



TUTORIAL

TAKING ATTENDANCE

WBN Attendance is taken online. Each chapter has their own link to an online attendance sheet. You can obtain the link through the MSC by emailing msc@wbninc.com

TIP: You can take attendance on paper and enter it later, but if you have an electronic device with you at the meeting you can enter it right there! Easy!

- WBN Chapters meet 2x per month, so the attendance sheet will list 2 columns per month, i.e. "Jan 1" for the first meeting in January, and "Jan 2" as the second meeting in January.
- Enter a "1" if the member is present, a "0" if the member is absent. The sheet will calculate absences and total number of members present for you.
- When a member takes leave, enter an "L" for however many upcoming meetings they are on leave.
- Pay attention to renewal months for annual memberships. It is a good idea to mention their names at the meeting in case they missed their renewal notice.

CHECKLIST

- | | |
|---|--|
| <input type="checkbox"/> ENTER: only enter 1, 0 or L into the box | <input type="checkbox"/> UPDATE: contact information changes, new members, etc. |
| <input type="checkbox"/> DEADLINE: enter attendance within 24 hours of the meeting | <input type="checkbox"/> NOTICE & MENTION: who is up for renewal |

Questions?

If you need assistance, contact the MSC, Elizabeth, at msc@wbninc.com