Reviewing Attendance for a Particular Child

Events tab on Member Record

1. Click **Members**
2. Search for the child and click their name to open their record.
3. Click the **Events** tab where you will see all events for which attendance was recorded. You can click the white magnifying glass to enable column search boxes if you need to filter the list by date or group.

Selected Contact Attendance Report

4. Click **Contacts**.
5. Search for the child and check mark their record.
6. Click **Reports** and choose **Selected Contact Attendance**
   See suggested search criteria in the screenshot below.

From	8/1/2023	To	5/3/2024
Event Type	*All Event Types	Congregation	Our Lady of Peace, Erie
Program	* All Programs	Summary Type	Week
Show From Row #	1	Show To Row #	100
Optional Title		☑ NULL	

View Report

Selected Group Attendance by Individual

1. Click **Groups**.
2. Check mark the group to which the child belonged.
3. Click **Reports** and choose **Selected Group Attendance by Individual.**
   See suggested search criteria in the screenshot below.

From	8/1/2023	To	5/3/2024
Congregation	Our Lady of Peace, Erie	Programs	Faith Formation
Omit Other Congregation Absentees	Yes	Event Type	*All Event Types
Head Contact Info	○ True ● False	Event Groups Only	○ True ● False
Omit If No Attendance	○ True ● False	Show Email Column	○ True ● False
Gender	All	Sort Order	Name
Optional Title		☑ NULL	

View Report