

# Team App - Track attendance

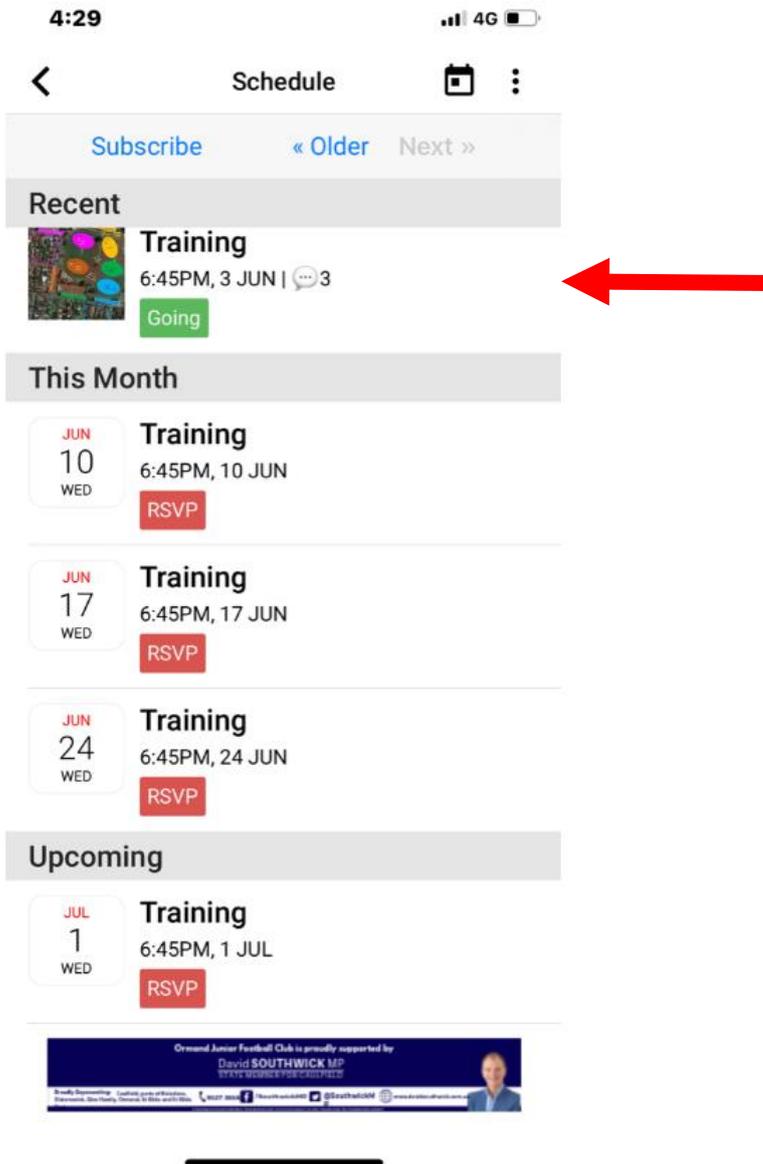
Login in to TeamApp

Click on SCHEDULE and select your team

