How to Update Event Attendance

Step 1: Open the Registrations tab of your event.

Step 2: In the yellow Filters section, change the status to Registered to automatically filter out any invitees who did not register. Click Apply.
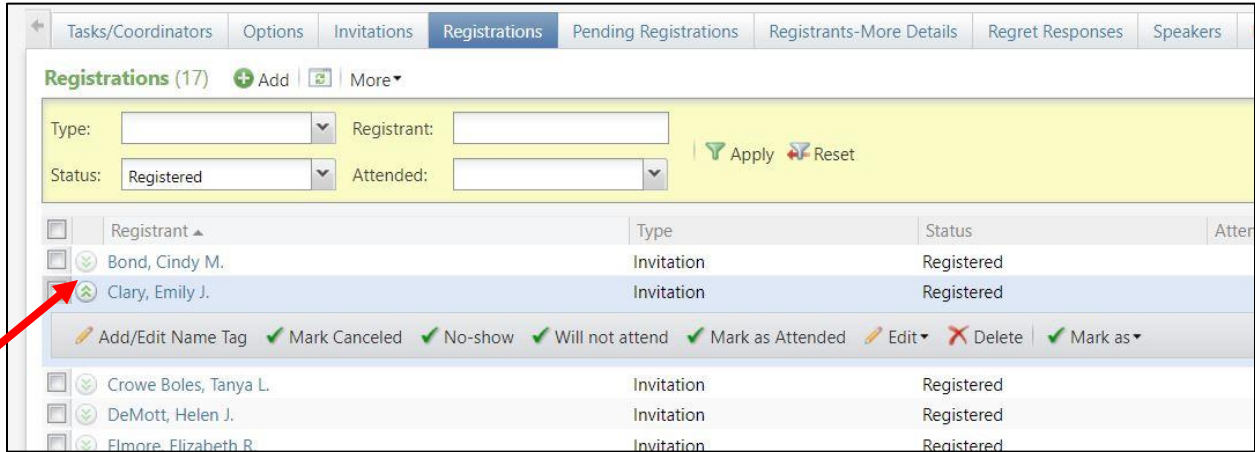
Step 3: Click the dropdown arrow next to the name of the constituent whose attendance you want to update.

Step 4: Choose either No-Show or Mark as Attended.
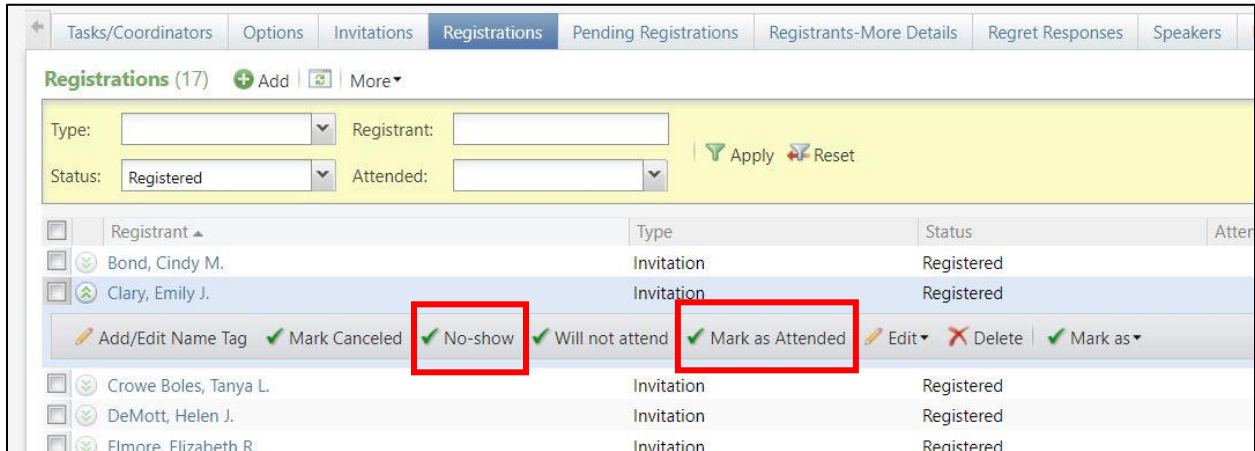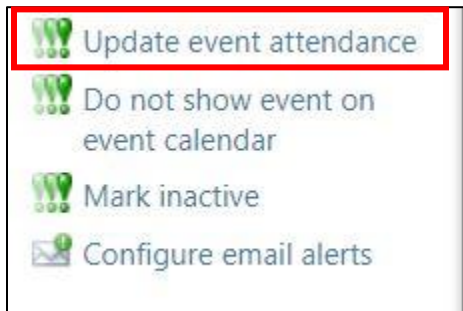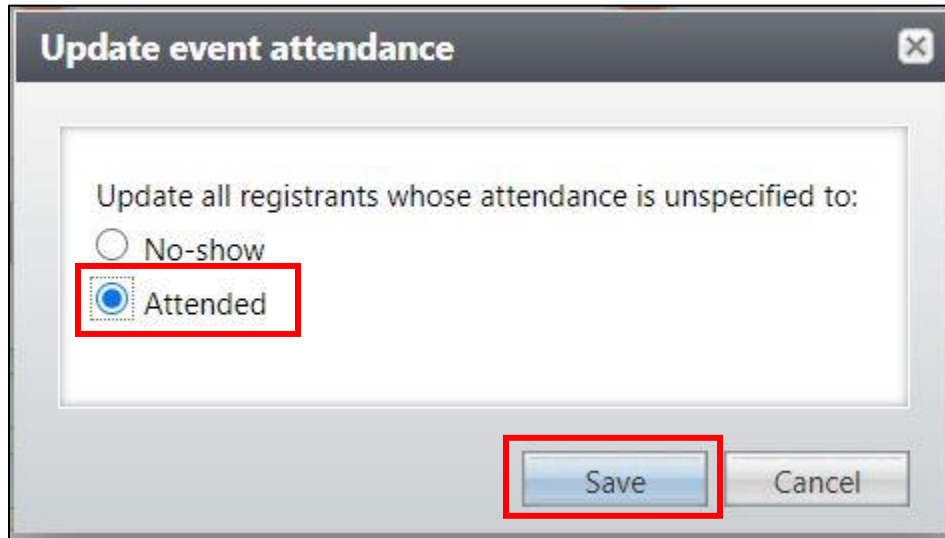

Pro-Tip: If you have a lot of constituents to update, mark all of the No-Show's manually using the method above (this will usually be a smaller number than those who attended) and click Update Event Attendance on the left side of the screen.

Select the Attended option on the pop-up window and click Save. **This will update the rest of your registrants' attendance in bulk.**