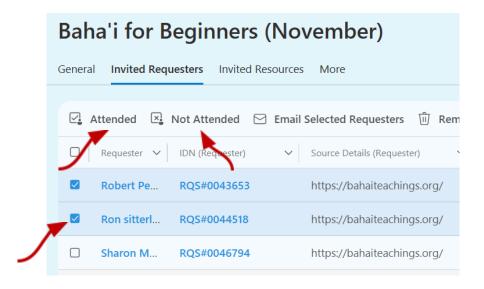
How to Mark Event Attendance

You can either mark attendance for individual Event invitees or mark all at once.

To mark individually:

- 1. On left hand menu, click on **Events**
- 2. Double Click on the Event Name or Title that you would like to Update.
- Click on Invited Requesters or Invited Resources to update each.
- 4. Check the checkbox to the left of the person/people's names
- 5. Mark Attended or Not Attended as appropriate



6. The selected individuals' status will now be changed from "No" to "Yes."

