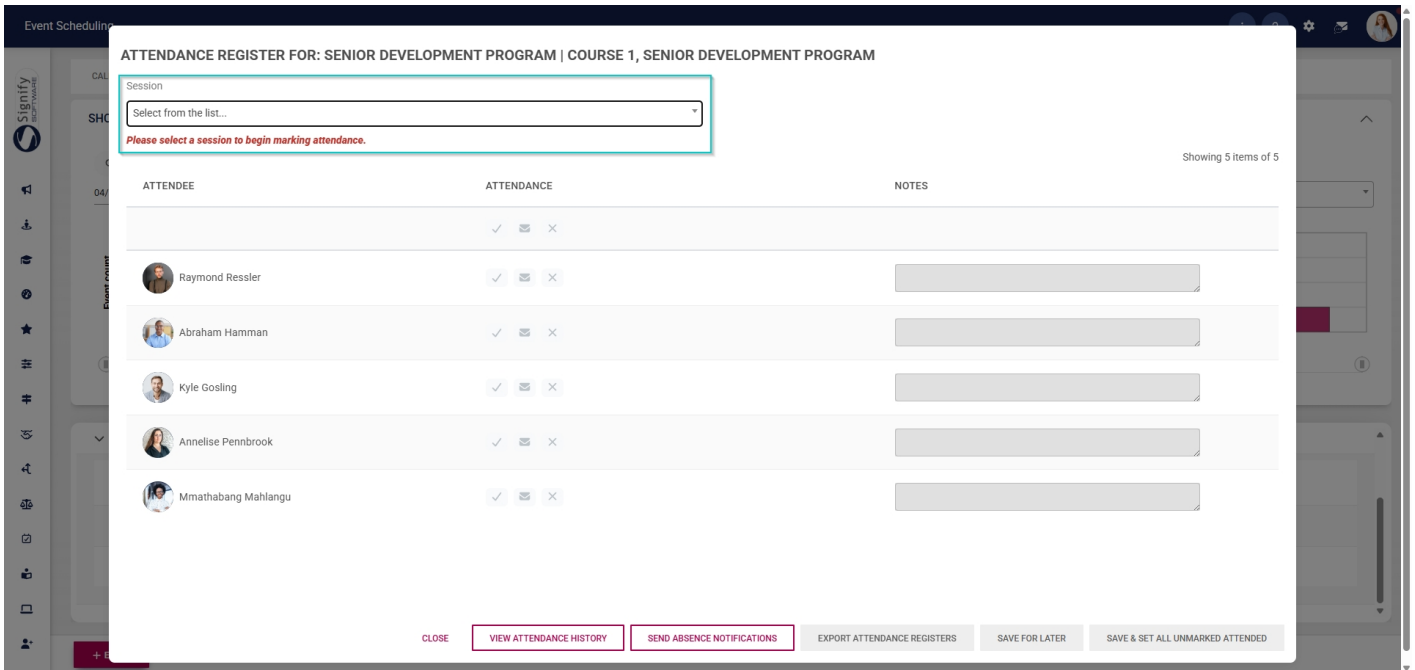
Course: Select from the list...

