

WEBSITE USER GUIDES

TAKING ATTENDANCE

USER GUIDE

TABLE OF CONTENTS

Taking Attendance Overview.....	3
Who Can Take Attendance.....	3
Option 1: Primary or Secondary Coordinator on Calendar Event.....	3
Primary Coordinator.....	4
Secondary Coordinator.....	4
Option 2: Administrator Edit Access in a Calendar Configuration.....	5
Option 3: Registration Administrator Access.....	5
Methods for Taking Attendance.....	7
Taking Attendance via the NCL Inc., App.....	7
Scan: QR Code Scanning.....	9
Attendance: Check In Members.....	12
Taking Attendance via the Website.....	13
Calendar Menu.....	13
Admin > Member Management > Registration Tool Manager.....	15
Additional Features on the Website.....	18
Finding & Updating Past Events.....	18
Canceling An Event.....	19
Emailing Event Registrants.....	20
Send Push Notifications to Registrants.....	20
Printing a Sign-in Sheet.....	21

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Taking Attendance Overview

This guide provides step-by-step instructions for taking attendance in National Charity League, Inc. events using either the NCL, Inc. App or the chapter website. It explains the different access levels required, outlines best practices for assigning coordinators, and walks members through the available tools for recording attendance. In addition to showing how attendance can be taken on both platforms, the guide also highlights optional features such as canceling events, emailing registrants, and generating sign-in sheets. By following this resource, chapters can ensure accurate attendance tracking while maintaining appropriate access controls for their members.

Who Can Take Attendance

A member must have a certain system access to be able to take attendance for an event. There are three different options for giving someone access to take attendance for a calendar event. All three options below allow members to take attendance in both the NCL Inc., App and the chapter website.

The Primary and Secondary Coordinator option is recommended as a best practice to help limit broad access to chapter calendar events.

Option 1: Primary or Secondary Coordinator on Calendar Event

Members defined as Primary or Secondary Coordinators for an event will have access to that one event in the Attendance Manager. This is the safest way to allow a member access to take attendance for an event. Primary and Secondary Coordinators cannot create, edit or delete calendar events.

Registration Tool Manager | Add/Edit Registration Event

Primary Coordinator ?

Primary Coordinator

 x

Send primary coordinator registration, cancel, and waitlist notification emails at the following email

 ?

Secondary Coordinator

Secondary Coordinator

 x

To assign a Primary and/or Secondary Coordinator for a specific event the PRIMARY COORDINATOR SECTION OF THE EVENT setup must be setup as follows:

Primary Coordinator

The Chapter member selected will be granted Registration Tool Admin rights for the specific event.

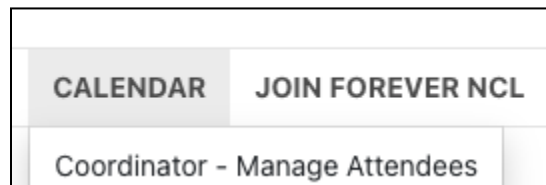
Send primary coordinator registration and cancel emails at the following email-

- This will send the Primary Coordinator the following admin email notifications:
 - Notification of Cancellation
 - Notification of Registration
- Email Options:
 - **None:** Primary Coordinator will not be sent notification emails.
 - **Account/Email/Both:** Email will be sent to the primary coordinator's email address listed in their NCL member profile

Secondary Coordinator

The Chapter member selected will be granted Registration Tool Admin rights for the specific event. There can be up to 10 Secondary Coordinators on an event. They can help the Primary Coordinator manage event attendance.

Both Primary & Secondary Coordinators will have the Coordinator - Manage Attendees menu option in the Calendar menu on the website.



Option 2: Administrator Edit Access in a Calendar Configuration

In Admin > Member Management > Registration Tool > Calendar Configuration > Access, there is a dropdown called “Administrator Edit Access”. If there is a GROUP selected in this “Administrator Edit Access” dropdown, everyone in that selected group will have **FULL access** to add/edit or delete ANY event on the SELECTED calendar.

Registration Tool Manager | Add/Edit Shift

Edit Registration Tool

View

Manage

Reports

Staffing

Calendar Configuration (Not Event Setup)

Shift Tools

Default TZ: Central

General

Access

Administrator Edit Access

Select...

Administrator View Access

Select...

Registration Access

Select...

Option 3: Registration Administrator Access

This is the broadest way to grant calendar access. **This is a high level of access and should be reserved for a limited number of chapter leaders who are well trained on the tool.** Access to Registration Tool Manager gives access to add/edit/delete ENTIRE calendars as well as ALL events on ALL calendars.

Registration Tool Administrator rights can be assigned to an individual via Admin > Member Management > Access Manager or assigned to a position in Position Manager and whoever holds that position will have access to Registration Tool Manager. Some positions such as Global - President, Global - VP Communications and Global - Webmaster are set up to have Administrator access which also grants them the ability to take attendance.

To determine if a member has Registration Administrator access, you can go to their profile in the Directory and look in the Administrative Access section.

Contact/Login

Quick Links

Additional Information
Administrative Access: _NCL
Sandbox
Awards
Change Log
Confidential Documents
Confidential Notes
Daughter Intake Status
Directory Options
Documents
Donations-In-Kind
Education

QUICK LINKS

ADDITIONAL INFORMATION

No attribute information is on file.

[Edit Profile](#)

ADMINISTRATIVE ACCESS: _NCL SANDBOX

- [Registration Administrator](#)

[Add administrative access level](#)

Methods for Taking Attendance

Attendance can be taken via the website or via the NCL, Inc. App, but members must have one of the three access level options mentioned above to be able to take attendance.

