

SMS Attendance Process for Coordinators Onsite

- With this new feature, coordinators will no longer need to track attendance at each session.
- Once the session is approved online, the SMS code will be generated: *this code should be posted onsite at the session, with the phone number (indicated above) and instructions on how to use this feature.*

1. Navigate to the session that has just been approved
2. Click 'Enrollments' on bar at top of page



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



4. The SMS Code is located below the SMS section

A screenshot of the 'SMS' configuration section. It includes fields for 'Open attendance' and 'Close attendance', each with input boxes for hours and minutes, and a dropdown for 'before' and 'start date'. Below these is a section titled 'SMS code' with the text 'Randomly generated when this signup is created, but you can change it here.' and a text input box containing the value 'TAXYER'. This entire section is highlighted with a red rectangular border.

Please note: A different SMS code will be automatically generated for each session. If you would like to edit the SMS code, edit the text currently in the SMS code box and click 'save configuration' at the bottom of the page

If an attendee either does not have their phone on them, or does not want to use the SMS feature for attendance, they will need to be manually enrolled (added) to the session. Manual attendance should be the secondary method of attendance....