Senior Development Program 2

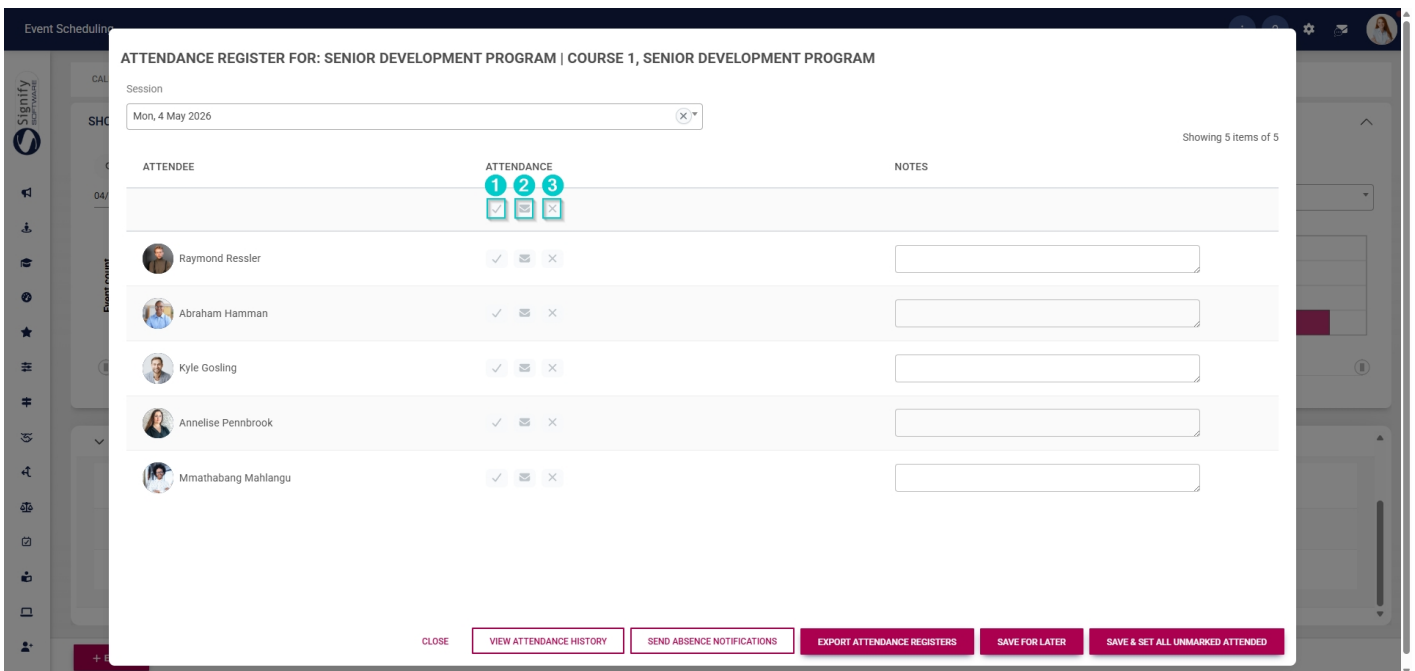
ATTENDEES	FIRST DAY LAST DAY	SESSIONS	STATUS	VENUE AND ROOM	ATTENDANCE RECORDS	OVERALL STATUS UPDATED NOT UPDATED
Senior Development Program C...	Mon, 4 May 2026 Wed, 6 May 2026	3	Confirmed	Head Office – Sandton Training Room 1	0/5	0/5
Senior Development Program C...	Wed, 6 May 2026 Fri, 8 May 2026	3	Confirmed	Head Office – Sandton Training Room 1	Update most relevant session attendance	0/5