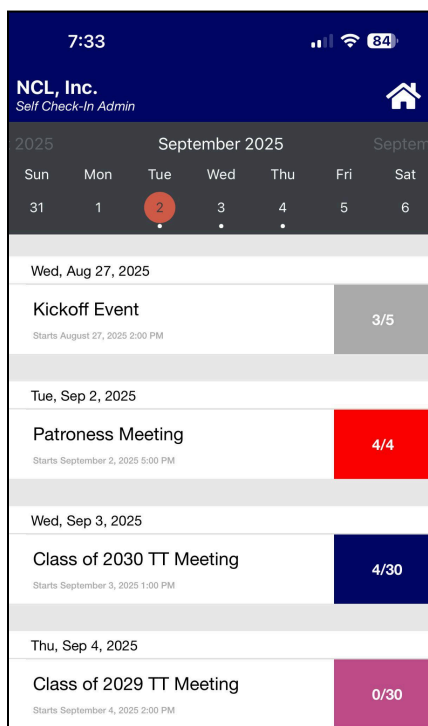
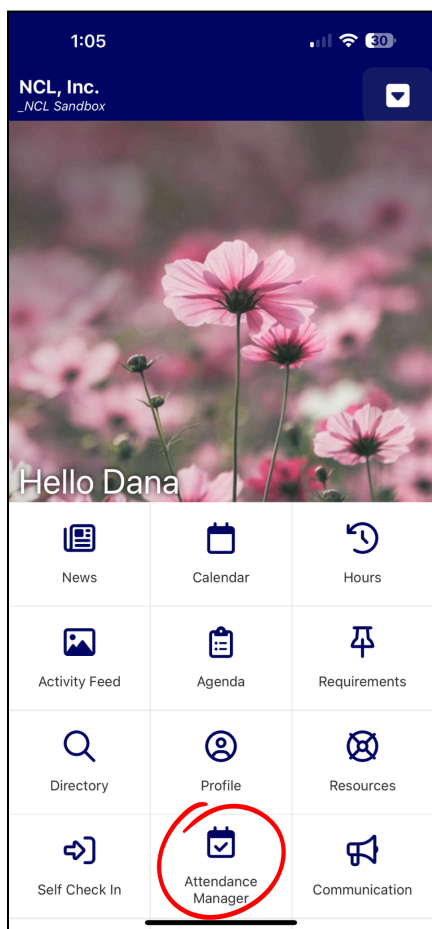
NOTE: A Member must be marked as 'Attended' to receive

- **ANY credits listed in the Advanced Requirements section of a meeting setup**
- **Hours awarded when Enabled Hours are set to Yes**

Taking Attendance via the NCL Inc., App

The Attendance Manager in the NCL, Inc. App is used to take attendance. If you have the appropriate access to take attendance, when you log into the NCL Inc. App, you will have a button/tile called "Attendance Manager". **Note: Members without this appropriate access will not see the Attendance Manager tile.**

Click on the "Attendance Manager" button to start taking attendance. A list of events will appear:



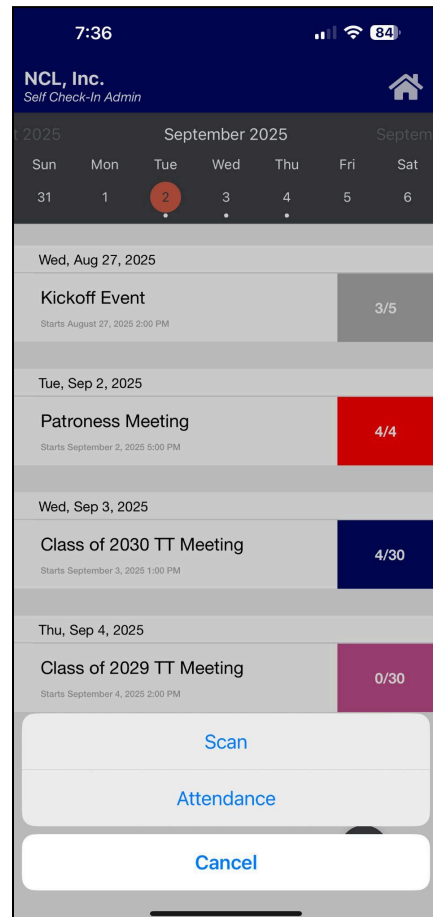
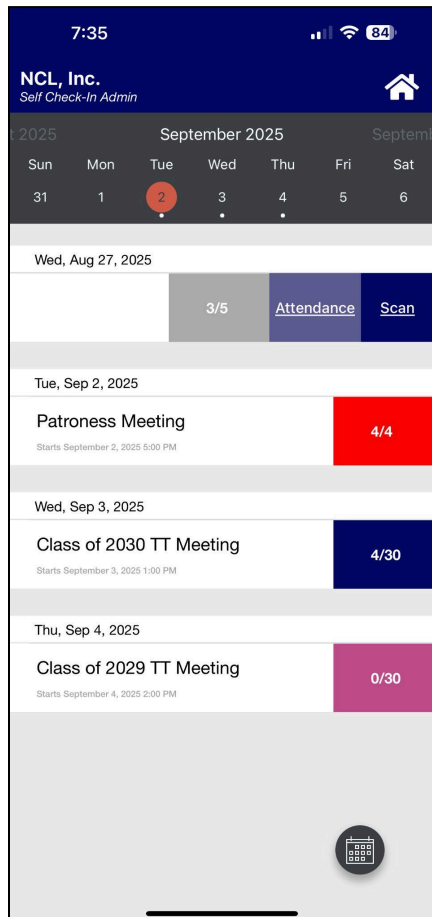
The events will show **two weeks before they are scheduled and one week after the date has passed**. The colored boxes to the right signify the following:

- **Grey** - Past event
- **Red** - Events that are full
- **Blue** - Events that have some registrants
- **Pink** - Events that have zero registrants

There are TWO options for taking attendance on the NCL Inc. app:

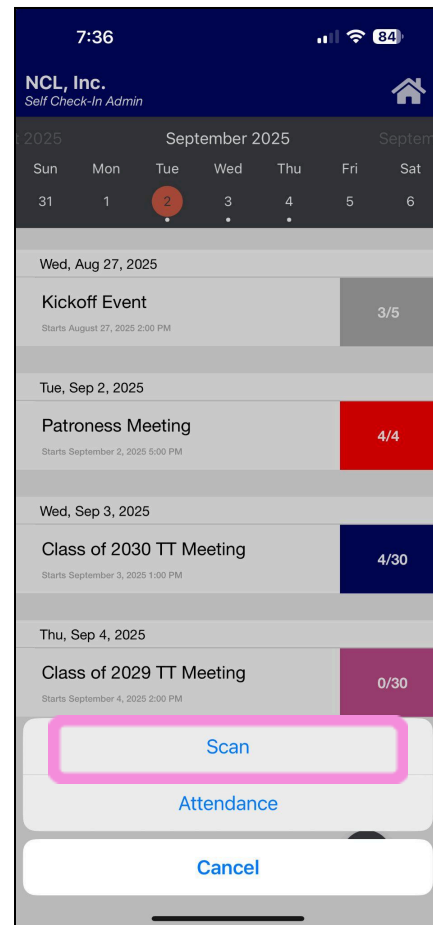
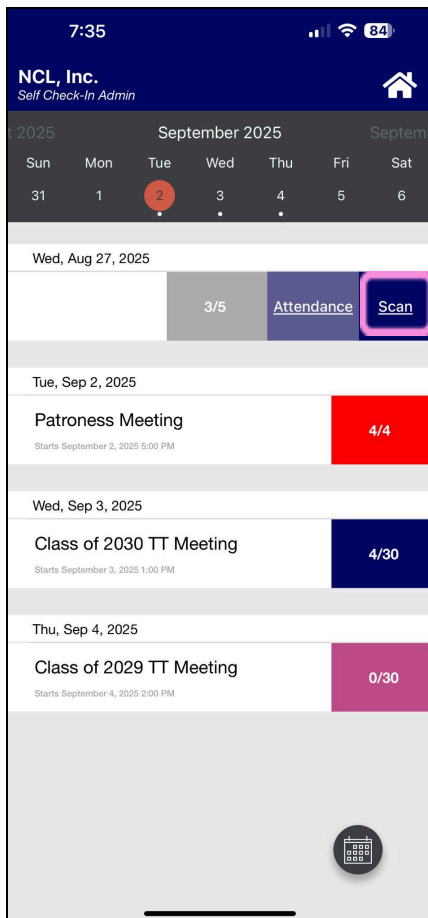
1. Scan: QR Code Scanning
2. Attendance: Check In Members

To start taking attendance, TAP or SWIPE LEFT on the desired event, to bring up the Scan or Attendance options.



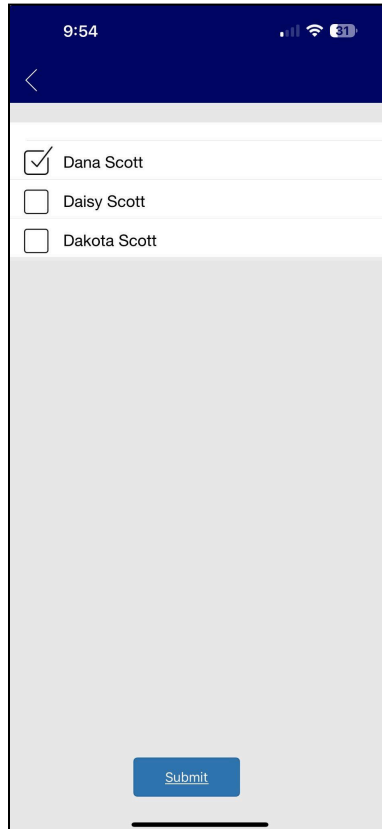
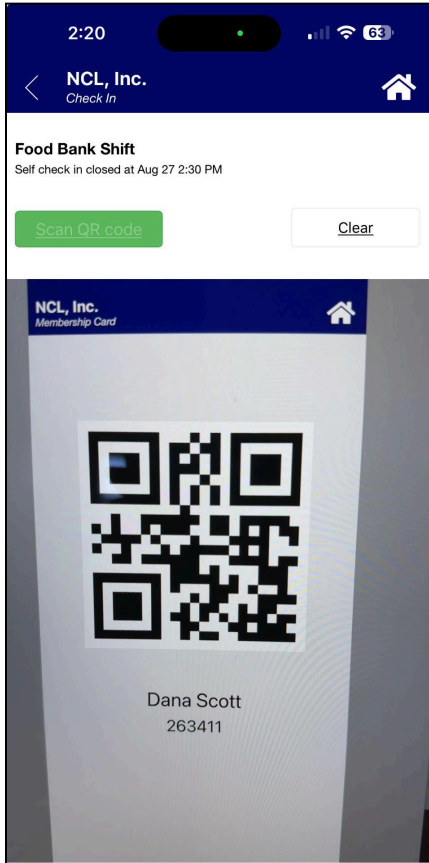
Scan: QR Code Scanning

To use QR Code Scanning with a member's QR code, click "Scan" after tapping or swiping on the event.



