

# Attendance: Daily Attendance using Web App



## To take attendance using the web app:

- Click on the “Attendance” button on the main dashboard.
- Select the Date (note that you cannot take attendance for future dates).
- (Optional) Select the Roster for which you want to take attendance.
- Notes to Sponsor: providers or centers now have the ability to write a note to the sponsor on their attendance page. These notes feed into a sponsor-level report that lists the notes submitted by the sites.
- Click the box next to the name of each participant in attendance.
- You may also click “Select All” at the top of the list to select all participants. Please note that this feature is turned off by default and you will need to request that it be turned on from My Food Program.
- Click “Save”.

### Attendance

Date:

Roster:

Notes to Sponsor:

ID	Name	Present
22	Benjamin Cabbage	<input type="checkbox"/>
38	Carter Hoffman	<input type="checkbox"/>

Current Total: