Manual Attendance Process for Coordinators Onsite

- When someone is unable/doesn't want to record their attendance via SMS, the coordinator will need to collect their information on a spreadsheet to be uploaded to the session for this person's attendance to be recorded

  - NOTE: please make sure the attendee is providing you with the same email address they use to access our site; if these emails addresses are different, the attendee will not be able to access the session.

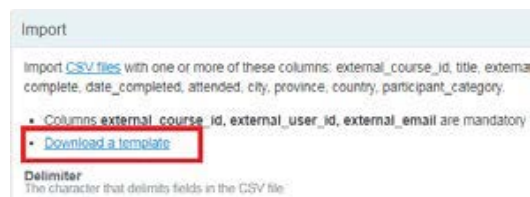- The website has a template spreadsheet for manual upload:

  1. Navigate to session

 2. Click 'Enrollments' on bar at top of page

  3. Then click 'Import in green area at top of page

  4. Under the *Import* section, click 'Download a template'

  5. Open the downloaded template and input the email addresses of those who manually signed-in onsite into column C (external email) – this is the only section that needs to be filled in – save the spreadsheet in your files

  6. Under the import section, on the same page, click 'Choose file' and find the spreadsheet you created. Once the spreadsheet is uploaded, click 'Import' at the bottom of the page
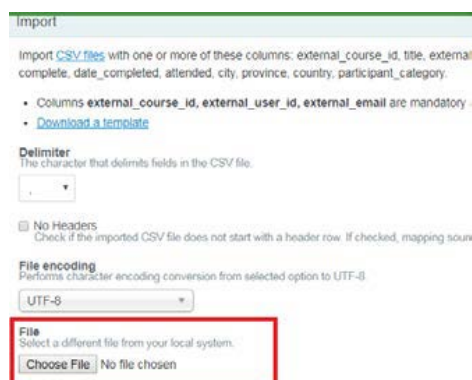
7. Once successfully imported, the attendee will receive an email confirmation for this session. They will then need to log into the site to complete the evaluation and claim their credit(s)