+ EVENT

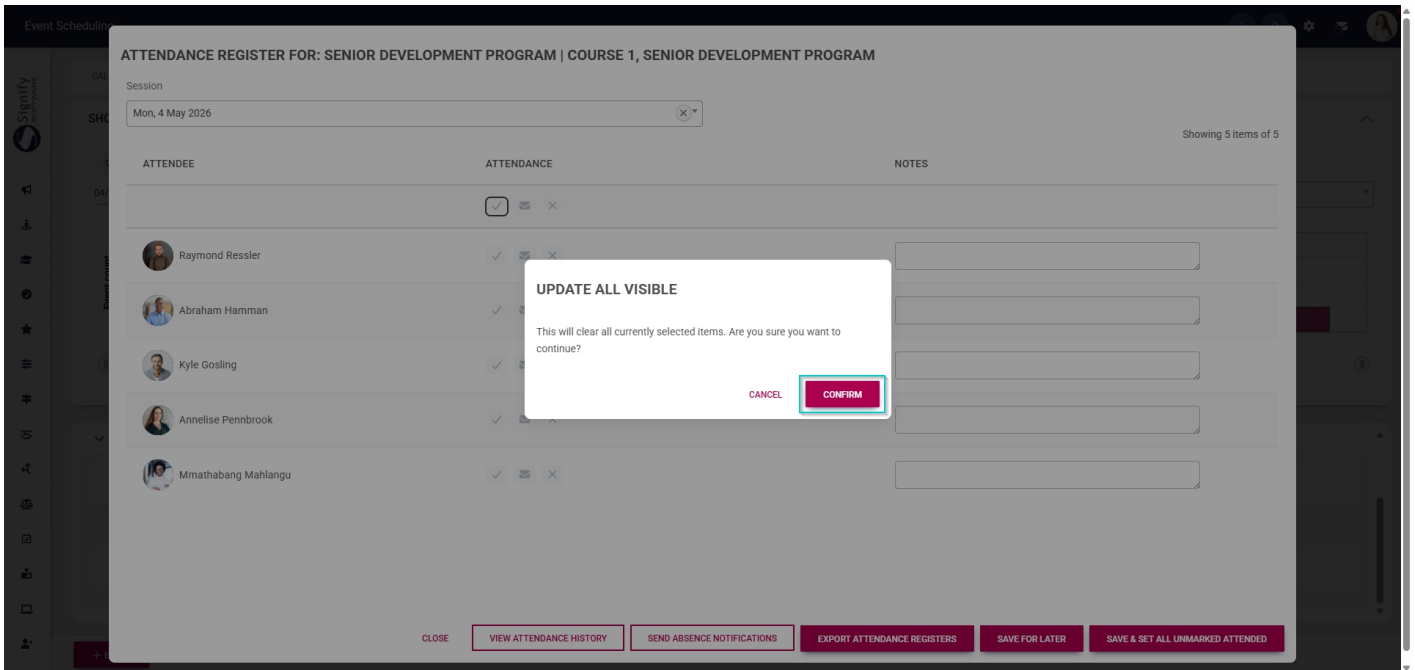
- From the pop-up window, select the session from the **dropdown menu**.



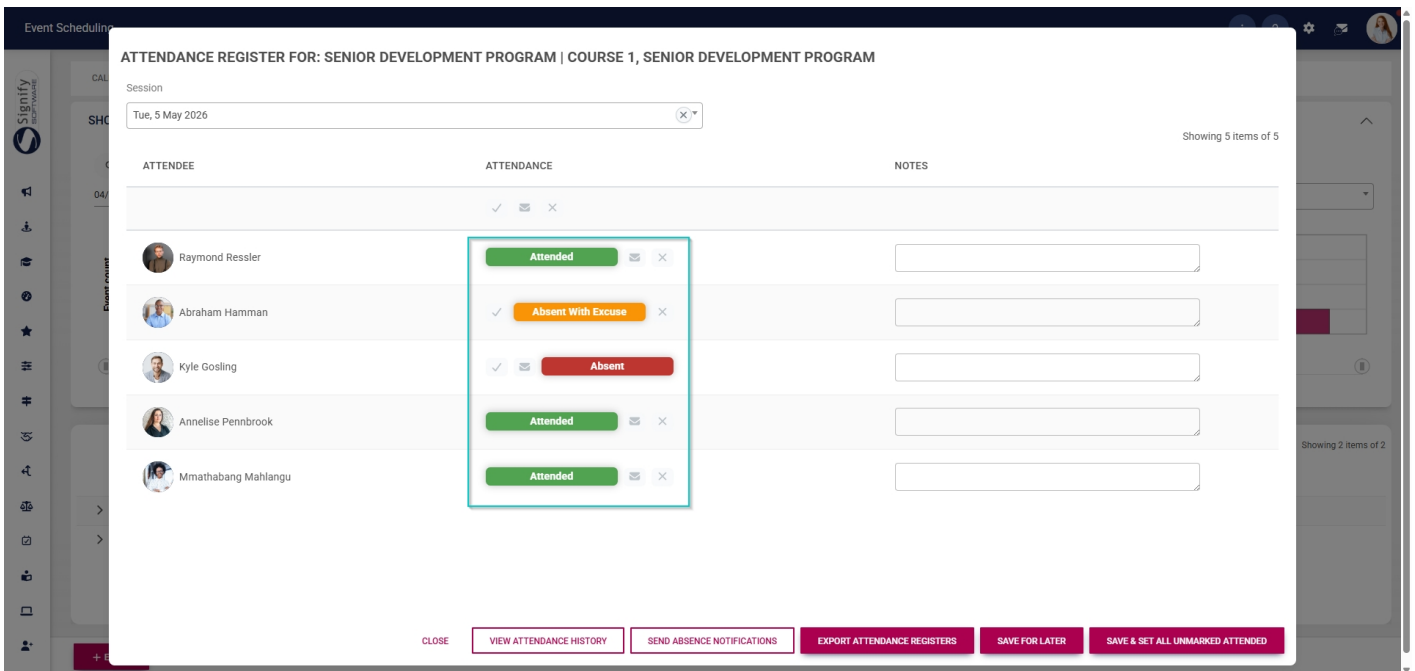
- Use the icons below the **Attendance** heading to update attendance for all attendees.
 - Click the **tick icon** to mark all attendees as **Attended**.
 - Click the **envelope icon** to mark all attendees as **Absent with an excuse**.
 - Click the **cross icon** to mark all attendees as **Absent**.



