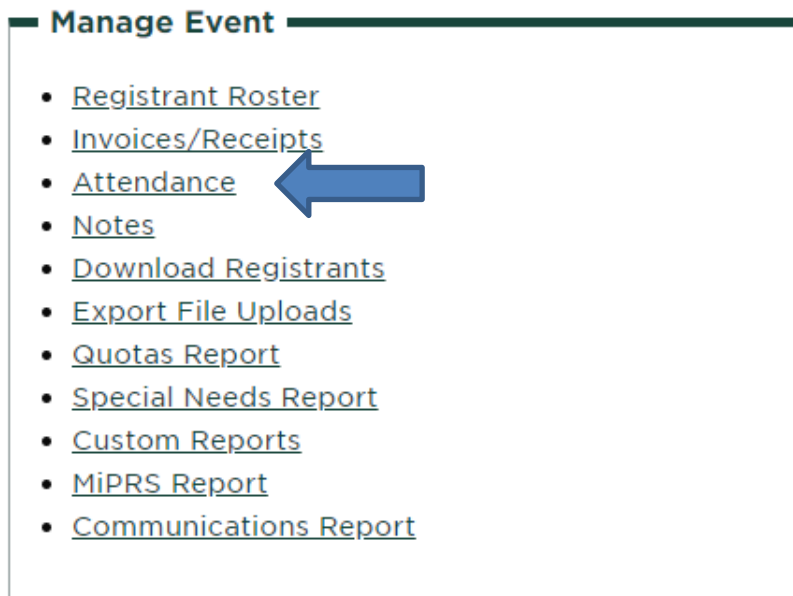# EMS - Attendance

(This document is not fully accessible. If you required an accessible document please contact ANR Event Services at 517-353-3175 or events@anr.msu.edu.)

Events that would like to track registrant attendance have the option in the Events Management System to do so. In this procedure you will learn how to create sign in sheets, enter attendance and view attendance reports.

Create Sign in Sheet

1. On the event dashboard click Attendance in the Manage Event box.

2. Click the Export Attendance Form at the bottom of the page.
3. An Excel Attendance Form download link will appear.
4. Click on this to open the file.
5. Select the Sign-Up Sheet tab.
6. Print and use at program to track attendance.

Enter Attendance

1. On the event dashboard click Attendance in the Manage Event box.
2. Put a check in the box under Attended Event for everyone that attended.
3. Click the Update Attendance button.

View Attendance Report

1. On the event dashboard click Attendance in the Manage Event box.
2. Click the Export Attendance Form at the bottom of the page.
3. An Excel Attendance Form download link will appear.
4. Click on this to open the file.
5. Select the Attendance Report tab.