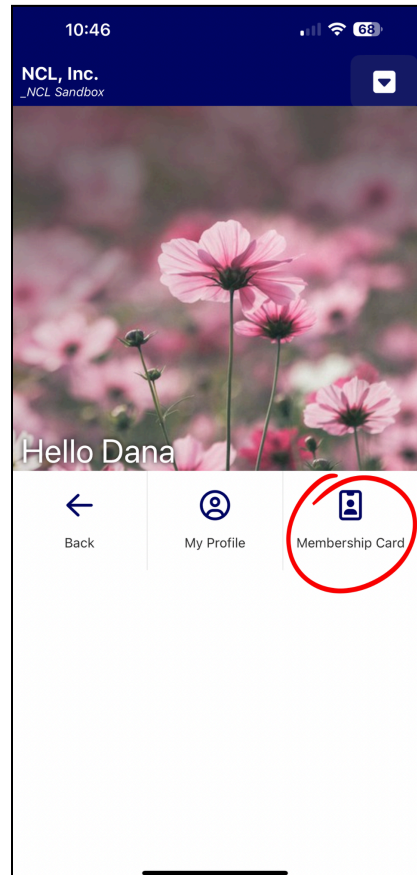
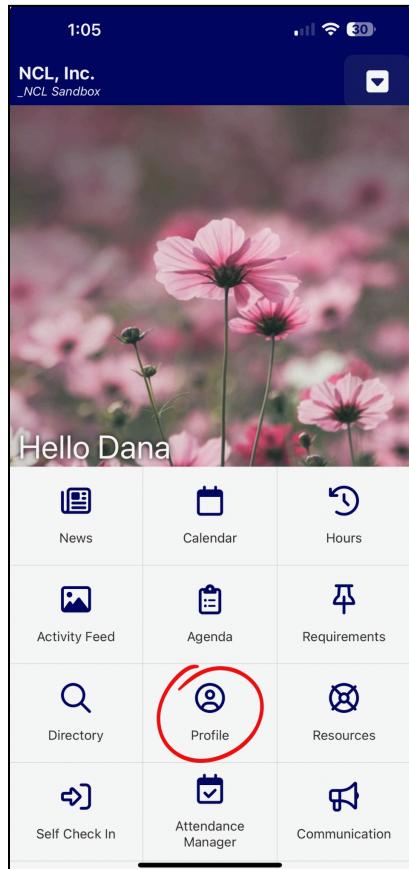
Attendance Manager Phone to Scan QR Code

The member who is taking attendance will need to allow the NCL app access to their device's camera. The phone camera will automatically open and scan when it is held over the QR Code. (You will NOT need to take a picture.) The attendance manager's phone will beep when the scan is successful. The next screen that appears will allow you to also check in related accounts that are also registered.



Member Phone - To Get QR Code

Members will need to open their NCL Inc. app, click on the Profile button, then click on the Membership card to display their personal QR Code to be scanned in and marked as Attended.
NOTE: Members do not need to have previously registered for the event



Attendance: Check In Members

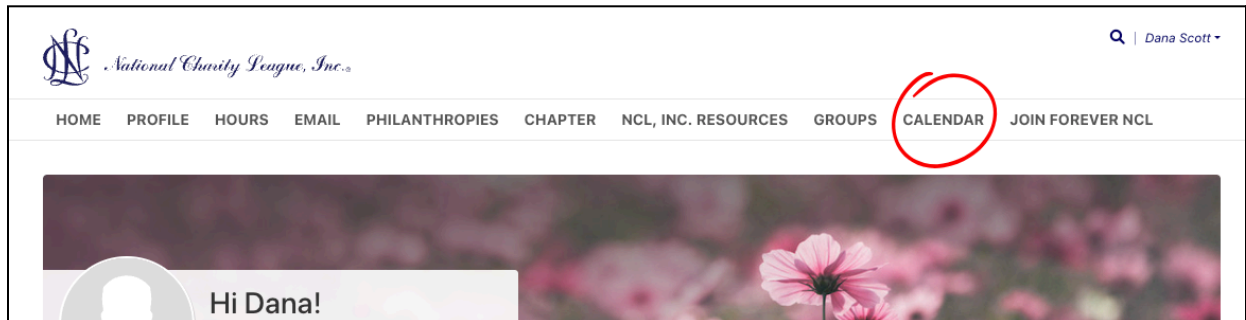
This option will show the list of members that are registered and it will give you the option to add attendees.

Check In Registrants	Add Attendee (+ Attendee)	
The list of displayed names includes those who have registered for the event. Click the “Check In” button to mark a member as “Attended”. If you need to change them back, just click on their name.	If you need to add an attendee that did not previously register for the event, click the “+Attendee” button. Find the member(s) you need to add by either scrolling or typing part of the name. Then click the “Add” button. <i>NOTE: If you want to mark them as “Attended” as well, then check the “Check in Attendees?” checkbox before you click “Add”.</i>	
10:50 < NCL, Inc. Class of 2030 TT Meeting Class of 2030 TT Meeting Wed, Sep 03 2025, 01:00 PM - 03:00 PM + Attendee Refresh Account Status Duck, Daisy ⌕ Check In Morgan, Debra ⌕ Check In Scott, Dakota ⌕ Check In Wonder, Winnie ⌕ Check In	10:58 < NCL, Inc. Class of 2030 TT Meeting Add Attendee ☐ CHECK IN ATTENDEES? ATTENDEES carol b Brady, Carol nonameemail@email.com CancelAdd Wonder, Winnie ⌕ Check In	11:03 < NCL, Inc. Class of 2030 TT Meeting Class of 2030 TT Meeting Wed, Sep 03 2025, 01:00 PM - 03:00 PM + Attendee Refresh Account Status Brady, Carol ⌕ Check In Duck, Daisy ✓ Attended Morgan, Debra ⌕ Check In Scott, Dakota ⌕ Check In Wonder, Winnie ⌕ Check In
10:55 < NCL, Inc. Class of 2030 TT Meeting Class of 2030 TT Meeting Wed, Sep 03 2025, 01:00 PM - 03:00 PM + Attendee Refresh Account Status Duck, Daisy ✓ Attended Morgan, Debra ⌕ Check In Scott, Dakota ⌕ Check In Wonder, Winnie ⌕ Check In	11:00 < NCL, Inc. Class of 2030 TT Meeting Add Attendee ☐ CHECK IN ATTENDEES? ATTENDEES × Brady, Carol CancelAdd Wonder, Winnie ⌕ Check In	

