



# Managing Event Attendance in Strong Bonds ANG

## **User Guide**

Version 1.1 June 14, 2019

**Strong Bonds ANG**

# Table of Content

- Overview ..... 3
  - About this Guide ..... 3
  - Who Should Use this Guide? ..... 3
  - How this Guide Can Help? ..... 3
- Searching for Events ..... 4
- Managing Event Attendance ..... 6
  - Navigating to the Attendance page ..... 6
  - Approving Registrants ..... 8
  - Searching for a Sponsor (Airman) or Family Member ..... 8
  - Quick Status Filtering ..... 9
  - Tile View & List View ..... 10
  - Managing the Attendance Status for an Individual Registrant ..... 11
  - Managing the Attendance Status for Multiple Registrants ..... 11
- Attendance Report ..... 13
  - Generating the Attendance Reports ..... 13
  - Generating the Sign-in Sheet ..... 13
- Next Steps ..... 15
  - Contact Us ..... 15
- Index ..... 16

## Overview

### About this Guide

This guide provides a detailed overview on registering attendees on their behalf, approve single or multiple attendees, update registration information for attendees, updating the registration status of single and multiple attendees, and generate the registration report.

### Who Should Use this Guide?

This guide aims to assist all users who enjoy system permissions to manage event registration in Strong Bonds ANG:

- Wing PM
- ANG SBPM
- ANG P&P Div Chief

### How this Guide Can Help?

This guide provides step-by-step instructions on how to:

- Update attendance status for single and multiple users.
- Generate the Attendance Report.
- Generate the Sign-in Sheet

## Searching for Events

The *Event Management* page allows you to search for events based on a set of criteria.

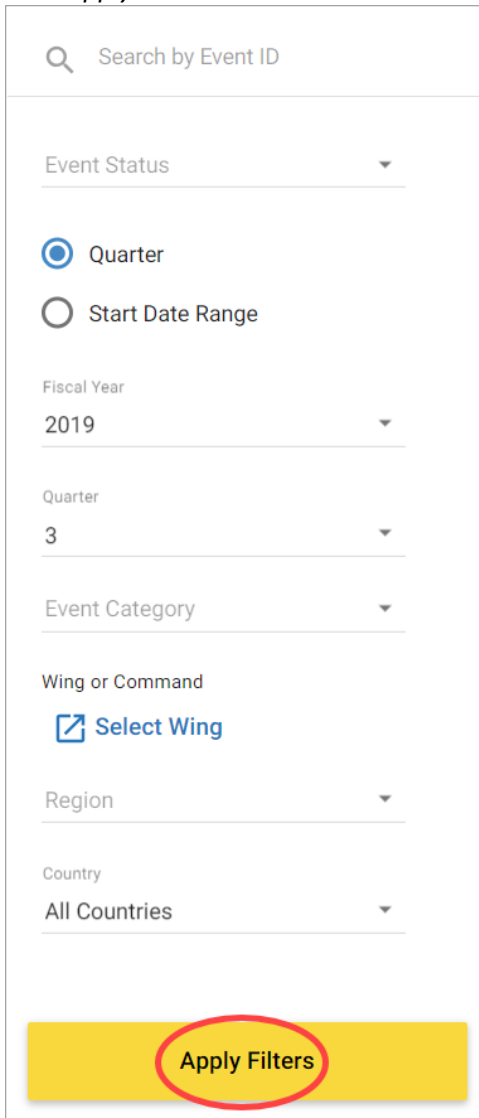
- To search for events:
  1. After logging in as a Wing PM, click *Event Management* in the Strong Bonds ANG menu bar.



2. In the left sidebar, refine your event search as follows:

Field Name	Action/Input
Search by Event ID	Enter the ID number of the event you are searching for.
Event Status	Select the checkbox next to the <i>Pending AAR</i> status.
Quarter	Select this radio button if you want to search for events based on annual quarters. Selecting this radio button, will prompt you to complete the <i>Fiscal Year</i> and <i>Quarter</i> fields.
Start Date Range	Select this radio button if you want to search for events based on a date range. Selecting this radio button, will prompt you to select the <i>From</i> and <i>To</i> dates.
Fiscal Quarter	Select a fiscal year from the drop-down.
Quarter	Use the checkboxes to select fiscal quarter(s).
Event Category	Select the checkboxes next to the categories.
Wing or Command	Click <i>Select Wing/Command</i> to enter a wing or command.
State/Region	Select a state from the <i>State</i> drop-down.
Country	Select a country from the <i>Country</i> drop-down. Note that selecting a country other than USA will change the <i>State</i> field into <i>Region</i> field. The <i>Region</i> field will be autocompleted as AE: Army Forces Europe, AP: Army Forces Pacific, and AA: Army Forces Americans based on the country you select.

