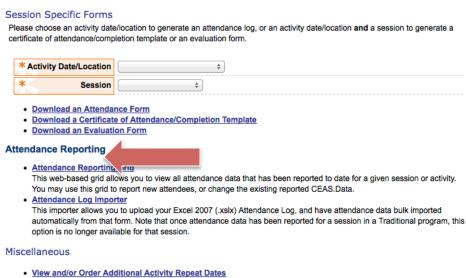
Reporting Attendance

To get started, access the Application Service Center for the course for which you would like to report attendance.

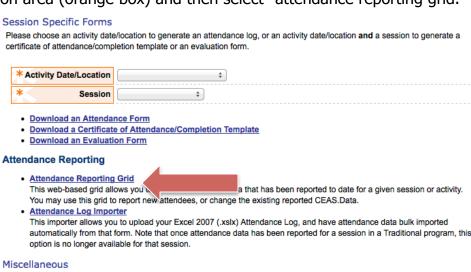


There are two ways to enter attendance for the course: directly from the website in the attendance reporting grid or by uploading an Excel® file into the attendance log importer.

Attendance Reporting Grid

Update Presenters or Authors

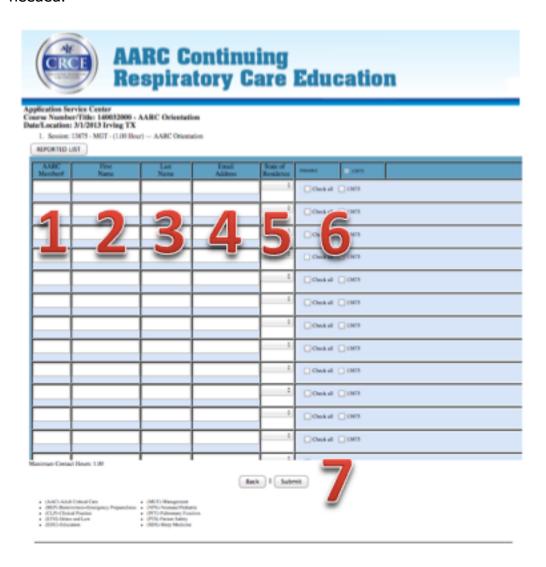
To enter individuals directly from the web, select the date of the event in the activity date/location area (orange box) and then select "attendance reporting grid."



- - View and/or Order Additional Activity Repeat Dates
 - Update Presenters or Authors

To enter data into the attendance reporting grid, please complete the following for each attendee:

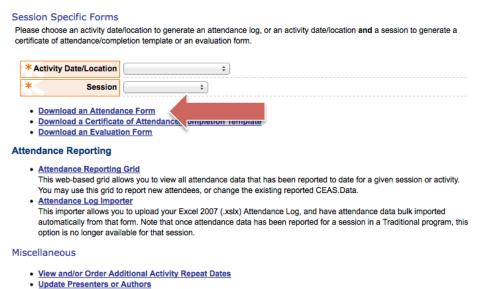
- 1. Enter the attendee's AARC member number
- 2. Enter the attendee's first name
- 3. Enter the attendee's last name
- 4. Enter the attendee's email address
- 5. Select the attendee's state of residence, and
- 6. Check the box to indicate which of the sessions the attendee attended. You can select "checked all" for attendees who attended all sessions or you can check individual sessions. The individual session legend is at the top of the web page and shows the session name, number of CRCE for the session, and the session's content category.
- 7. When you are finished, click "submit."
 You may return to this reporting grid and add other attendees at a later date, if needed.



Attendance Log Importer

sessions attended by each attendee.

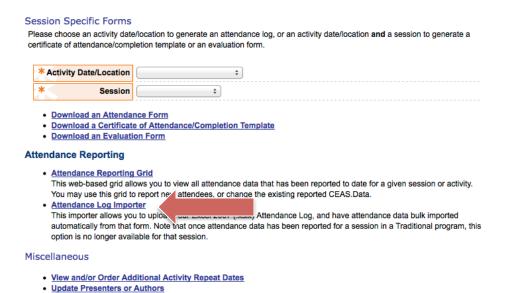
To upload an Excel file, you will first have to select your activity date and location and then download an attendance form. You can find this form link under the activity date/location selection area.



