

Marking Attendance for Non-Enrolled Individuals

You can mark attendance for individuals who have a record in People but who are not enrolled in a class. This option displays on the roster level (not on the division or department level), and you cannot mark non-enrolled for a Worship group.

1. In the Mark Attendance window, select the group you want to mark attendance for.
2. Click **Mark Non-Enrolled**.
3. When the Find Person window displays, select the individual you want to mark attendance for, and then click **OK**.
4. Repeat steps 2 and 3 until you complete marking non-enrolled individuals for this group.