



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.
3. 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

Baha'i for Beginners (November)

General Invited Requesters Invited Resources More

☒ Attended ☐ Not Attended ☐ Email Selected Requesters ☐ Remove

☐	Requester	IDN (Requester)	Source Details (Requester)
☒	Robert Pe...	RQS#0043653	https://bahaiteachings.org/
☒	Ron sitterl...	RQS#0044518	https://bahaiteachings.org/
☐	Sharon M...	RQS#0046794	https://bahaiteachings.org/

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