3. Click *Apply Filters*.



The screenshot shows a filter panel with the following elements:

- Search by Event ID (with a magnifying glass icon)
- Event Status (dropdown menu)
- Radio buttons for "Quarter" (selected) and "Start Date Range"
- Fiscal Year (dropdown menu, set to 2019)
- Quarter (dropdown menu, set to 3)
- Event Category (dropdown menu)
- Wing or Command (with a "Select Wing" link and icon)
- Region (dropdown menu)
- Country (dropdown menu, set to All Countries)
- A yellow "Apply Filters" button at the bottom, which is circled in red.

All events that match your criteria will now be featured on the main section of the *Event Management* page.

# Managing Event Attendance

Once the event has a Published status, the Wing PM who has created the event or is delegated to the event, begin managing attendance from the *Event Details* page.

## Navigating to the Attendance page


- To navigate to the *Attendance* page:
  1. After logging in as a Wing PM, click *Event Management* in the Strong Bonds ANG menu bar.
  2. Search for a Published event using the filter sidebar, as shown in the *Searching for Events* section of this guide.
  3. Click the *Menu* icon in the last column and select *Event Details* in the drop-down.

Manage 0 Event(s) ▾											
Showing 2 results    Total Projected Budget: \$0.00											
<input type="checkbox"/>	Event ID	Status	Wing	State	Country	Start Date ▲	Category	Est. AMN	Certified Childcare	POC	Curriculum
<input type="checkbox"/>	ANG-FY19-00288	Published	AK	FL	USA	04/30/2019	Families	30	Yes	Scott Spiegel	Active Military...
<input type="checkbox"/>	ANG-FY19-00289	Approved	AK	FL	USA	04/30/2019	Individuals	30	No	Scott Spiegel	PICK, How to Av... Pub

You will be navigated to the *Event Details* page.

Event Management < Event Details
Manage Event ▾

- Event Details**
- Overview
- Event Information
- Venue
- Point of Contact (POC)
- Curriculum
- Admin Setup
- Projected Budget    \$30,000.00
- 👤 Registrations            0
- 👥 Attendance                0/0
- 📄 Survey Report
- 📁 AAR
- 👤 Event Delegation



### Stronger Together

Published

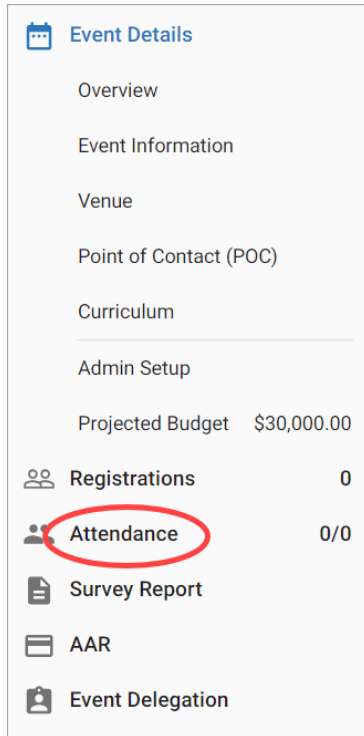
April 30, 2019  
Spring Hill, FL · Families  
ANG-FY19-00288

Public Registration Page:  
<https://strongbonds-ang.jointservicessupport.org/eventregistration/6f995310>