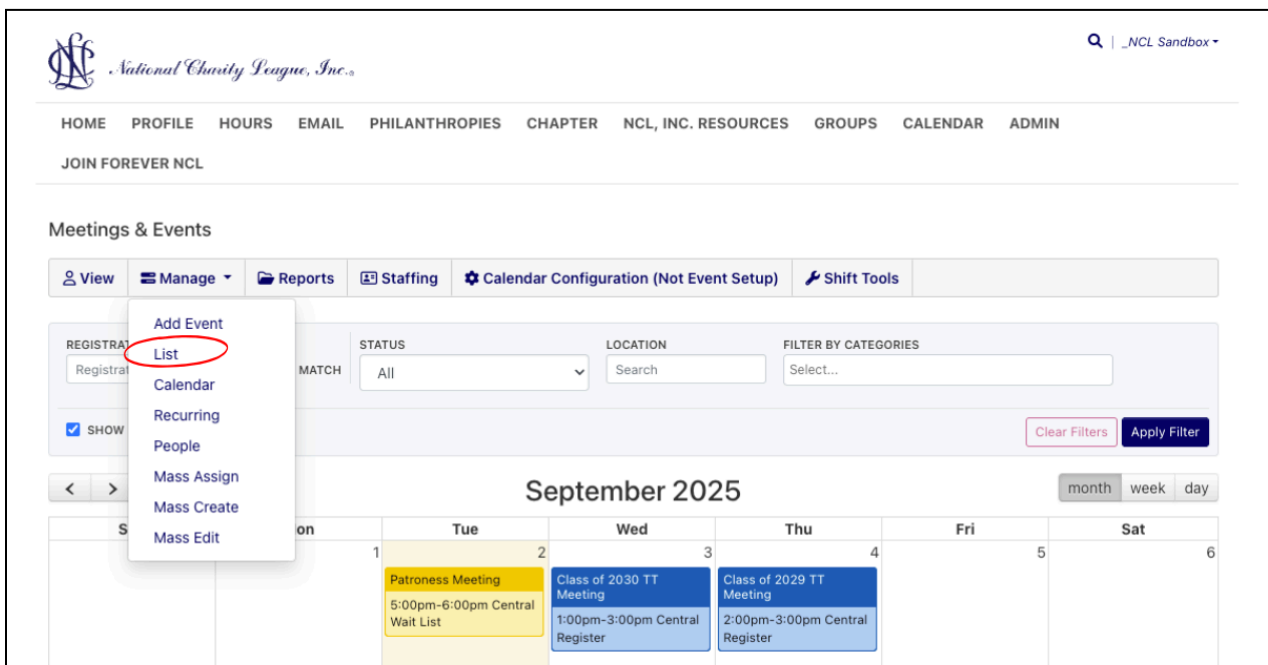
Taking Attendance via the Website

Calendar Menu

Any member with one of the required access options (mentioned above on page 2) for taking attendance can take attendance from the Calendar Menu. Select the calendar that has the desired event on it by hovering over the calendar tab and clicking on the calendar.



- a. Click the “Manage” button at the top of the calendar. Next click the “List” option to see all of the events on which you can take attendance.



b. Next, click on the people icon in the Attendees column to see the registrants:

Admin | Event Manager National Charity League Inc. _NCL Sandbox

Meetings & Events

View Manage Reports Staffing Calendar Configuration (Not Event Setup) Shift Tools Default TZ: Central

Name: Registration Name Location: View By: Default Start Date: mm/dd/yyyy End Date: mm/dd/yyyy Status: All Filter by Categories: Select... Clear Filter Filter

Name	Date	Time	Attendees	Minimum	Recurring	Edit	Copy	Delete	Status
Kickoff Event	Wed, Aug 27 2025	02:00 PM – 03:00 PM Central	3/5	0					Closed
Patroness Meeting	Tue, Sep 02 2025	05:00 PM – 06:00 PM Central	4/4	0					Open
Class of 2030 TT Meeting	Wed, Sep 03 2025	01:00 PM – 03:00 PM Central	5/30	0					Open
Class of 2029 TT Meeting	Thu, Sep 04 2025	02:00 PM – 03:00 PM Central	0/30	0					Open

Add Registration Event View in query tool

c. Update a member's status in the Status column:

Registration Tool Manager | Registration Attendance Manager National Charity League Inc. _NCL Sandbox

Kickoff Event

Add Attendee Manage Attendees Edit Copy Cancel Reports Email Push Notifications Details