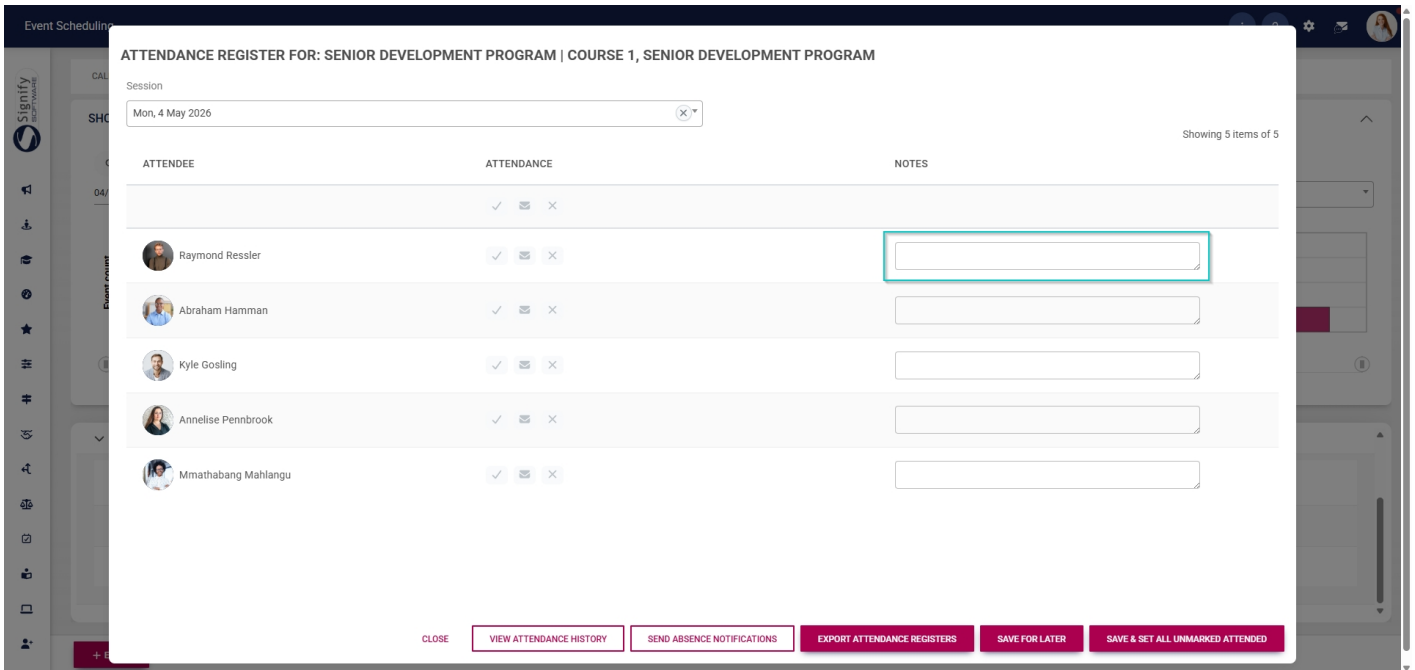
- Click **CONFIRM** to proceed or **CANCEL** to discard your changes.



