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Activity Tracking – Best Practices

1. General Attendance
    a. General Attendance is an activity that should be tracked every day
    b. General Attendance is scheduled in the Activities section
    c. General Attendance can be tracked for
        i. Simple attendance – members check in and the system provides a count of members for each day or;
        ii. In/Out Attendance which your members must scan in and out, the actual time is recorded and duration can be measured
        NOTE: in and out is preferred for security reasons
    d. General Attendance can be tracked or recorded in the Quick Entry section, on the Activity Calendar, Attendance Calendar or in Quick Entry Mobile
    e. Attendance for other activities can be copied from General Attendance
2. Homework Help, Field Trips, Computer Lab, Basketball
    a. Other activities can be tracked by simply adding them to your Activities list in Organization Information, scheduling them in Activities and then scanning for them in the Quick Entry section by clicking on the Activity dropdown and choosing any other scheduled activity
    b. If you keep a roster of your other activities then you can copy the members who scanned for General Attendance into your other activities at the end of the day
        i. Open the Activity screen
        ii. Double click on the General Attendance activity
        iii. Select a set of members on the left - click on 1 then hold the CTRL key on your keyboard to select others
        iv. Click on the Other Attendance tab on the right
        v. Select a Unit
        vi. Select the Other activity to copy the members into
        vii. Click on the Green Arrow
3. Staff/Volunteer Hours
    a. Staff and Volunteers can be tracked in exactly the same manor as your members
    b. Schedule the Staff/Volunteers Hours activity in the Activities screen
    c. Your Staff and Volunteers will check in just like the members
    d. Enter the Staff/Volunteers area at the end of the Pay Period
    e. Retrieve & Build Time Cards
    f. Print your Time Cards