Date and Time Wed, Aug 27, 2025, 02:00 PM - 03:00 PM Central
1.00

Profile	Status	First Name	Last Name	Member Status	Override Hours	Email	Registration Date	Comments
View	Attended	Carol	Brady	Active Patroness		nonameemail@email.com	09-01-2025 05:10PM	Add
View	Registered	Dana	Scott	Active Patroness		notanemail@me.com	08-27-2025 01:54PM	Add
View	Attended	Daisy	Scott	Active Ticktocker		daisyscott@gmail.com	08-27-2025 01:54PM	Add

Showing 1 to 3 of 3 rows

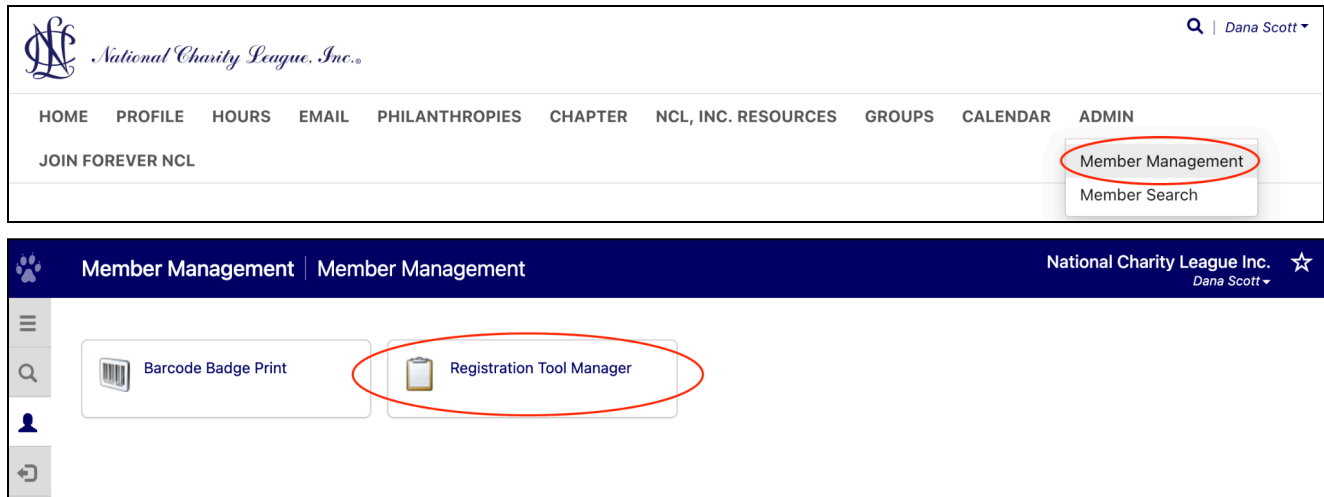
Remember, a member must be marked as 'Attended' to receive:

- **ANY credits listed in the Advanced Requirements section of a meeting setup**
- **Hours awarded when Enabled Hours are set to Yes**

A registrant with ANY other status WILL NOT get the above listed credit(s) / hours.

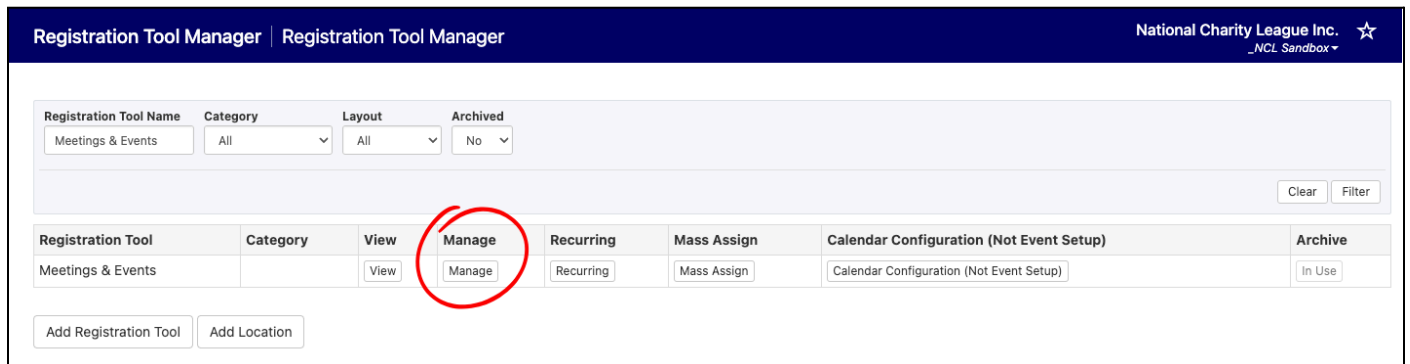
Admin > Member Management > Registration Tool Manager

ONLY members with Registration Administrator access will be able to access the Registration Tool Manager through Admin > Member Management menu. *(This is option 3 in the Required Access Options for Taking Attendance section.)*



The screenshot shows the top navigation bar of the National Charity League, Inc. website. The 'ADMIN' menu item is highlighted, and a dropdown menu is visible with 'Member Management' and 'Member Search' options. 'Member Management' is circled in red. Below this, the 'Member Management' sub-menu is shown, with 'Registration Tool Manager' circled in red.

The steps of taking attendance is the same as if you entered through the Calendar menu. However you will need to click the “Manage” button to see a list of all events on the calendar.



The screenshot shows the 'Registration Tool Manager' interface. At the top, there are filters for 'Registration Tool Name' (Meetings & Events), 'Category' (All), 'Layout' (All), and 'Archived' (No). Below these filters is a table with the following columns: 'Registration Tool', 'Category', 'View', 'Manage', 'Recurring', 'Mass Assign', 'Calendar Configuration (Not Event Setup)', and 'Archive'. The 'Manage' button in the 'Manage' column is circled in red. Below the table, there are buttons for 'Add Registration Tool' and 'Add Location'.

