

YOU DON'T NEED A TICKT SCANNER TO MARK ATTENDANCE:

1. GO TO THE ATTNDANCE TAB IN THE EVENT WINDOW

2. SELECT PERFORMANCE

(Event	Account	ting	Performance	Pricing	Promotions	Maps	Attendance
Perf # Perform	≜ Date	e ¹	Status	First Nam	e	Last Na	me Co	mpany
28714 1-MON-1	AUG	28 20	0	Audrey		Rossi		
20715 1-MON-2	AUG	20.20		Audrey		Rossi		
28716 1-MON-3	AUG	28 20		Jill		Richard	son	

3. CLICK "SET" BUTTON AT BOTTOM LEFT
4. SELECT "NO REASON GIVEN"
5. CLICK "SCAN" Set

6. ENTER ATTENDED TICKET NUMBERS 7. CLICK "FINISHED"



Set attendance flag for all patrons automatically?

Cancel

SCAN sets attendance individually by ticket number or patron number.

🖸 All

🍃 Scan

ALL indicates that all patrons attended

<u>ONLY DOING A FEW AT A TIME?</u> • FIND TICKET IN ATTENDANCE TAB • RIGHT CLICK OR CONTROL CLICK • SET ATTENDANCE

This TMTip compliments of: Liz Ellis, Proctors – Thank you!