MARKING ATTENDANCE

• Follow the link from the attendance email you receive or login and click on "Attendance".

Join a Group! 2: zMickey Mouse Tes Info Participants Inquiries Group Mtgs Att	endance				A My Privacy
Events ZMickey Mouse Test Group Meeting, 02/08/2024 - 08:00 AM Add Participant First Last A	M • RSVP	Status	Mark Attendance	More 🕶	Detailed Attendance Attendees 0 Guests 0 Total 0
Group Leader	-	-	Type notes here		
DD Daisy Duck Class Member	-	-	Type notes here		
DD Donald Duck Class Member	-	2.	Type notes here		

• Click on the date you are taking attendance for. On the left side of the screen, you can sort your group members by first name or last name.

Info	Participants Inquiries Group Migs Attendance	up					A My	Privacy	
Events	2Mickey Mouse Test Group Meeting, 02/08/2024 - 06:00 AM V 2Mickey Mouse Test Group Meeting, 02/08/2024 - 08:00 AM 2Mickey Mouse Test Group Meeting, 02/02/2024 - 08:30 AM				Mark Attendance	Mare 🕶	Detailed Atten Attendees Guests Total	ndance 11 - 0+ 11	-
	zMickey Mouse Test Group Meeting, 02/01/2024 - 12:45 PM	RSVP	Status	Notes			Iotal	11	
	zMickey Mouse Test Graup Meeting, 02/01/2024 - 11:00 AM zMickey Mouse Test Graup Meeting, 02/01/2024 - 06:00 AM zMickey Mouse Test Graup Meeting, 01/31/2024 - 03:00 PM	1277	12 S	Type notes here					
	zMickey Mouse Test Group Meeting, 01/31/2024 - 11:55 AM zMickey Mouse Test Group Meeting, 01/30/2024 - 11:40 AM zMickey Mouse Test Group Meeting, 01/26/2024 - 08:30 AM	823		Type notes here					
	zMickey Mouse Test Group Meeting, 01/20/2024 - 08:30 AM zMickey Mouse Test Group Meeting, 01/19/2024 - 08:30 AM	8773	- <u></u> -	Type notes here					

• You can now see your group members and choose which members were present. To select a person, click the box next to their name, then click "Mark Attendance."

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Info	Parti	icipants Inquiries Group Mtgs Att	endance						
	d Partici				Mark Attendance 🕤	Mare ~	Detailed Atter Attendees Guests Total	-	e 3 0 + 3
	First L	Group Leader	RSVP	Status 	Notes Type notes here				
	DD	Daisy Duck Class Member	-		Type notes here				
	DD	Donald Duck Class Member	2 7 1	-	Type notes here				

• If your group did not meet on the week you selected, click the blue "Did Not Meet" button.

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Info	Participants	Inquiries Group	Mtgs Att	endance								
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0	First Last A				RSVP	Status	Notes		dit lid not meet		Total	3
	Group L	eader			1977)	22.)	Type notes here					
	DD Daisy				075		Type notes here					
	DD Cless M				871	21	Type notes here					

• If you have a guest one week, you can add them in "Detailed Attendance."

Group Mtgs Attendance							
2/15/2024 - 08:00 AM 🛩						Detailed Att Attendees	0
				Mark Attendance	More 🛩	Guests	- 0-
R\$\	/P	Status	Notes			Total	0
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-		-	Type notes here				
-			Type notes here	in a			
-		e	Type notes here				
		-	Type notes here				

There is no need to create a New Meeting. If your group has regularly scheduled meetings, your next one will be created automatically and will appear several days before the meeting. If you want to create a special meeting or event in addition to your regularly scheduled group meeting, please contact your campus groups staff.