Registration Tool	Category	View	Manage	Recurring	Mass Assign	Calendar Configuration (Not Event Setup)	Archive
Meetings & Events		View	Manage	Recurring	Mass Assign	Calendar Configuration (Not Event Setup)	In Use

Adding an Registrant to an Event

To add a registrant to the event:

1. Click the 'Add Attendee' button at the top of the screen.

Registration Tool Manager | Registration Attendance Manager

National Charity League Inc. _NCL Sandbox

American Heart Association Event

Add Attendee

Manage Attendees

Edit

Copy

Cancel

Reports

Email

Push Notifications

Details

Date and Time Mon, Sep 01, 2025, 02:00 PM - 03:00 PM Central
1.00

Profile	Status	First Name	Last Name	Member Status	Override Hours	Email	Registration Date	Comments
View	Registered	Daisy	Duck	Prospective Patroness		daisy@noemail.com	09-01-2025 06:09PM	Add
View	Registered	Daisy	Scott	Active Ticktock		daisyscott@gmail.com	09-01-2025 06:11PM	Add
View	Registered	Dana	Scott	Active Patroness		notanemail@me.com	09-01-2025 06:26PM	Add

Showing 1 to 3 of 3 rows

2. Begin typing the name of the Member you want to add in the Name field. Members meeting the criteria will appear. **Note: Members already registered for the event (in any status) will not appear.**
3. Click the name of the Member you want to add to the event.
4. The Member will then show up in the list of registrants with a status of "Registered".

Changing Status of An Event Registrant

To change the status of an event registrant, choose the desired status from the Status dropdown next to the registrant you want to update. The change will happen automatically once a new status has been selected.

Registration Tool Manager | Registration Attendance Manager

National Charity League Inc. _NCL Sandbox

American Heart Association Event

Add Attendee

Manage Attendees

Edit

Copy

Cancel

Reports

Email

Push Notifications

Details

Date and Time Mon, Sep 01, 2025, 02:00 PM - 03:00 PM Central
1.00

Profile	Status	First Name	Last Name	Member Status	Override Hours	Email	Registration Date	Comments
View	Select... ✓ Registered Cancelled No Show Attended Wait List Registered	Carol	Brady	Active Patroness		nonameemail@email.com	09-01-2025 06:47PM	Add
View		Daisy	Duck	Active Patroness		daisy@noemail.com	09-01-2025 06:09PM	Add
View		Daisy	Scott	Active Ticktock		daisyscott@gmail.com	09-01-2025 06:11PM	Add
View		Dana	Scott	Active Patroness		notanemail@me.com	09-01-2025 06:26PM	Add

Showing 1 to 4 of 4 rows

Event Status Options:

- **Registered** - Member is signed up for the event. Status given when a Member signs up or RSVPs 'Yes' for an event. This status is also given when a registrant is added by an administrator or moved up from the wait list to the list of Members attending an event.
- **Cancelled** - Member is not signed up for the event. Status is given if a Member RSVPs 'No' or cancels for an event. Can be given by an admin to remove a Member from the list of registrants.
- **No Show** - Member did not attend this event.
- **Attended *** - Member attended this event.
- **Wait List** - Member is on the wait list for the event. Default status given when a Member signs up to a full event.

** Remember, a member must be marked as 'Attended' to receive:*

- **ANY credits listed in the Advanced Requirements section of a meeting setup.**
- **Hours awarded when Enabled Hours are set to Yes.**

A registrant with ANY other status WILL NOT get the above listed credit(s) / hours.

Registration Tool Manager - Registration Attendance Manager

The Registration Date column in Attendance Manager will display the date the member registered for the event. Once attendance is taken and the attendance status is changed (to one of the Event Status Options listed above) in the Status column, the Registration Date column will update to that date.

Note that if Self Check-In is set up in the event OR attendance is taken on the App, the date in the Registration Date column will **NOT** update.

Registration Tool Manager | **Registration Attendance Manager**
National Charity League Inc. ☆
zSandbox 1

Add Attendee
 Manage Attendees
 Edit
 Copy
 Cancel
 Reports
 Email
 Push Notifications
 Details
 Assignments

This was created with the recurring shift tool

Date and Time: Mon, Feb 09, 2026, 01:00 PM - 03:00 PM
Location: E M. Franklin Ave, Austin, TX 78721
 2.00

Profile	Status	First Name	Last Name	Is Permanent	Member Status	Override Hours	Email	Registration Date	Comments
View	Registered	Carol	Brady	No	Active Patroness		noreply@ncnclonline.org	02-05-2026 04:28PM	Add
View	Registered	Jan	Brady	No	Prospective Legacy Ticktocker		jan@noemail.com	02-05-2026 04:29PM	Add

Additional Features on the Website

Finding & Updating Past Events

You can find and update past events in Registration Tool Manager. Once you find the past event, you can do the following:

1. **Add an Attendee**
2. **Change an Attendee's status** (registered, cancelled, attended, no show)
3. **Add a Meeting Credit** - In the event setup, you can edit the Advanced Requirements section to add a meeting credit. If you add a meeting credit to an event, attendees will not receive credit immediately. The system must perform an overnight cycle of the system to apply the meeting credit to attendees.

To find the event in Registration Tool Manager, select “All Registrations” in the View By drop down and enter a start date that is before the event, then click the Filter button to find your event.

Admin | Event Manager

National Charity League Inc. 