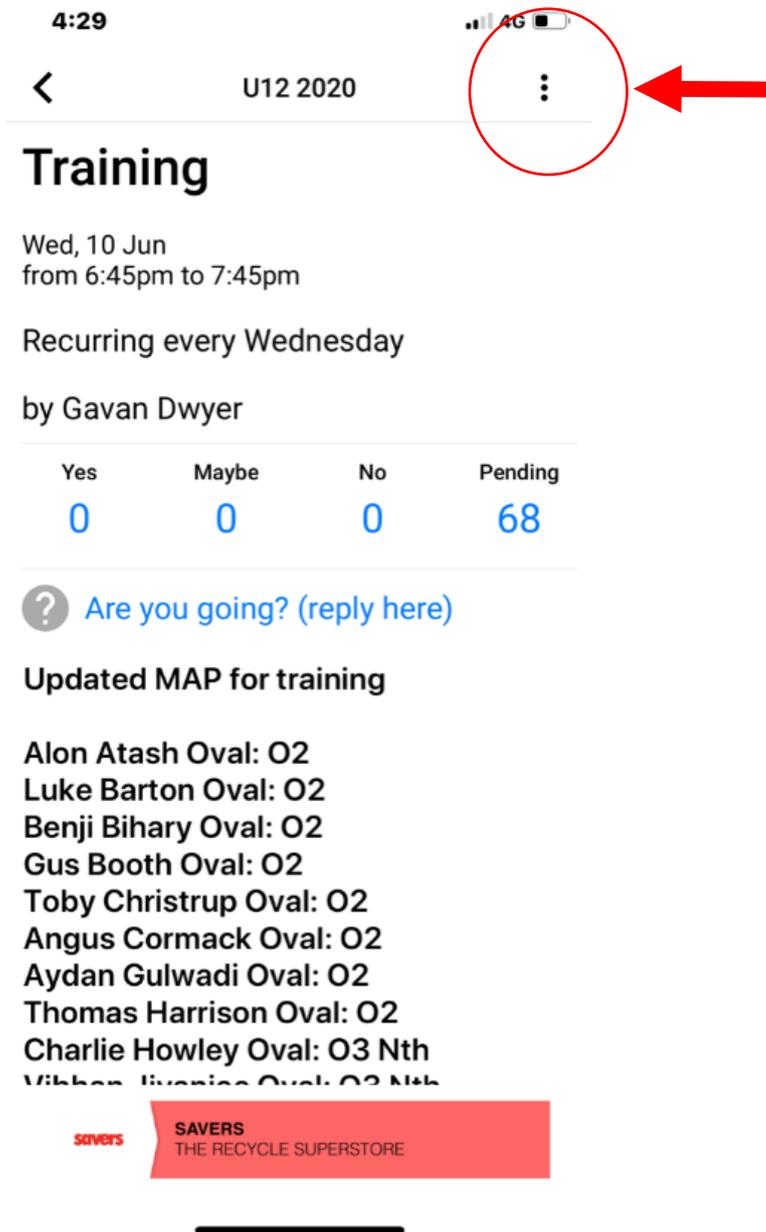


Select your Team

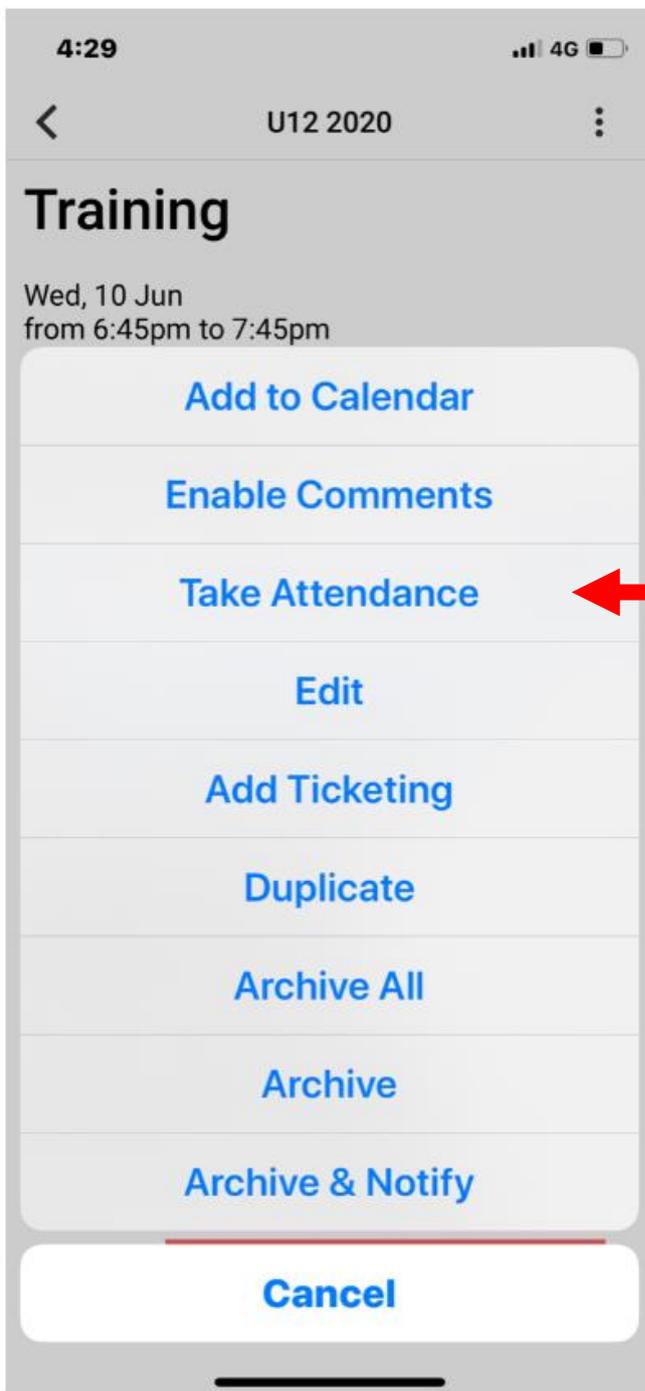
Click on the Training Session you want to track attendance for...



