

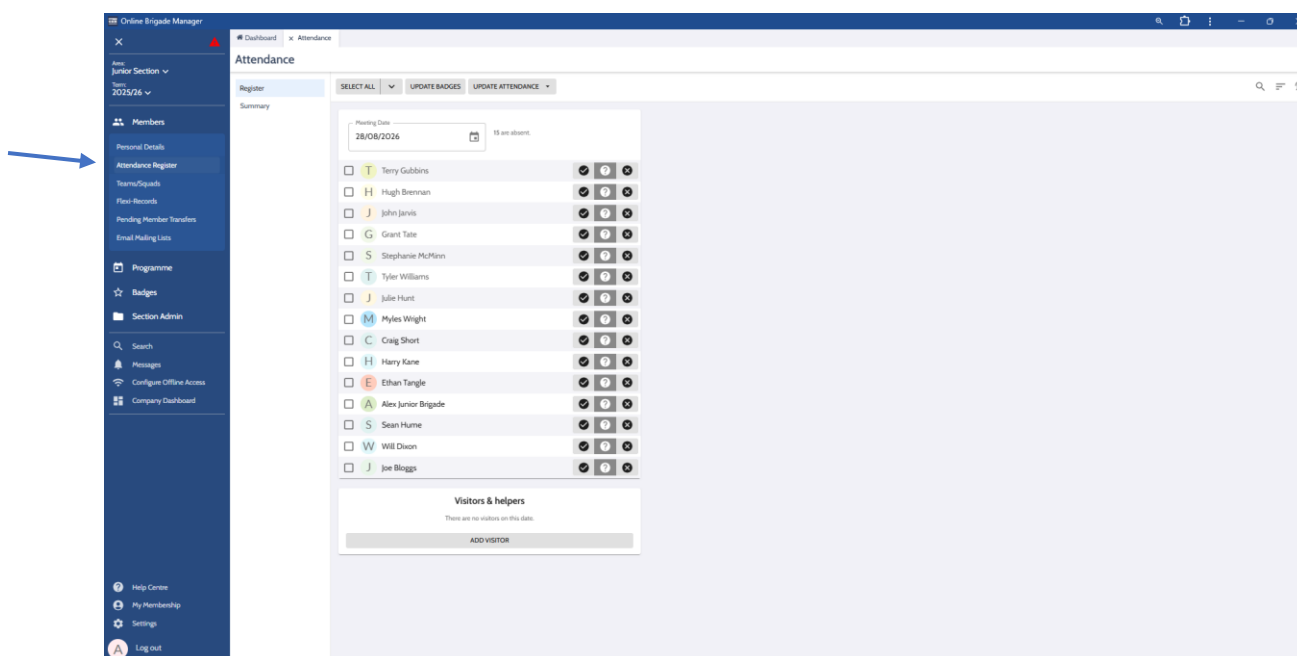
Attendance Register

Within each youth section on OBM, the Attendance Register provides a quick and easy way to keep track of your weekly attendance. This gives your Company the option to mark attendance at your weekly activities on site. If internet connection is not available at your location, you can use the option 'Configure Offline Access' which is in the left-hand blue side menu and needs to be setup when connected to the internet beforehand.

Creating an attendance column for a weekly record . . .

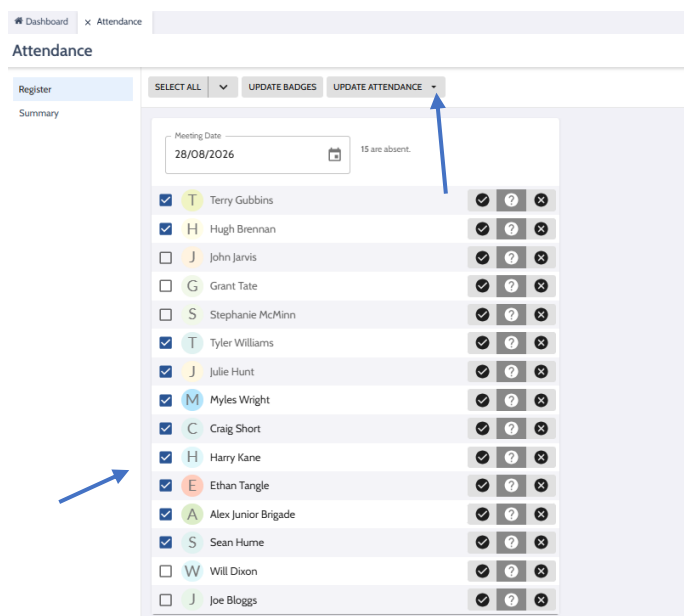
Go to the youth section

In the top left-hand corner, navigate to the youth section that you wish to update. This will refresh your page on to a new dashboard. Then proceed to 'Members' along the left-hand side of the page, and in this drop down you will see 'Attendance Register' – click on this and it will open a new tab for you.



Marking the register

1. Select a date in the 'Meeting Date' box
2. Click on the tick box to the left-hand side of the individual's name that you wish to update on the register. **Top tip!** It is possible to highlight multiple records at the same time to carry out the same action by selecting the tick box next to each individual's name that you wish to update with the same option on the register.



3. Above the list of individuals, select the 'Update Attendance' button
4. Three options will appear to be able to select.
 - a. Yes - attended
 - b. Absent
 - c. No – informed absence

Once the answers have been selected, the columns will be updated highlighting in different colours the selection chosen. Attendances throughout the session can be reviewed under the Summary tab

Attendance

Register | Summary

SELECT ATTENDING | UPDATE BADGES | UPDATE ATTENDANCE

Meeting Date: 28/08/2026

6 members and 4 leaders are present. 1 member and 2 leaders can't attend. 2 are absent.

Individual	Status	Notes
☐ Terry Gubbins	✓	
☐ Hugh Brennan	✓	
☐ John Jarvis	✓	
☐ Grant Tate	✓	
☒ Stephanie McMinn	✓	
☐ Tyler Williams	✓	
☐ Julie Hunt	✓	
☐ Myles Wright	✓	
☐ Craig Short	✓	
☐ Harry Kane	✓	
☐ Ethan Tangle	✓	
☐ Alex Junior Brigade	✓	
☐ Sean Hume	✓	
☐ Will Dixon	✓	
☒ Joe Bloggs	✓	

Top tip! Leaders Attendance

If you have copied in the leaders to your youth section, then it is possible to mark their own attendance on the register along with the children and young people within the youth section.

That's it, you've done it!

If you require any assistance with the attendance register process, you can contact the Support Team on support@boys-brigade.org.uk