Meetings & Events

 View

 Manage

 Reports

 Staffing

 Calendar Configuration (Not Event Setup)

 Shift Tools

Name

Registration Name

☐ Exact Match

Location

View By

All Registrations

Start Date

06/01/2025



End Date

mm/dd/yyyy



Status

All



Clear Filter

Filter

Name	Date	Time	Attendees	Wait List	Minimum	Recurring	Edit	Copy	Delete	Status
Class of 2027 Ticktock Meeting - June	Sat, Jun 07 2025	10:00 AM – 12:00 PM	 0/35	0	0					Closed

Add Registration Event

Archive

View in query tool

Canceling An Event

This is a true event cancellation. The event will still appear on the calendar with the status of “Canceled” and registration statuses of all registrants will be changed to “Event Canceled”. A specific occurrence of a recurring event can be canceled this way without affecting other shifts of the same event.

Registration Tool Manager | Registration Attendance Manager

National Charity League Inc. _NCL Sandbox

American Heart Association Event

Add Attendee

Manage Attendees

Edit

Copy

Cancel

Reports

Email

Push Notifications

Details

Date and Time Mon, Sep 01, 2025, 02:00 PM - 03:00 PM Central 1.00

Profile	Status	First Name	Last Name	Member Status	Override Hours	Email	Registration Date	Comments
View	Registered	Carol	Brady	Active Patroness		nonameemail@email.com	09-01-2025 06:47PM	Add
View	Registered	Daisy	Duck	Active Patroness		daisy@noemail.com	09-01-2025 06:09PM	Add
View	Registered	Daisy	Scott	Active Ticktocker		daisyscott@gmail.com	09-01-2025 06:11PM	Add
View	Registered	Dana	Scott	Active Patroness		notanemail@me.com	09-01-2025 06:26PM	Add

Showing 1 to 4 of 4 rows

1. Click the Cancel button at the top of the screen.
2. A confirmation message will appear asking you to confirm the cancellation of the event.

Note: The system does not automatically send an email to registrants when an event is canceled. If you want to send an email to the registrants after the event was cancelled, click the Email dropdown and select “Email Event Cancelled”.

Emailing Event Registrants

- Click the Email button at the top of the screen and choose from the dropdown the registrant status you wish to email.

Registration Tool Manager | Registration Attendance Manager National Charity League Inc. ☆
_NCL Sandbox

American Heart Association Event

Add Attendee Manage Attendees Edit Copy Cancel Reports Email Push Notifications Details

Date and Time Mon, Sep 01, 2025, 02:00 PM - 03:00 PM Central 1.00

Email All
 Email Registrants
 Email Attended
 Email Cancelled
 Email No Show/Cancelled
 Email Wait List
 Email No Show
 Email Event Cancelled

Profile	Status	First Name	Last Name	Member Status	Email	Registration Date	Comments
View	Registered	Carol	Brady	Active Patroness	nonameemail@email.com	09-01-2025 06:47PM	Add
View	Registered	Daisy	Duck	Active Patroness	daisy@noemail.com	09-01-2025 06:09PM	Add
View	Registered	Daisy	Scott	Active Ticktock	daisyscott@gmail.com	09-01-2025 06:11PM	Add
View	Registered	Dana	Scott	Active Patroness	notanemail@me.com	09-01-2025 06:26PM	Add

Showing 1 to 4 of 4 rows

- On the resulting screen, select the Members you wish to email and click “Continue” to get the standard email composition screen.
- Complete email information and click the “Send Email” button.

Send Push Notifications to Registrants

- Click the Push Notifications button at the top of the screen and choose from the dropdown the registrant status you wish to send a push notification.

Registration Tool Manager | Registration Attendance Manager National Charity League Inc. ☆
_NCL Sandbox

Kickoff Event

Add Attendee Manage Attendees Edit Copy Cancel Reports Email Push Notifications Details

Date and Time Thu, Sep 11, 2025, 06:00 PM - 08:00 PM Central 2.00

Push Notifications All
 Push Notifications Registrants
 Push Notifications Attended
 Push Notifications Cancelled
 Push Notifications No Show/Cancelled
 Push Notifications Wait List
 Push Notifications No Show
 Push Notifications Event Cancelled

Profile	Status	First Name	Last Name	Member Status	Email	Registration Date	Comments
View	Registered	Daisy	Scott	Active Ticktock	daisyscott@gmail.com	09-09-2025 09:28AM	Add
View	Registered	Dana	Scott	Active Patroness	notanemail@me.com	09-09-2025 09:29AM	Add
View	Registered	Dakota	Scott	Active Ticktock	notarealemail@gmail.com	09-09-2025 09:29AM	Add

- On the resulting screen, select the Members you wish to send the push notification to and click “Continue” to get the standard push notification composition screen.
- Complete push notification information and click the “Send Message” button.

Printing a Sign-in Sheet

1. Pre-formatted PDF file of event registrants
 - a. In the REPORTS menu at the top of the screen, select the Sign-In Sheet option.
 - b. You will be taken to a screen explaining how to download and print the sign in sheet.
2. Obtaining an **Excel File** of All Registrants for An Event
 - a. Click the Email button at the top of the screen and choose from the dropdown the Email Registrants option.
 - b. Click the 'View Roster' link on the bottom left of the list of registrants. This will download the Excel file to your computer.

Administration

National Charity League Inc. ☆
_NCL Sandbox ▾

[select all](#) [unselect all](#)

Email	Name	Contact Information
☐	Carol Brady	Email: nonameemail@email.com
☐	Daisy Duck	Email: daisy@noemail.com
☐	Daisy Scott	Email: daisyscott@gmail.com
☐	Dana Scott	Email: notanemail@me.com

Go Back

Continue

[View Roster](#)