Track Event Attendance and Print Badges

With this process, you can print badges for event or class attendees and the responsible pickup people. Once the event or class starts, you can mark off attendees as they arrive and then when they’re picked up. Optionally, you can post attendance for the event or class.

In the Members navigation pane, click **Processes > Event Attendance**.

1. If this is your first time setting up an event to track, select **Arrival** and **Create a New Event**. Otherwise, select **Arrival, Select an Existing Event**, and select your event in the grid.
2. Click **Next**.
3. Select whether to add a group of members using automatic updating or individual entry.
4. Select whether to post member attendance.
5. If you're creating a new event, enter the name and date.
6. Click **Next**.
7. Add the members you want to include in the event, then click **Next**.
8. If you are expecting visitors who are not in your database, enter a number for **Num of Visitors** at the bottom-left of the window. You can then add their information in the grid, if needed.
9. Select the **Print Badge** check box for each member and visitor you want to print a badge for.

**Useful Information**

The badge words are useful for easily identifying people, especially if you have a large group. You can sort by badge word or by name when marking arrival and departure.

10. Click **Print Badges** and complete the print wizard.
11. When you're finished printing badges, click **Finish Later**.

1. When you're ready to mark arrival for an event, select **Arrival, Select an Existing Event**, and select your event in the grid.
2. Click **Next**.
3. If needed, select or clear the option to post attendance and update the event information.
4. Click **Next**.
5. Select whether to sort by name or badge word, depending on your preference.
6. As each person arrives, select the **Arrived** check box. The arrival time automatically displays.
7. If any unexpected visitors show up, you can add them and print a badge in this window.
8. Once everyone has arrived and are marked, click **Next**.
9. If needed, you can print a list of attendees with arrival times.
10. Click **Finish Later**.

1. When you're ready to mark departure for an event, select **Departure**, and select your event in the grid.
2. Click **Next**.
3. If needed, select or clear the option to post attendance and update the event information.
4. Click **Next**.
5. Select whether to sort by name or badge word, depending on your preference.
6. As each person leaves, select the **Left** check box. The pickup time automatically displays.
7. Once everyone has departed and are marked, click **Next**.
8. If needed, you can print a list of attendees with arrival and pickup times.
9. Click **Finish**.

**Related Topics**

Member Processes
Post Attendance
Erase Member Attendance
Track Mass Attendance