

How to set Reason for not Attending in the Views Mobile App

You can now set a Reason for not attending against a non-attending participant at sessions using the Views mobile app. To do this, follow the steps below;

1. Go into a **Session** that has taken place
2. Make sure the **Attendee** has been marked as **Not Attending**



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3. Click the **Cog** icon
4. Click into the **Reason for not attending** dropdown and select the reason
5. Click **Save**

The form must be submitted to save your changes.

Details

Volunteering

Please Select



Reason for not attending

Please Select



Reset

Save