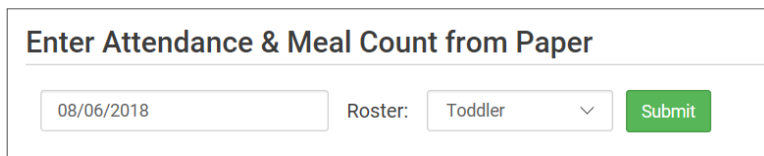


To print attendance and meal counts sheets:

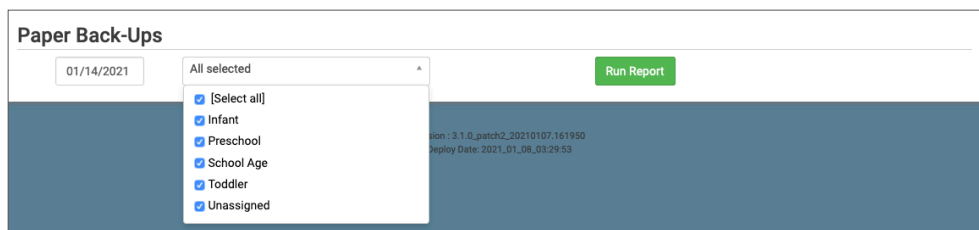
- Click on “Enter Attendance & Meal Count from Paper” on the main dashboard.
- Select the week and roster for which you would like to print the paper forms and click “Submit”.



- You will now see a list of participants that are assigned to that roster along with a list of the meals served.
- Scroll down the page and click the green “Print” button on the bottom-left corner to generate a PDF for printing.
- You may need to adjust your printer setting, especially the “fit to page” to ensure that the page prints correctly. We also recommend turning off headers and footers during printing. **Note: if you would like to print paper forms for all rosters simultaneously, this can be done in the “Reports” section. The paper forms generated in reports have a slightly different appearance than the paper forms generated using the method outlined above.**

To print attendance and meal counts sheets from the Reports section:

- Click on “Reports” on the main dashboard.
- Select “Recordkeeping Reports” from the drop-down list.
- Select the report called “Paper Backups”.



- Select the week and roster for which you would like to print. From here, you can also “Select All”.
- Click the green “Run Report” button.
- Click on the “Download Report” hyperlink that appears to open your file.