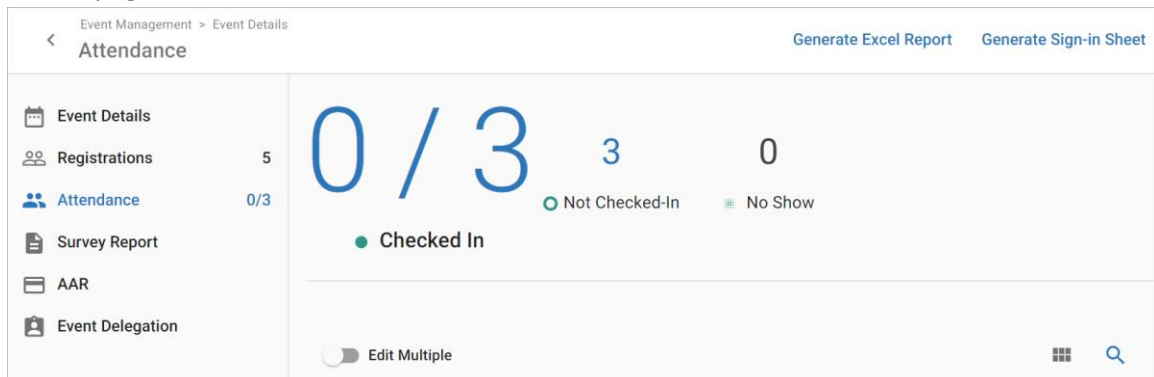
Public Event Summary Page:  
<https://strongbonds-ang.jointservicessupport.org/events/details/6f995310>

Wing	Event Category	Event Type	Priority
AK	Families	12 Hours	
Quarter	Certified Childcare Provided		
FY19Q3	Yes		

4. Click *Attendance* in the left sidebar of the *Event Details* page.



The *Attendance* page will appear. Note that only the approved number of registrants will appear on this page.



**Notes:**

- The progress bar featured at the top of the *Event Details* page displays which stage of the event lifecycle the event is currently on. For managing attendance, the event must have (at least) an Approved status.
- Navigating away from the page or closing your browser without saving will result in all information being lost.
- The reference number is unique to each sponsor.
- The family number will have the same reference number as the sponsor.

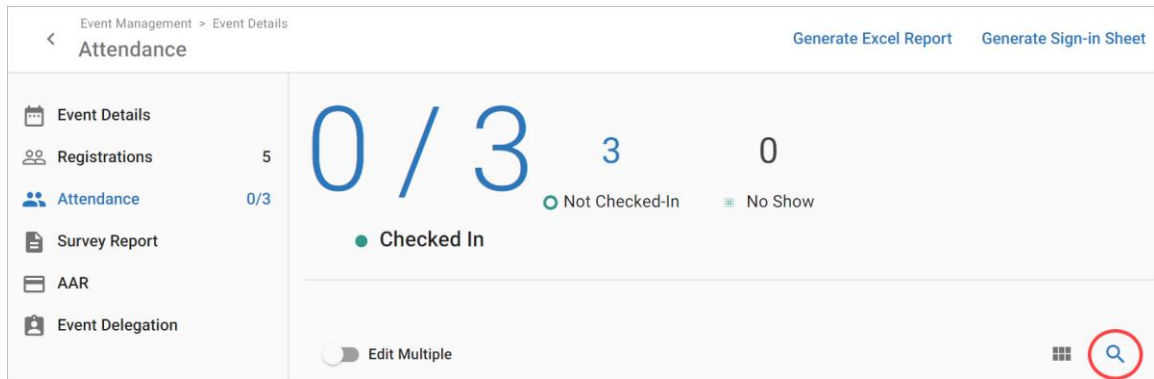
## Approving Registrants

As a Wing PM (or other users who have system permissions to manage event details) can approve registrants from the *Registrations* page. To learn how to approve registrants, see the **Managing Event Registrations in Strong Bonds ANG** user guide.

## Searching for a Sponsor (Airman) or Family Member

The *Attendance* page allows the Wing PM to easily locate Sponsors and Family Members.

- To search for a sponsor or family member:
  1. Navigate to the *Attendance* page, as shown in the **Navigating to the Attendance page** section of this guide.
  2. Click the *Search* icon.



