

T221 Attendance Scribe Instructions for Recording Meeting Attendance on TM Mobile on Smartphone

- Log in to TM Mobile on your phone.
- Click upper-right blue “circle” type image to sync your phone. Click “sync” and wait to finish (this can take quite a few minutes). Click “Ok” at Sync Complete message.
- Click “house” image in upper menu bar **or** “Back” button to get to main home screen.
- Click “Activities” image (green tent “Activities”) displayed in lower right corner.
- Scroll until you find the activity you are looking to update. Click on the activity.
- Scroll down until you can click on the brown “Attendance” bar at bottom of screen.
- Click on each name of attendee which will put an “X” next to each name, giving credit for attendance.
- Click Home image after all attendance is marked with an “X” to get back to the home screen.
- **IMPORTANT NOTE:** Again, when finished, you must click the blue circle type image in upper right menu bar at top of screen to **SYNC your phone** in order to upload your changes to the cloud TM Web database. This step is what “saves” the input. If this is not done, the attendance will not be recorded and will not be viewable by Advancement Chair. Click “OK” when done. That’s it!

T221 Instructions for Recording Camping Attendance through TM Web on Smartphone or PC

- Go to www.t221.org
- Click “TM Web” from top menu bar.
- Log in with User ID and password.
- Click Activities, Activity Management, Show all activities
- Click on the desired activity you want to “View”
- Click “Edit” in upper right corner.
- Click on Attendance.
- Click each scout to put an “X” attendance marker for each scout. **NOTE:** the “X” denotes the default number of camping nights (usually 2 for a regular campout) as determined when the activity was set up. If an adult or scout only stays for 1 night or 0 nights (in case they just came for the day), you can click on the space next to their name and enter a number other than the default.
- Click “SAVE”.
- Repeat all steps for recording adult attendance by clicking “All Adults” instead of “All Scouts” and be sure to click SAVE.