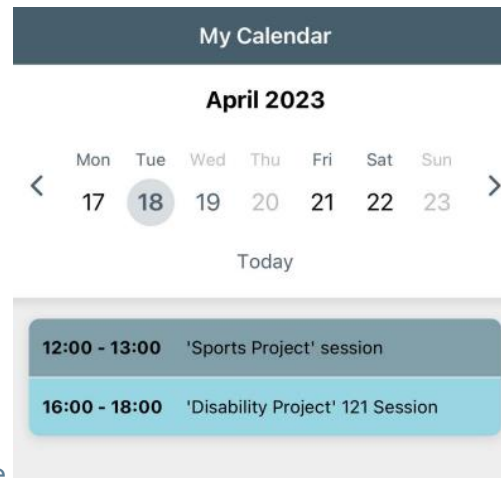
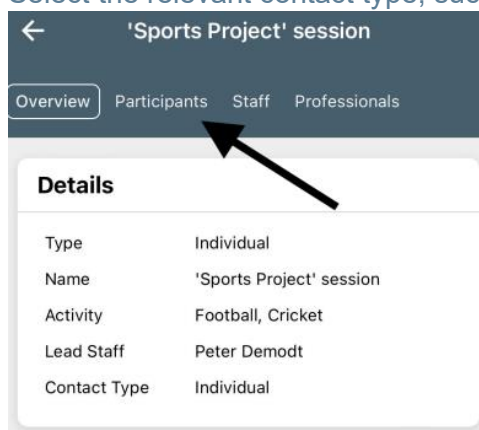


How to Record Attendances



1. Click on a **Session** from the **Calendar** page
2. Select the relevant contact type, such as **Participants**



3. Click on the **Tick/Cross/Square** attendance icons to change the attendance for individual contacts, or select **Attend All** to change attendance for all contacts

