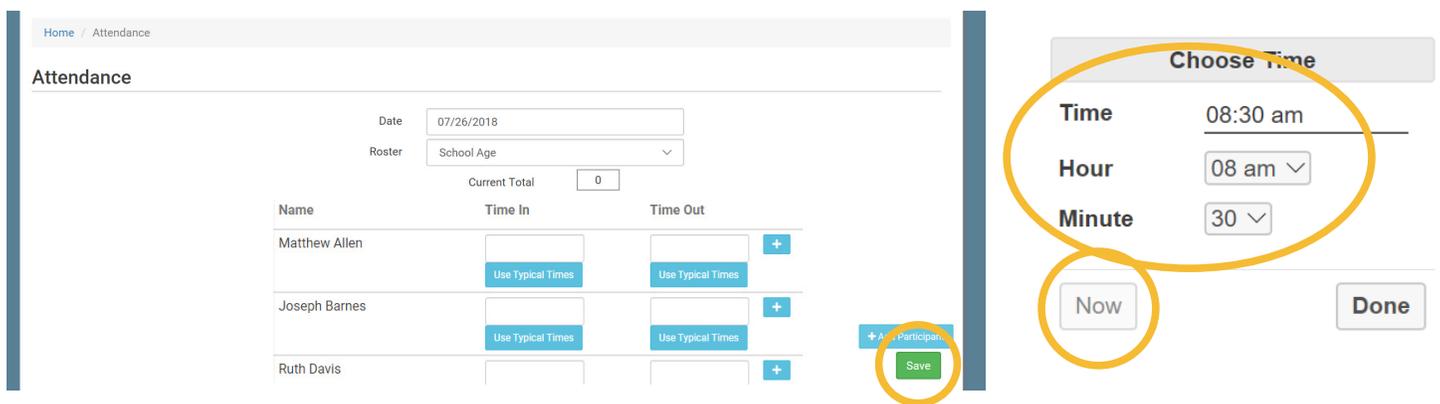


## To take attendance using the web app:

- Click on the “Attendance” button on the main dashboard.
- Select the Date (note that you cannot take attendance for future dates).
- Select the Roster for which you want to take attendance.
- When the participant arrives, use the time-picker function to enter the Time In, or simply click the button that says “Now” from within the time-picker to auto-fill the current time.
- You can also click the “Use Typical Times” button to pre-fill the arrival or departure time from the enrollment form participant schedule.
- Click “Done” to save the time and then click the green “Save” button to record the time entry.
- When the participant departs, use the time-picker function to record the Time Out.
- Click “Save”.
- If a participant arrives and departs more than once in a day (for example, a participant attends the center before and then again after an appointment), click the blue plus sign on the far right and enter another set of arrival and departure times using the time picker.



Home / Attendance

### Attendance

Date: 07/26/2018  
Roster: School Age  
Current Total: 0

Name	Time In	Time Out
Matthew Allen	<input type="text"/> Use Typical Times	<input type="text"/> Use Typical Times
Joseph Barnes	<input type="text"/> Use Typical Times	<input type="text"/> Use Typical Times
Ruth Davis	<input type="text"/>	<input type="text"/>

+ Add Participant  
Save

#### Choose Time

Time: 08:30 am  
Hour: 08 am  
Minute: 30  
Now Done

## Notes:

- If you do not enter an arrival time and a participant is checked in for a meal, the “Time In” will automatically be set to the time at which the first meal or snack for the day was recorded.
- If you do not enter a departure time, the system will record the departure at 11:59pm.