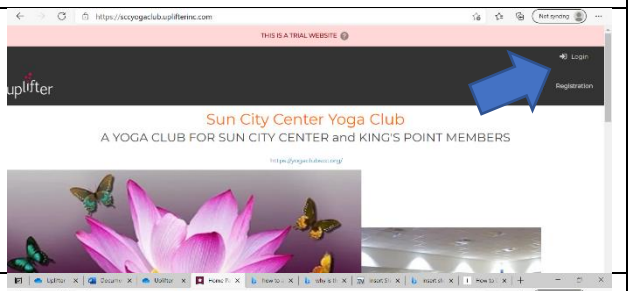
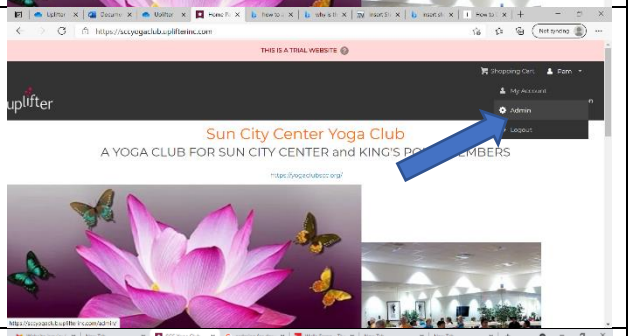
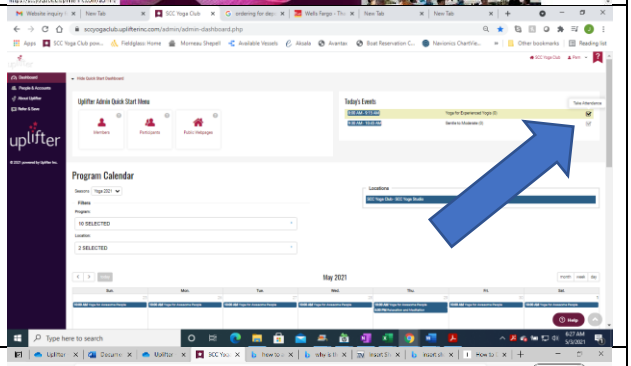
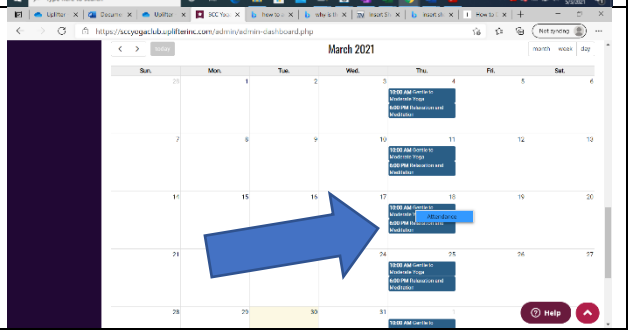
SCC Yoga Club	Work Instruction **How to record class attendance**

Activity	Logging into Uplifter
Prerequisite	Active personal e-mail, an Uplifter member profile, and admin permission to take attendance.

Step	Detail
1. Open your web browser and go to the Uplifter Yoga Club webpage	.https://sccyogaclub.uplifterinc.com/
2. In the right corner, select Login	
3. In the right upper corner select the arrow next to your name and select admin. This will take you to your dashboard.	
4. Under Today's Events click the check box ☑ next to the relevant class to take attendance.	
5. Alternative to Step 4. Scroll down the page to the calendar and select the class on the date you want to take attendance. When you click on the class an attendance button will pop up. Click it.	

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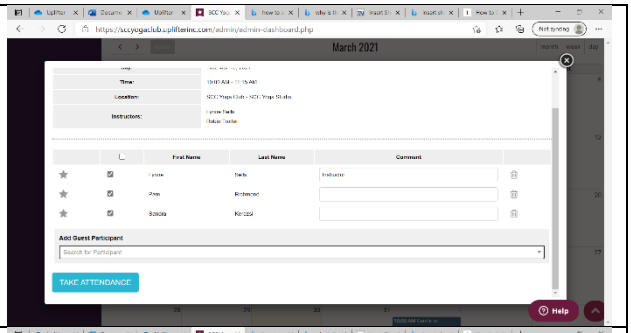
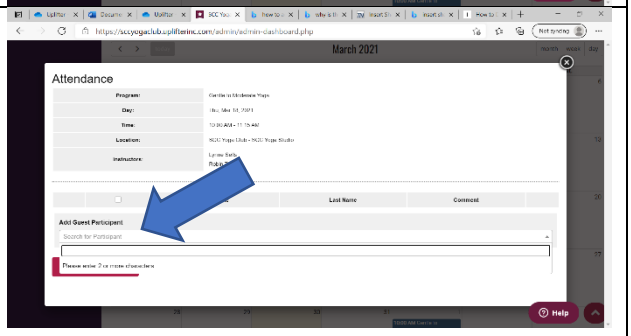
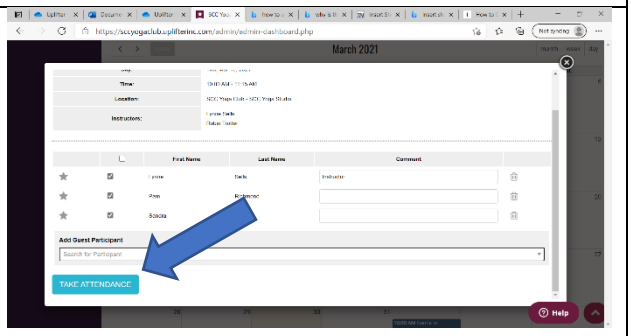
6. Check off the members who registered for the class.	
7. Add members names by typing in their name in the box below “Add Guest Participant” The member name will pop up. Click the name. Keep typing the names of all the attendees present. You may add notes next to an attendees name. In this example we have added “Instructor” next to Lynne’s name (see next screenshot).	
8. Record the attendees by selecting “TAKE ATTENDANCE” at the lower left of the screen. You can delete an attendee by selecting the trash can next to their name. You can add additional attendees by adding more names and saving the record. The screen will return to the calendar. YOU ARE DONE RECORDING ATTENDANCE