

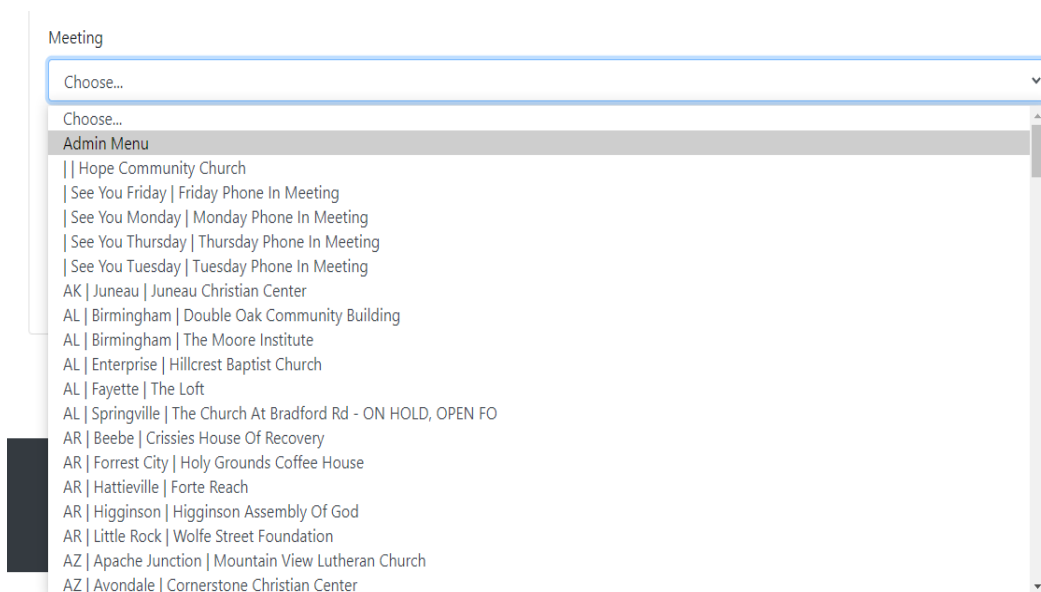
ATTENDANCE TRACKER INSTRUCTIONS

Keeping track of meeting attendance is important as we update our board members monthly. The information is also used for fund raising, grants, and reporting. We use these numbers to guide us in our planning for the future of PAL. Please see instructions below to update your weekly attendance after each meeting:

- Click here: [Attendance Tracker - PalGroup](#) or go to palgroup.org, click on FACILITATOR PORTAL and sign in. On your meeting page, click on the ATTENDANCE tab. This will take you directly to the screen below.



- Locate your meeting from the drop down. Scroll down until you locate your meeting.



- Enter: ilovepal as your password.

Meeting

Choose...

Password

Password

☐ Remember me

login

- Go to the yellow highlighted line and simply click on the **pencil** to the right of those dates and edit.

Meeting Date

08/19/2021

☐ There was no meeting on this date.

Total Men

Total Women

Of the total attendees how many are NEW?

Submit

Week	Date	Men	Women	New	Total	No Mtg	Edit
33	2021-08-17	2	5	0	7		
32	2021-08-10	3	8	0	11		
32	2021-08-10						
31	2021-08-03	3	7	0	10		
30	2021-07-27						

pencil

- Enter the number of men (including facilitator) and the number of women (including facilitator) and the number of those who are new. Then add the total number of attendees.
- Submit.

Submit

- Once you click on submit, the yellow line should turn white.

- If you did not have a meeting, click on the box under the date that there was no meeting held.

Meeting Date

01/12/2023

☐ There was no meeting on this date.

- If you have made yourself available at a meeting and do not have anyone attend – add your attendance as 1 attendee.

ADDING ATTENDANCE APP TO YOUR PHONE

For iPhone, instructions are:

- Go to palgroup.org/attendance
- Select Share
- Add to Home Screen
- Add

For Android, instructions are:

- Go to palgroup.org/attendance
- Go to 3 dots in upper right corner
- Add to Home Screen

Once you have added the app to your phone, the instructions are the same as above.

Thank you for being diligent in tracking your attendance. If you have any questions or concerns, please contact us at help@palgroup.org.