


## How to Record Attendance at an Event

To record attendance data at an Event:

- Hover over **Work** and select **Session Groups**
- Select the relevant **Session Group**
- Click on **Events** from the **Attendances** Tab on the left-hand side
- Click on the date of the **Event** you wish to record **Attendance** for
- Enter the **Attendance Total** number, and any relevant demographic data
- Click **Save**



The screenshot shows a web form for recording attendance. It is divided into two main sections: 'Overall Participants' and 'Gender'. The 'Overall Participants' section has a dark blue header with an upward arrow and contains a label 'Attendance Total' with a red asterisk, followed by a text input field containing the number '0'. The 'Gender' section also has a dark blue header with an upward arrow and contains three text input fields: 'Female (Count)' with '0', 'Male (Count)' with '0', and 'Prefer not to say (Count)' with '0'. Each input field is separated by a horizontal line.