

A group of diverse young children are holding hands in a circle outdoors, smiling and looking up. The background is slightly blurred, showing a paved area and some greenery. The text "Camp & Class Manager" is overlaid in the top left corner.

 Camp & Class Manager

Attendance Tracker Overview



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Attendance Tracker

Attendance Tracking allows agency administrators to check-in or check-out students from their programs. This user guide will go over some of the many features available with the Attendance Tracker.

If you don't have Attendance Tracking turned on, please [contact Camp & Class Manager Support](#) and we will enable it for you. When contacting Support, please let us know if you would like only check-in or both check-in/out. Additionally, if you would like to enable the Measurement feature, we will need to know your threshold at that time.

The Attendance Tracker has a few setting options that your agency can elect to use. These features can be enabled for you first by Support, then again per season. This allows flexibility for the agency to select which seasons need which settings, or which can do without.

Attendance tracking 

Enable attendance tracking for this season

Allow coaches to log and monitor participant attendance and email participants with repeated absences.

* Tracking mode Check-in & Check-out ▼

Check-in settings

- ☐ Enable authorized drop-off persons
- ☐ Require drop-off persons' signatures

Check-out settings

- ☐ Enable authorized pick-up persons
- ☐ Require pick-up persons' signatures

Check-in measurement ☐ Require check-in measurement



Check-In & Check-Out

Check-In allows for features related to the participant showing up or being dropped off for your agency's programs. This includes authorized drop-off persons and requiring a signature upon being dropped off.

Check-out allows for the same features to be enabled, however instead of displaying when the participant shows up, the feature appears when a participant is leaving for authorization and/or signature of the person picking the participant up.

Enable Authorized persons

If this option is checked off on the season, an additional question will be added to the registration form for the registrant to fill out. They can add names to grant more people the ability to pick up the participant once the camp is over.

On the form, the Authorized pickup will display where the registrant can click the blue pencil to edit and add additional persons to be an authorized person.

Authorized pickup
Jon Snow
* Authorized pickup Robert Stark

ADD PICKUP
* Name First name Last name
Home phone number Phone number
☐ Add another pickup Cancel **SAVE**

Require signatures

Requiring a signature upon drop-off or pick-up will add an additional signature box where the authorized person can sign the participant in or out. This box will appear once you check that the participant is being dropped off or picked up. On mobile phones or tablets, it is touch sensitive.



Measurement Check

The Measurement settings can be turned on when Attendance Tracking is enabled for your agency. However, the threshold for the measurement is an agency level setting and must be setup by Support when the feature is enabled.

When this is enabled, an agency user can review the measurement of the participant when checking a participant in. This will give the user a green or red icon letting you know if they are within the authorized threshold.

Notes

From the Attendance Tracker, users will be able to review any notes made on the account or camper or add a new note if something were to come up at the time of check-in/out.

The screenshot shows a form for adding a note. It has a dropdown menu for 'Type' with 'General' selected. Below it is a large text area for the 'Note'. At the bottom left is a checkbox labeled 'Mark as important', and at the bottom right is a character count '255 characters left'.

Accessing Attendance Tracker

The Attendance Tracker has its own portal link that you can access from the Home Tab within your agency. The portal can be accessed on a computer browser, mobile phone, or tablet.

To access the portal link:

1. Click **Home** tab
2. Click **Copy attendance portal URL** under **Quick Links**

The screenshot shows a 'Quick Links' section with a header and a list of links. The first link is 'Link to attendance portal' with a description 'Allow coaches or teachers to mark attendance of participant directly from the attendance portal.' and a 'Copy attendance portal URL' button. There is also a 'Copy attendance portal URL' button below the description.

3. Copy URL
4. Paste URL into browser address bar to access



Tools within the Portal

Within the portal, a user can elect which session they are checking participants in for, then which date from the calendar. There will be 2 different tabs for check-in and check-out; the mark attendance page will always default to check-in.

Check-In

Checking in a participant has not been easier. Simply check the grey circle with a check mark under **Attendance** to mark the participant as present. A screen like the one to the right will display where you can enter the measurement of the participant, review authorized drop off persons, and ask for a signature all in one place.

As mentioned, when entering a measurement, there will be a green or red icon displayed if the measurement is within the required threshold. Icons will look like the below:

Measurement *

98.6

✓

Measurement *

100.7

!

Select drop-off

Participant
Thea Queen

Measurement *

Select a drop-off person
Oliver Queen

Signature

Clear signature

Save

Check-Out

The check-out tab will only display students that have been checked as “Present” under the check-in tab. When a child is checking out, a user can select the “**Select pick-up**” or the exit circle under **Attendance** to review the authorized pick-up persons and gather a signature from them.

Check In Check Out

Search Participant

1 Participant

Mark all as

Participant	Parents		Attendance
Queen, Thea	Queen, Oliver	View notes	Select pick-up

Reporting

Once your agency has been using the Attendance Tracker, you can review the data collected within the pre-created reports Daily Attendance and Participant Report. These reports are available within a selected season under the **Reports** tab.



The **Daily Attendance Report** will show the check-in/out time, agency user, selected authorized person, and their signatures. This report will need to be filtered to the Session; but can further be filtered by tuition and session dates.

The **Participant Attendance Report** will show the participants registered for the event and whether they were marked as Absent or Present within the Attendance Portal. If neither Absent or Present is reflective on that date, then that participant was not marked off in the portal.