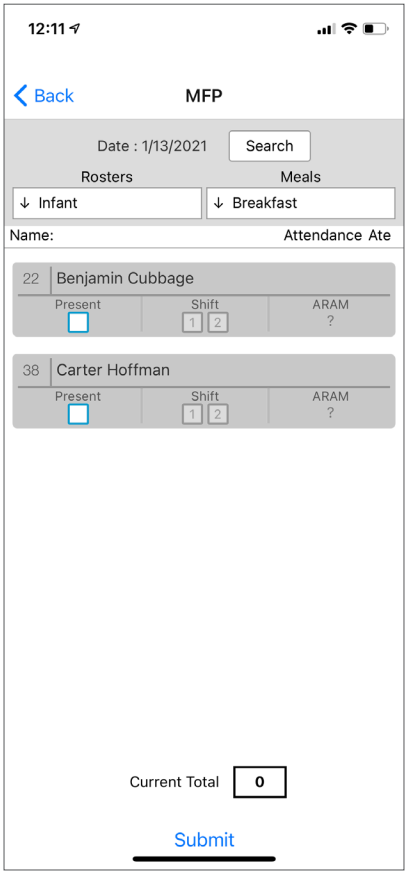
Attendance & Meal Count Entry: Attendance and Meal Counts on the Same Screen with Shifts on Mobile App

To enter attendance and meal counts with shifts using your mobile device:

- Click “Attendance & Meal Count Entry”.
- Select the Roster and the Meal.
- Click on “Present” if the child was in attendance for the day.
- Click on “Shift 1” and/or “Shift 2” for each shift for which the child was present.
- Click Submit.



Notes:

- You cannot click “Shift 1” and/or “Shift 2” until you have clicked “Present” – this prevents a meal from being recorded
  without attendance.
- A child only need to be checked in as “Present” once during the day. The “Present” button will already be checked if you navigate to meals later in the day.
- If you remove the check from the “Present” column, you are removing the attendance and all meals for the day