3. Use the left sidebar to refine your user search as follows:

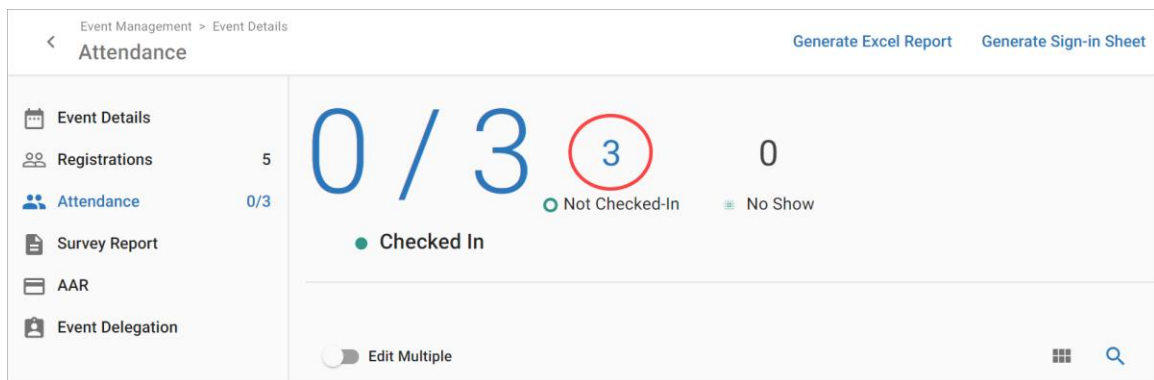
Field Name	Action/Input
Search by Name or Reg Ref #	Enter the name or reference number of the Sponsor/Family Member.
Sort By	You can sort out the list of registrants by name, email, date registered or reference number.
Attendance Status	Use the checkboxes to select the attendance status(es).

4. Click *Apply Filters*.
5. The sponsor and/or family members who match your filter criteria will appear on the *Attendance* page.

## Quick Status Filtering

The *Attendance* page displays not only the total registrants but also a breakdown of all the attendance statuses.

- To quick search for a sponsor or family member based on their attendance status, their user type or validation:
  1. Navigate to the *Attendance* page, as shown in the ***Navigating to the Attendance page*** section of this guide.
  2. Click the number featured above an attendance status i.e. Checked In, Not Checked In or No Show.



Event Management > Event Details  
Attendance Generate Excel Report Generate Sign-in Sheet

Event Details  
Registrations 5  
Attendance 0/3  
Survey Report  
AAR  
Event Delegation

0 / 3 3 0  
 Checked In  
 Not Checked-In  
 No Show

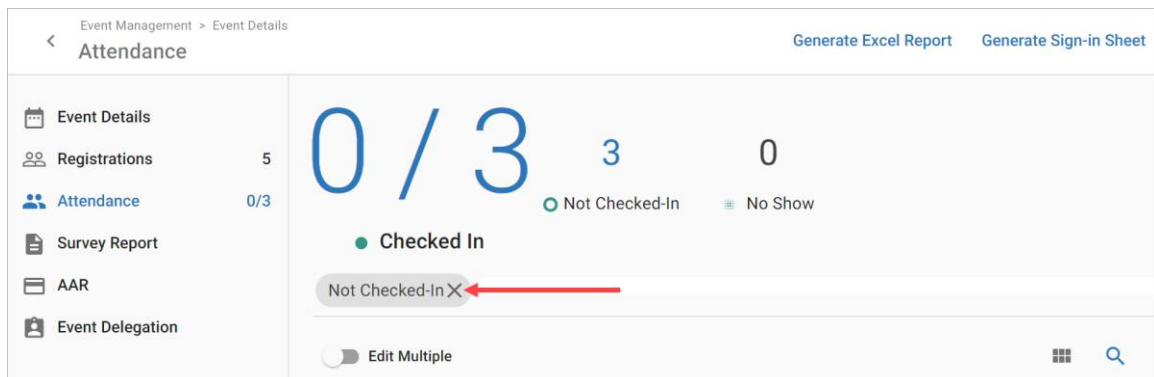
Edit Multiple

3. All registrants matching your filters will appear in the main section of the *Attendance* page. Note that all your selected filters will be listed in bubbles.

