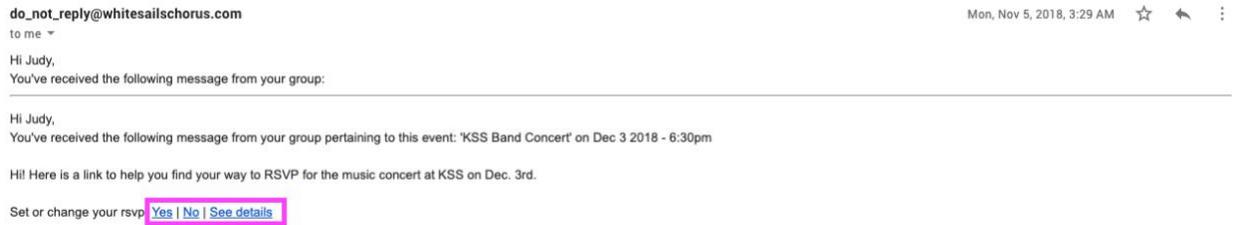


How to Mark Your Attendance in Groupanizer

Typically, you will receive an email in your inbox inviting you to an event. It's easiest to mark your attendance straight from this email!



Or, log in to Groupanizer and click 'My Events' on the sidebar

Scroll down to the event you're looking for and choose your attendance option from the dropdown menu. Feel free to add Notes on the right hand side to help the team plan for events more accurately.

Date	Title	Plan	Notes
Apr 26 2019 - 19:00	Church of Nazarene possible performance Performance	Won't Attend ▾	I am in Calgary this week - sorry!
Apr 26 2019 - 19:00	Test Event Social Event	No Response ▲	
Apr 27 2019 - 10:00	Christmas Show Planning Session Meeting	No Response	
Apr 30 2019 - 19:00	Weekly Rehearsal Rehearsal	Will Attend	
May 7 2019 - 19:00	Weekly Rehearsal Rehearsal	Will Attend ▾	
May 14 2019 - 19:00	Weekly Rehearsal Rehearsal	Will Attend ▾	
May 21 2019 - 19:00	Weekly Rehearsal Rehearsal	Will Attend ▾	
May 28 2019 - 19:00	Weekly Rehearsal Rehearsal	Will Attend ▾	
Jun 4 2019 - 19:00	Weekly Rehearsal Rehearsal	Will Attend ▾	

Information that you enter on this page is automatically saved, so there is no 'save' button to click! Once you've made your selection, it is locked in. If you need to change it, please do!

If you need more information, you can always click the title of the event and it will take you to the event information page where you can usually find more information such as the location/address, call time and required wardrobe.