- The attendance form allows you to enter the attendee's AARC member number, name, email address, state of residence and sessions attended. You can simply enter "x" in the
- AARC CRCE LOG CRCE COURSE # " 140032000 Provider Name: **TEST CRCE Company AARC Orientation** Course Title: Location: Irving, TX Course Date: 3/1/2013 CRCE Approval Date: 2/19/2013 AARC Sponsor ID: 9618074 Approved for Partial Credit: Total CRCE Hours Awarded: 1.00 AARC Orientation AARC First Name **Last Name** E-mail Address State of 3/1/2013 10:00 AM - 3/1/2013 Member Residence 11:00 AM Number

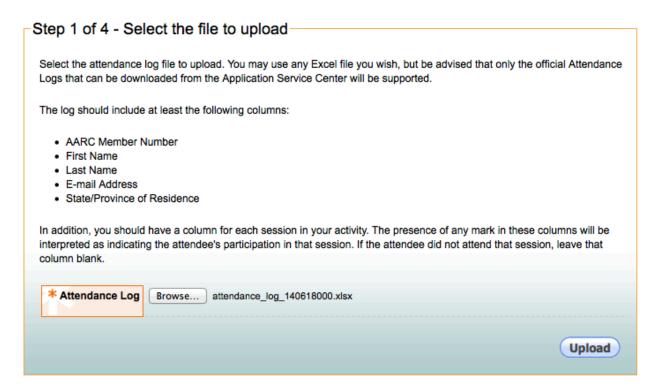
Once you have entered the information, save the file in a location on your computer that is easily accessible. You may also build your own Excel[®] file, though that will require extra steps in the uploading process.

To upload the attendance log $\operatorname{Excel}^{\otimes}$ file, select "attendance log importer" from the attendance reporting area.

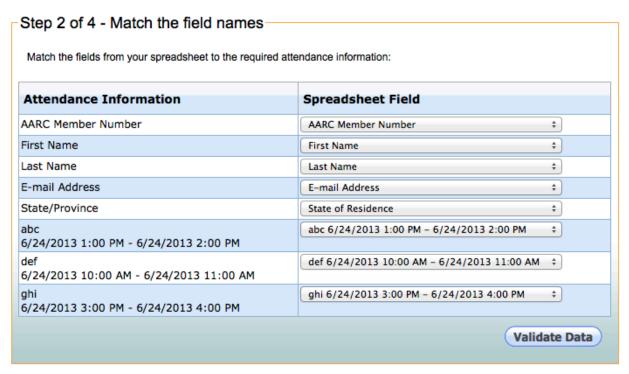


The website will walk you through four steps:

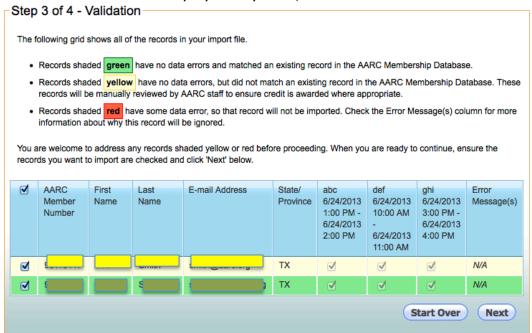
1. Upload the log. Click the "browse" button, choose your log file on your computer, and click "upload."



2. Match the fields to your Excel[®] file. If you used the custom formatted log from the CRCE website, these fields will match without edits. If you did not, you will have to adjust the spreadsheet field on this page to match your Excel[®] file. Click "validate data."



3. Check to make sure that your attendee list is represented on this page. If everything is correct (green), click next. If not, click "start over." Note: non-AARC members will be displayed in yellow, as there is no match in the database.



4. This screen lets you know if the process has been completed successfully. At this point, the process is finished.



You can check your log reporting by selecting "attendance reporting grid" and then selecting "reported list" on the grid page.