Edit Multiple

Reg. Ref #	Registered As	Name	Salutation	Wing	Email	Military Status	Date Registered	Validated	Attendance Status
9357-0152	Sponsor(Airman)	Alexander, Lars	SSgt	FL	larsalexander@mail.mil	Enlisted	04/03/2019	No	<input type="radio"/> Not Checked-In
9357-0152	Spouse	Anderson, Alica	1stSgt		alicaanderson@mail.mil		04/03/2019	Yes	<input type="radio"/> Not Checked-In
3923-1394	Sponsor(Airman)	Narushima, Kazuya	Maj Gen	AL	kazuya@mail.mil	Commissioned Officer	04/03/2019	Yes	<input type="radio"/> Not Checked-In

4. To remove the filter, click X inside the bubble.



Event Management > Event Details  
Attendance Generate Excel Report Generate Sign-in Sheet

Event Details  
Registrations 5  
Attendance 0/3  
Survey Report  
AAR  
Event Delegation

0 / 3 3 0  
 Checked In  
 Not Checked-In  
 No Show

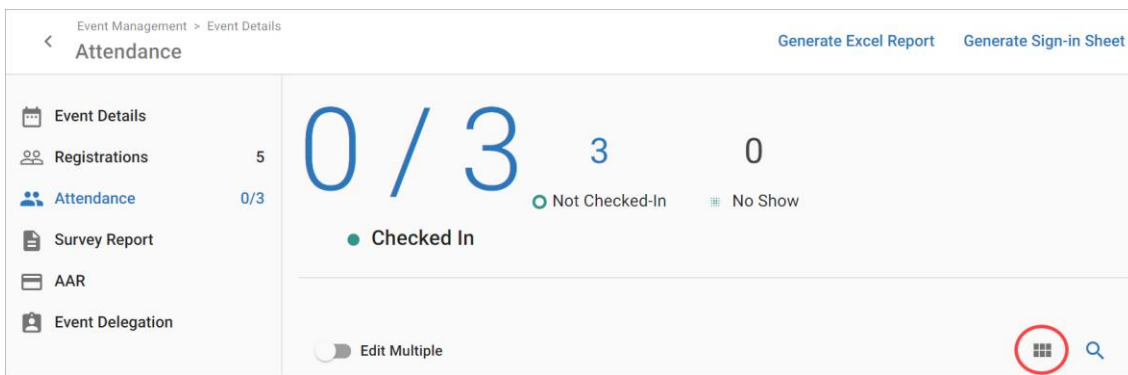
Not Checked-In X

Edit Multiple

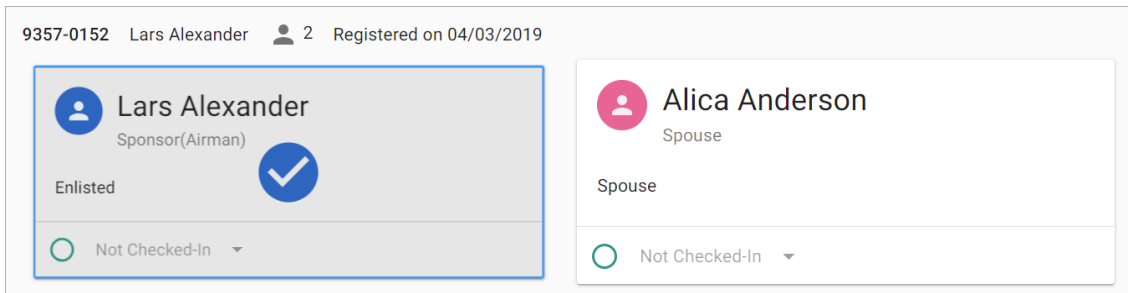
## Tile View & List View

All information on the *Attendance* page appears in a List view by default. This way you are able to view most of the user's information.

