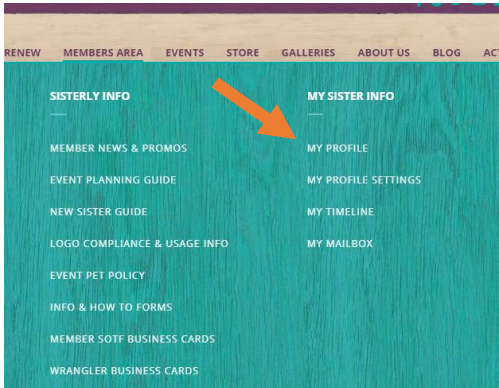
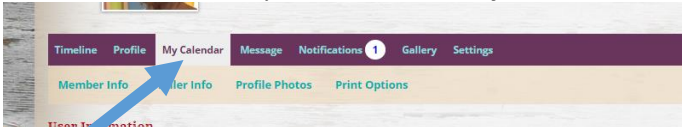
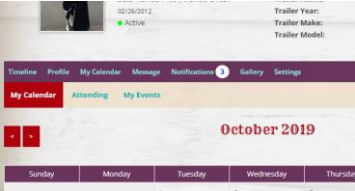
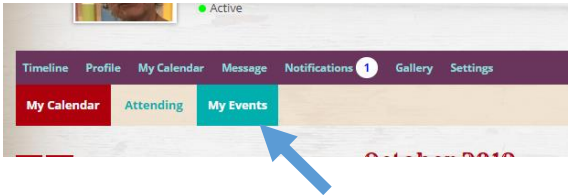


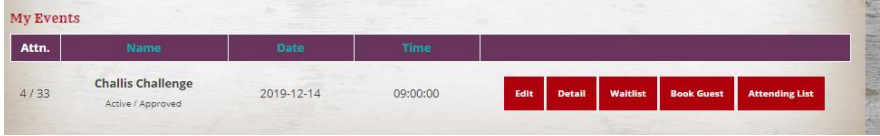
HOW DO I SUBMIT THE ATTENDANCE FOR MY EVENT

Step	Action
1	<p>Log in to <i>sistersonthfly.com</i>, hover over MEMBERS AREA, and click MY PROFILE.</p>  <p>Result: Your profile will open. There is a great deal of information available in your profile. See also</p> <ul style="list-style-type: none"> • <i>How to Change Your Profile Photo or Cover Image</i> • <i>What's in Your Timeline?</i> • <i>How do I Change My Notification Setting</i> • <i>How do I Cancel My Membership</i> • <i>How do I Print My Membership Certificate</i> • <i>How do I make sure my settings are set so my wrangler can see my contact information</i> • <i>How do I Cancel a Booking</i> <p>And everything having to do with any event YOU create</p> <ul style="list-style-type: none"> • <i>How do I Download the List of Attendees for my Event</i> • <i>How do I Manage the Waitlist for my Event</i> • <i>How do I Send Receipts when my Event is Finished</i>
2	<p>In order to submit the attendance for your event, click My Calendar.</p>  <p>Result: Your calendar will appear.</p> 

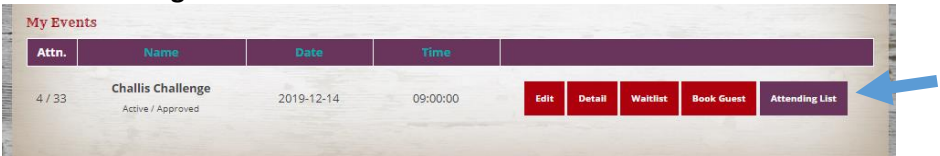
3 Click **My Events**.



Result: Your events will appear.



4 Click **Attending List**.



Result: Your event will be displayed.

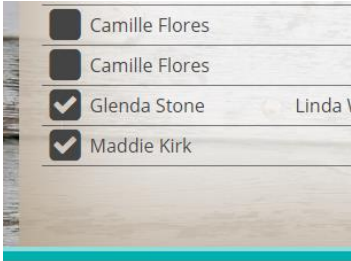
Challis Challenge | 2019-12-14

Ticket Options : Saturday Lunch. Export Print Attend Submit


Please email your Receipts to admin@sistersonthefly.com

Member Name	Guest Name	Tickets	Description	Member Link
Maddie Kirk	--	Hostess		Member Detail
<input checked="" type="checkbox"/> Camille Flores		• Saturday Lunch	Cancelled TEST of comment on event	Member Detail
<input checked="" type="checkbox"/> Camille Flores		• Saturday Lunch	Active	Member Detail
<input checked="" type="checkbox"/> Glenda Stone	Linda Warwick, #82	• Saturday Lunch	Active	Member Detail
<input checked="" type="checkbox"/> Maddie Kirk		• Saturday Lunch	Active	Member Detail

5 Unclick any member who failed to show at the event and failed to cancel within five days of the event.



6 Click **Attend Submit**.



Result: Your attendance will be submitted.

Sisters on the Fly®

ELSE IF	
you want to print to paper or .pdf,	click Print , and control will transfer to your printer where you will click Print .
	