

Offero Activity Attendance Ranges

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

Setup

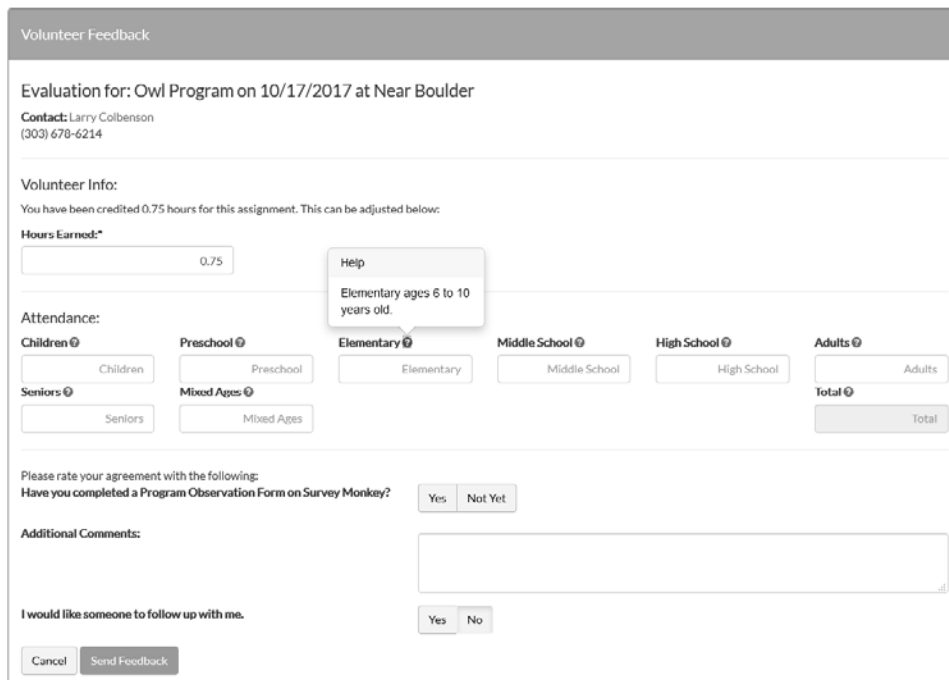
Activity attendance ranges are managed in List Management. Available from the admin menu → More → List Management. Each range has the following:

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' evaluation. It includes fields for contact information, volunteer info (hours earned), and attendance selection. A help tooltip for the 'Elementary' range is visible, stating 'Elementary ages 6 to 10 years old.' The form also includes a survey question about completing a Program Observation Form and a section for additional comments.

Volunteer Feedback

Evaluation for: Owl Program on 10/17/2017 at Near Boulder

Contact: Larry Colbenson
(303) 678-6214

Volunteer Info:

You have been credited 0.75 hours for this assignment. This can be adjusted below:

Hours Earned:*

0.75

Attendance:

Children ⓘ Preschool ⓘ Elementary ⓘ Middle School ⓘ High School ⓘ Adults ⓘ

Children Preschool Elementary Middle School High School Adults

Seniors ⓘ Mixed Ages ⓘ Total ⓘ

Seniors Mixed Ages Total

Please rate your agreement with the following:

Have you completed a Program Observation Form on Survey Monkey? Yes Not Yet

Additional Comments:

I would like someone to follow up with me. Yes No

Cancel Send Feedback

Recording

The attendance is recorded on the activity results screen.

Activity Results

Additional Volunteer Hours ⓘ

+ add hours

Position*	Hours*	Notes
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Activity Result Items

+ add result item

Type*	Quantity*	Notes
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Feedback Attendance ⓘ

Date Submitted	Name	Children	Preschool	Elementary	Middle School	High School	Adults	Seniors	Mixed Ages	Total
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Activity Attendance ⓘ

Children ⓘ

Children

Preschool ⓘ

Preschool

Elementary ⓘ

Elementary

Middle School ⓘ

Middle School

High School ⓘ

High School

Adults ⓘ

Adults

Seniors ⓘ

Seniors

Mixed Ages ⓘ

Mixed Ages

Total ⓘ

0

Notes

* denotes required fields

Cancel
Save

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:*

01/01/2017
11/09/2017

Places:

Select Places...

Programs:

Select Programs...

Categories:

Select Categories...

Interests:

Select Interests...

Report Output:

PDF
Excel

Excel version has all ranges

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

Clear Filters Generate Report

Basic Info

Title* ?

My activity|

Status* ?

Approved

Visibility* ?

Private

Start Date*

11/24/2017

End Date*

11/24/2017

☒ Allow Participants to Sign Up with a Link ?

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

