

Offero Activity Attendance Ranges

Admins can set activity attendance ranges to be used for reporting.

Setup

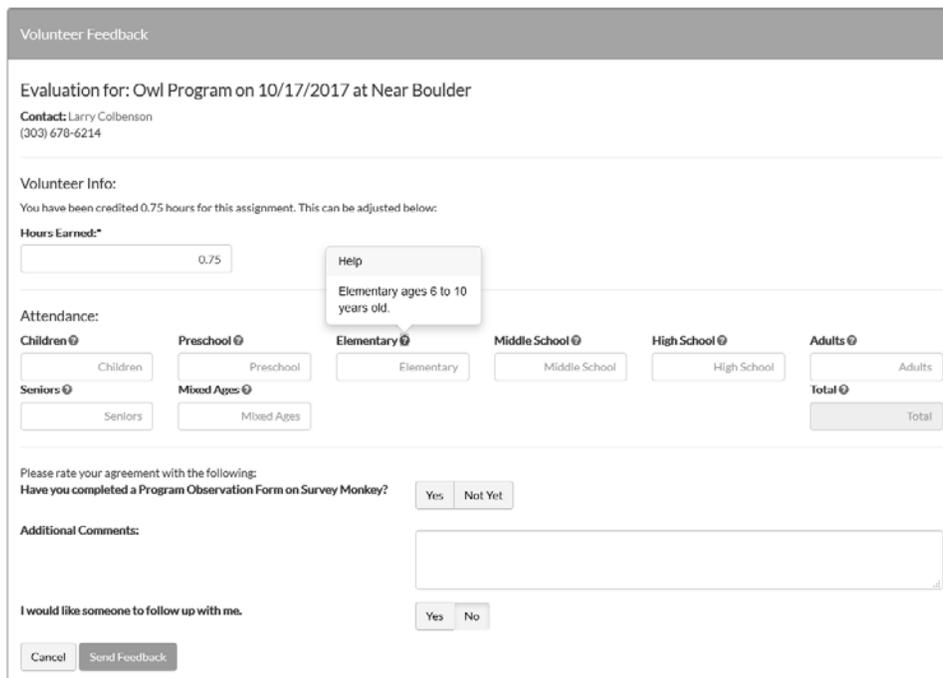
Activity attendance ranges are managed in List Management. Available from the admin menu → More → List Management. Each range has the following:

1. Name
2. Description
3. Type (Adult, Child, Mixed)

To collect activity attendance ranges via feedback

Ensure that “Capture Attendance” is checked for the assigned feedback.

Volunteers will see all of the ranges with the description available through the help icon.



The screenshot shows a 'Volunteer Feedback' form for an 'Owl Program on 10/17/2017 at Near Boulder'. It includes contact information for Larry Colbenson, a 'Volunteer Info' section with a 'Hours Earned' field set to 0.75, and an 'Attendance' section with buttons for Children, Preschool, Elementary, Middle School, High School, Seniors, Mixed Ages, and Adults. A 'Total' button is also present. Below the attendance section, there are two rating questions: 'Have you completed a Program Observation Form on Survey Monkey?' and 'I would like someone to follow up with me.', each with 'Yes' and 'Not Yet'/'No' options. At the bottom are 'Cancel' and 'Send Feedback' buttons. A help tooltip is visible over the 'Elementary' button, stating 'Elementary ages 6 to 10 years old.'

Recording

The attendance is recorded on the activity results screen.

Activity Results

Additional Volunteer Hours ? + add hours

Position*	Hours*	Notes

Activity Result Items + add result item

Type*	Quantity*	Notes

Activity Attendance ?

Children ?

Preschool ?

Elementary ?

Middle School ?

High School ?

Adults ?

Seniors ?

Mixed Ages ?

Total ?

Notes

* denotes required fields

Reporting

The program statistics report pdf version will display the attendance by type (Adult, Child, Mixed). To view all of the ranges use the excel version.

Program Statistics Report

Report Parameters

Date Range:*

Places:

Programs:

Categories:

Interests:

Report Output: Excel version has all ranges

*Attendance is summarized by type (Adults, Children, Combined) on the PDF Version

Basic Info

Title*

Status* ? **Visibility* ?**

Start Date* **End Date*** **Allow Participants to Sign Up with a Link ?**

Basic Info edit	
Status	Approved
Visibility	Private Activity ? Registration permitted with  Link