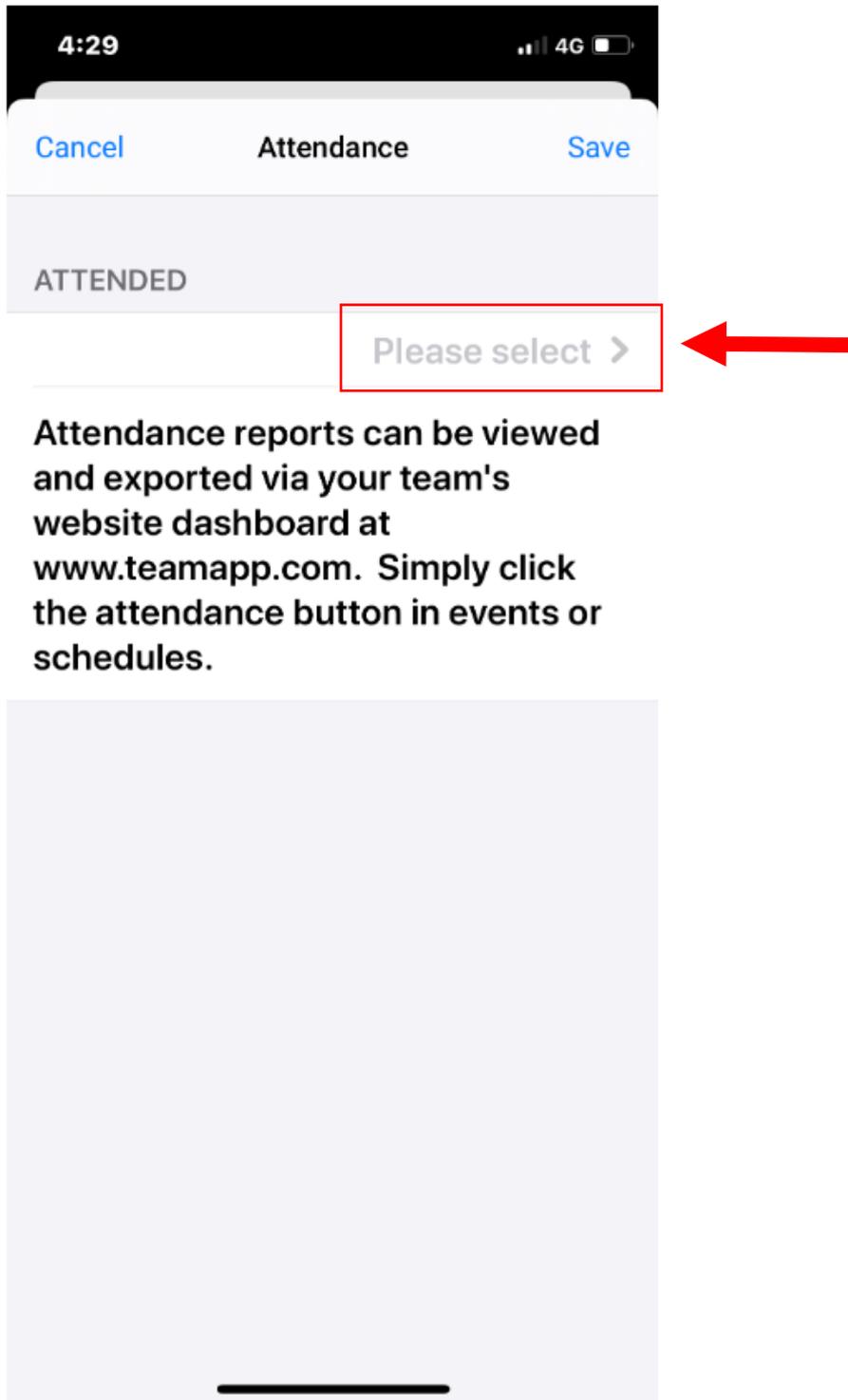
When you are on the Training Page click on the 3 dots at the top right of screen