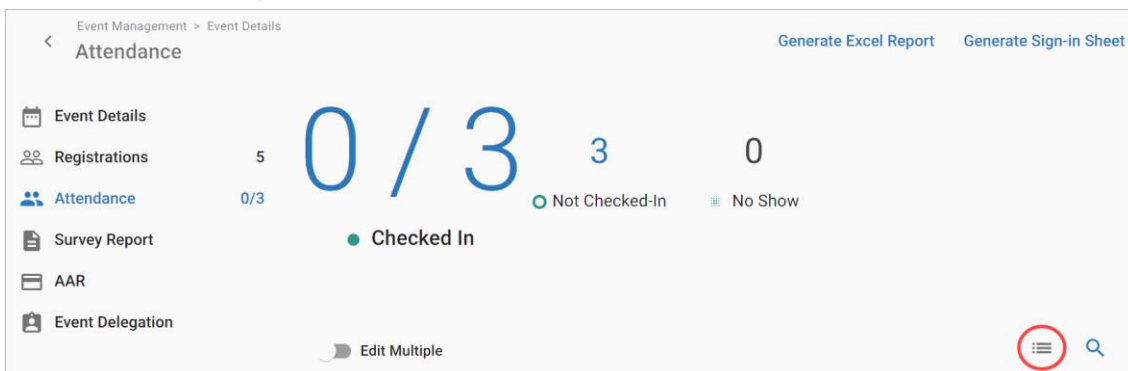
- To change your view to Tile view:
  1. Navigate to the *Attendance* page, as shown in the ***Navigating to the Attendance page*** section of this guide
  2. Click the *Tile* icon above the *Attendance Status* column. The *Attendance* page will now appear in Tile view. Note that in Tile view, you can only the basic information for the Sponsors and Family Members.



The *Attendance* page will now appear in Tile view. Note that in Tile view, you can only the basic information for the Sponsor/Family Member.



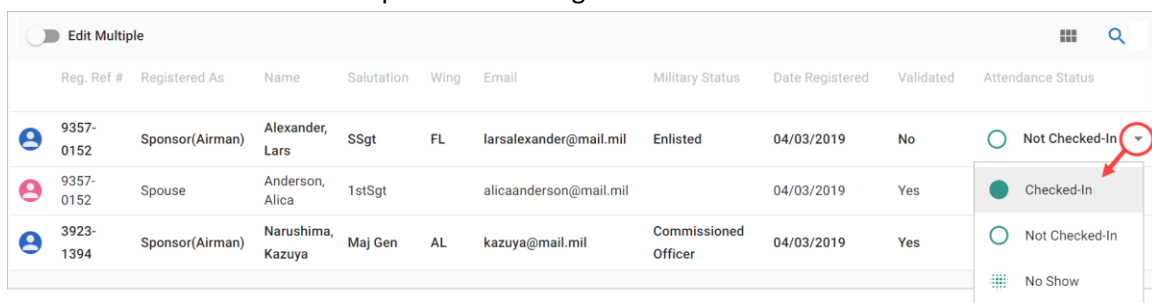
3. To return to List view, click the *List* icon.



## Managing the Attendance Status for an Individual Registrant

Strong Bonds ANG provides you the ability to select an attendance status for a registrant.

- To update the attendance status for a registrant:
  1. Navigate to the *Attendance* page, as shown in the ***Navigating to the Attendance page*** section of this guide.
  2. Locate the registrant whose status you wish to update. You can use the quick filter method or the search method, as discussed on page 8 & 9, respectively.
  3. Click the *Attendance Status* drop-down in the right-most column.



The screenshot shows a table with columns: Reg. Ref #, Registered As, Name, Salutation, Wing, Email, Military Status, Date Registered, Validated, and Attendance Status. A red circle highlights the 'Attendance Status' dropdown for the first row (Lars Alexander), which is currently set to 'Not Checked-In'. The dropdown menu is open, showing options: 'Checked-In' (with a green circle icon), 'Not Checked-In' (with a white circle icon), and 'No Show' (with a grid icon). A red arrow points to the 'Checked-In' option.

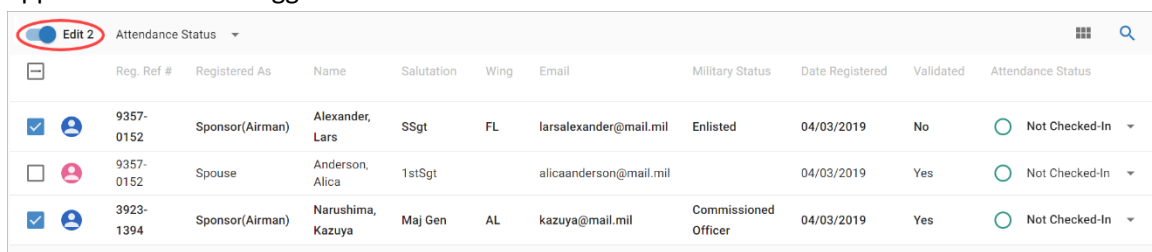
Reg. Ref #	Registered As	Name	Salutation	Wing	Email	Military Status	Date Registered	Validated	Attendance Status
9357-0152	Sponsor(Airman)	Alexander, Lars	SSgt	FL	larsalexander@mail.mil	Enlisted	04/03/2019	No	Not Checked-In
9357-0152	Spouse	Anderson, Alica	1stSgt		alicaanderson@mail.mil		04/03/2019	Yes	Checked-In
3923-1394	Sponsor(Airman)	Narushima, Kazuya	Maj Gen	AL	kazuya@mail.mil	Commissioned Officer	04/03/2019	Yes	Not Checked-In

