

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 is overlaid on the top left of the image.

 *Camp & Class Manager*

# Attendance Tracker Portal User Guide



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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.

## Before Using the Portal...

Before going into the Portal, ensure that the Check-In feature is turned on for the desired season. This is located from the season set up, Season Settings (**Home** > select **Set-up** under desired season > click **Season** on right side bar).

**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

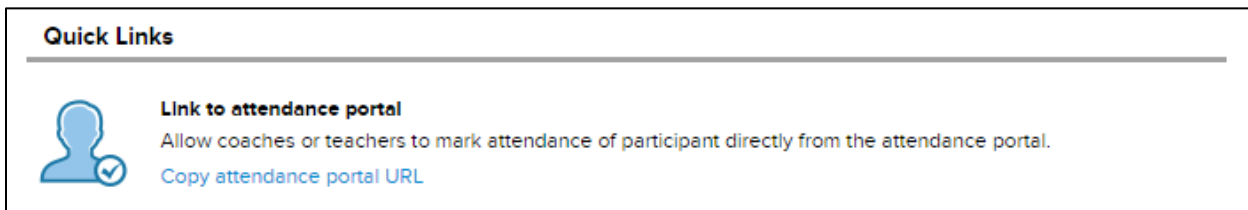


## Accessing Attendance Tracker

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.

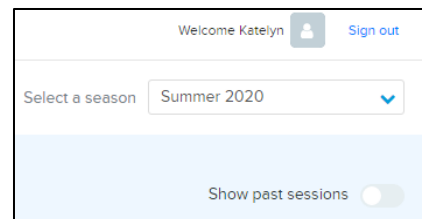
To access the portal link:

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



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

Once logged into the Attendance Portal, you can flip to any desired season by using the drop down in the upper-right hand corner. The sessions below will automatically update after you select a session. If sessions are not showing, this is because that season does not have the Attendance Tracking turned on at the season level. You will need to go back to the season set up and enable it.

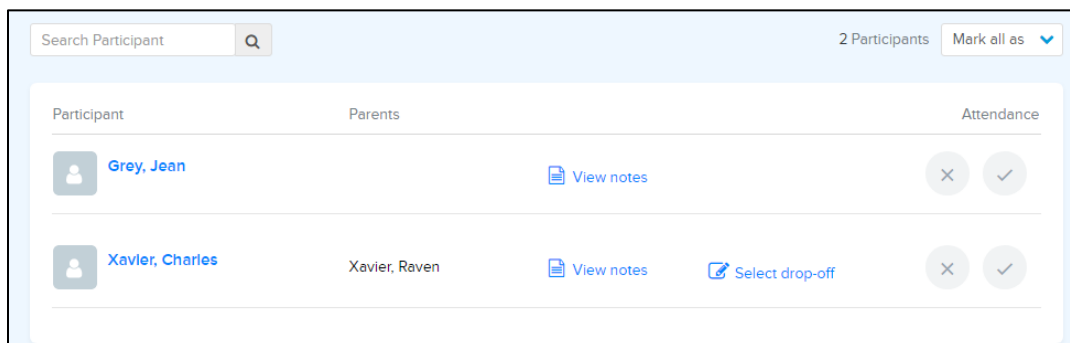


## Checking Participants In

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.

To start the check in process:

1. Click on desired session to mark attendance
2. On calendar screen, select date



3. Check-In screen features:
  - a. Participant Details
  - b. View Notes
  - c. Signatures and Measurements



## Participant Details

By clicking on the participants name, you can take a quick glance at important information regarding this participants registration including any balance owed, waivers signed, and supplemental form status.

## Viewing and Adding 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.

For notes:

1. Select **View Notes** in line of desired participant
2. Review notes previously added OR
3. Select **Add Note**
4. Select **Type** of note from dropdown
5. Enter necessary information in **Note**
6. Optional to select if note is important
7. Click **Save**

Priority	Note	Type
	Might require Allergy Medication Antihi...	Medical

## Taking Signatures and Measurements

If signatures were checked off to be required, a box will appear requiring a signature upon selecting that participant has been dropped off. On mobile phones or tablets, it is touch sensitive.

Additionally, if Measurements is enables, a text box will appear to add the proper measurement of the participant. The threshold for Measurement is set at the agency level.

To pull up the signature box:

1. Locate participant in list
2. Select circle with a check mark under “**Attendance**” column (far right from participant name)
3. Enter Measurement of participant
4. Verify measurement is within threshold

Measurement \*

100.7

Measurement \*

98.6

5. Select name of drop-off authorized person
6. Have drop-off person sign in **Signature** box

Select drop-off

Participant  
Thea Queen

Measurement \*

Select a drop-off person

Oliver Queen

Signature

Clear signature

Save



## Checking Participants Out

Check-out allows for the same features as Check-In; however, is dedicated to the participant leaving with an authorized person. The check-out tab will only display students that have been checked as “Present” under the check-in tab.

When a participant is checking out:

1. Pick either **Select pick-up** or exit circle under **Attendance**
2. Review authorized pick-up persons
3. Have pick-up person sign in **Signature** box

Participant	Parents	Attendance
Queen, Thea	Queen, Oliver	<a href="#">View notes</a> <a href="#">Select pick-up</a>

## Reporting

After a program is complete or to review while a program is ongoing, 2 reports are available in the Season Reports (**Home** tab > select **Reports** under desired season) to review the information collected from the Attendance Tracking Portal.

- Daily Attendance Report:
  - Available per session
  - Can filter to Tuitions, session date
  - Fields:
    - Date and Time of check-in/out
    - User who recorded check-in/out
    - Selected Drop-Off/Pick Up person
    - Signatures from Drop-Off/Pick-Up person
- Participant Attendance Report
  - Available per session
  - Filter to date range
  - Fields:
    - Date of Birth
    - Grade
    - Attendance mark per day of session