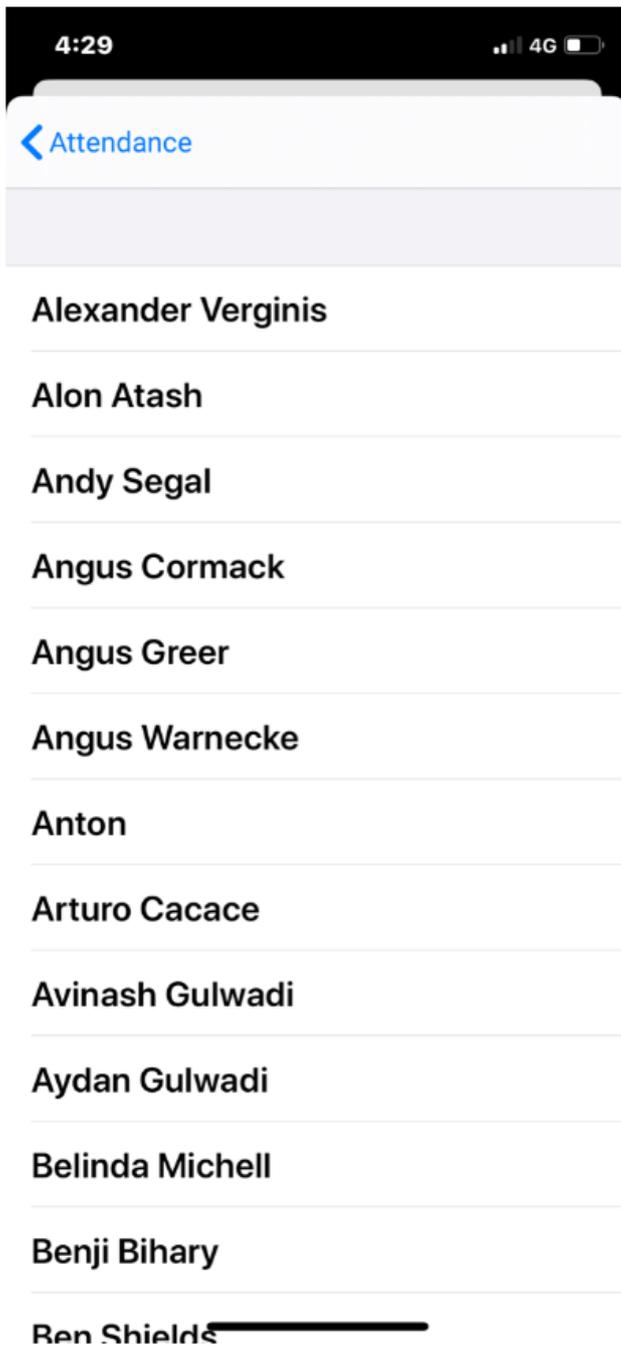
Click on Take Attendance



Click on PLEASE SELECT



Last step – click or tap on the PLAYERS names who are at training to record their attendance.



**IF A PERSON IS NOT IN TEAM APP WE CAN ADD THEM MANUALLY**

**JUST RECORD THEIR NAMES FOR TODAY AND WE WILL INSERT THEM IN**