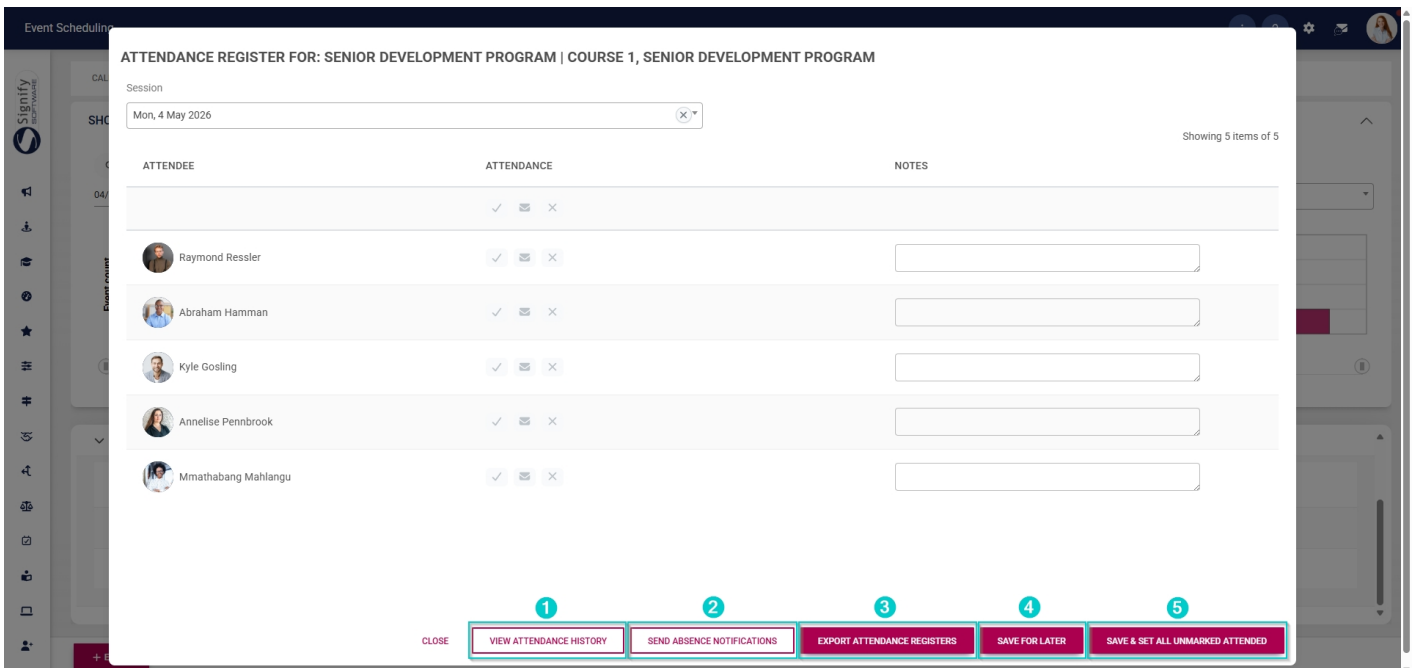
- Alternatively, update each attendee's attendance status individually by clicking the icons in the **Attendance** column next to their name.



- Optionally, **notes** about the session can be added for each attendee.



- The buttons at the bottom of the pop-up window have the following functions:
 - Click **VIEW ATTENDANCE HISTORY** to view the attendance register for each session in the event.
 - Click **SEND ABSENCE NOTIFICATIONS** to notify absent attendees of missed sessions.
 - Click **EXPORT ATTENDANCE REGISTERS** to export attendance registers to an Excel document.
 - Click **SAVE FOR LATER** to save your changes.
 - Click **SAVE & SET ALL UNMARKED ATTENDED** to save your changes and set all unmarked records to **Attended**.



Revision #2

Created 2026-05-07 13:33:02 UTC by Chanan Stenden

Updated 2026-05-07 14:39:49 UTC by Chanan Stenden