# How to Record Attendance at a Session

To record attendance at a session:

- Hover over **Work** and select **Session Groups**

- Select the relevant **Session Group**

- Click on **Sessions** from the **Attendances** Tab on the left-hand side

- Select the relevant **Session Date**

- Click on the **Attendance** column to set the attendance for each record. There are three possible attendance states:

    - Attended = ✓

    - Did not attend = ✗

    - Not registered = ☐

- Selecting **Attendance** at the top of the column will change the attendance state for all listed contacts
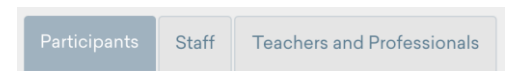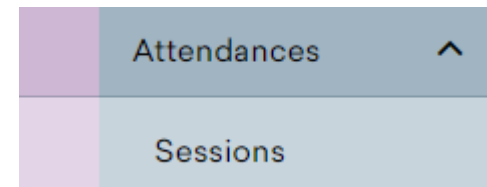
- The tabs at the top of the register can be selected to set attendance for other contact types