Vision Computer Programming Services, Inc.
801 2nd Street North, Suite A   Safety Harbor, FL 34695
888-425-6964   email@visioncps.com   www.visioncps.com

Activities – Delete Unattended Sessions

In the Member Tracking System Activities/Programs get scheduled in the Activities screen. Sometimes not every activity occurs and then there are unattended sessions. These unattended sessions can affect your Average Daily Attendance reports and the Boys & Girls Clubs of America Annual Report.

Follow the steps below to Delete Unattended Sessions

1. From the Main Menu click Activities
2. Click Delete Unattended Sessions at the bottom of the screen
3. Choose the date range to remove any unattended sessions in the past.
    a. Verify with all of your staff that they have entered all attendance through the time you want to remove the sessions.
    b. If you remove anything in the future your staff will have to reschedule their Activities.
4. Choose All Units or a Specific Unit
5. Choose All Activities (except Staff Hours) or;
6. Choose a Specific Activity
7. Click the Delete Unattended Sessions button at the bottom of the screen
8. At the "Are your sure…" message, click Yes
9. At the "x Unattended sessions have been deleted" message, click OK
10. Repeat for Staff Hours or additional Activities as needed