4. Select one of the following attendance statuses from the drop-down:
  - To mark a registrant as having checked into the event, select *Checked In*.
  - To mark a registrant as not having checked in the event, select *Not Checked In*.
  - To mark a registrant as not attending the event, select *No Show*.

## Managing the Attendance Status for Multiple Registrants

Strong Bonds ANG provides you the ability to select an attendance status for multiple registrants.

- To update the attendance status for multiple registrants:
  1. Navigate to the *Attendance* page, as shown in the ***Navigating to the Attendance page*** section of this guide.
  2. Toggle the *Edit Multiple* button to blue. Note that the *Attendance Status* drop-down now appears next to the toggle button.



The screenshot shows the same table as above, but the 'Edit Multiple' button is now blue and highlighted with a red circle. The 'Attendance Status' dropdown is now visible next to the 'Edit 2' button. The dropdown menu is open, showing options: 'Checked-In' (with a green circle icon), 'Not Checked-In' (with a white circle icon), and 'No Show' (with a grid icon).

Reg. Ref #	Registered As	Name	Salutation	Wing	Email	Military Status	Date Registered	Validated	Attendance Status
9357-0152	Sponsor(Airman)	Alexander, Lars	SSgt	FL	larsalexander@mail.mil	Enlisted	04/03/2019	No	Not Checked-In
9357-0152	Spouse	Anderson, Alica	1stSgt		alicaanderson@mail.mil		04/03/2019	Yes	Not Checked-In
3923-1394	Sponsor(Airman)	Narushima, Kazuya	Maj Gen	AL	kazuya@mail.mil	Commissioned Officer	04/03/2019	Yes	Not Checked-In

3. Select the checkboxes next to the registrants whose status you wish to update.

Reg. Ref #	Registered As	Name	Salutation	Wing	Email	Military Status	Date Registered	Validated	Attendance Status
9357-0152	Sponsor(Airman)	Alexander, Lars	SSgt	FL	larsalexander@mail.mil	Enlisted	04/03/2019	No	Not Checked-In
9357-0152	Spouse	Anderson, Alica	1stSgt		alicaanderson@mail.mil		04/03/2019	Yes	Not Checked-In
3923-1394	Sponsor(Airman)	Narushima, Kazuya	Maj Gen	AL	kazuya@mail.mil	Commissioned Officer	04/03/2019	Yes	Not Checked-In

4. Select a status from the *Attendance Status* drop-down.

Name	Salutation	Wing	Email	Military Status	Date Registered	Validated	Attendance Status
Alexander, Lars	SSgt	FL	larsalexander@mail.mil	Enlisted	04/03/2019	No	Not Checked-In
Anderson, Alica	1stSgt		alicaanderson@mail.mil		04/03/2019	Yes	Not Checked-In
Narushima, Kazuya	Maj Gen	AL	kazuya@mail.mil	Commissioned Officer	04/03/2019	Yes	Not Checked-In

5. Confirm that status update in the pop-up that appears.

### Make User the Event Owner

Are you sure you want to make Olena Kuksova the owner of Event ANG-FY19-00288?

Once the change is made, all communication directed to the Event Owner will be changed from now on.

Cancel
Make Owner

6. Toggle the *Edit Multiple* button to gray once you are done. You will no longer be able to select multiple registrants.

Note that the numbers featured on the *Attendance* page will now be updated based on your attendance status update(s), be it single or multiple registrants.

Event Management > Event Details
Generate Excel Report   Generate Sign-in Sheet

## Attendance

- Event Details
- Registrations 5
- Attendance 0/3
- Survey Report
- AAR
- Event Delegation

2 / 3

● Checked In

○ Not Checked-In

■ No Show

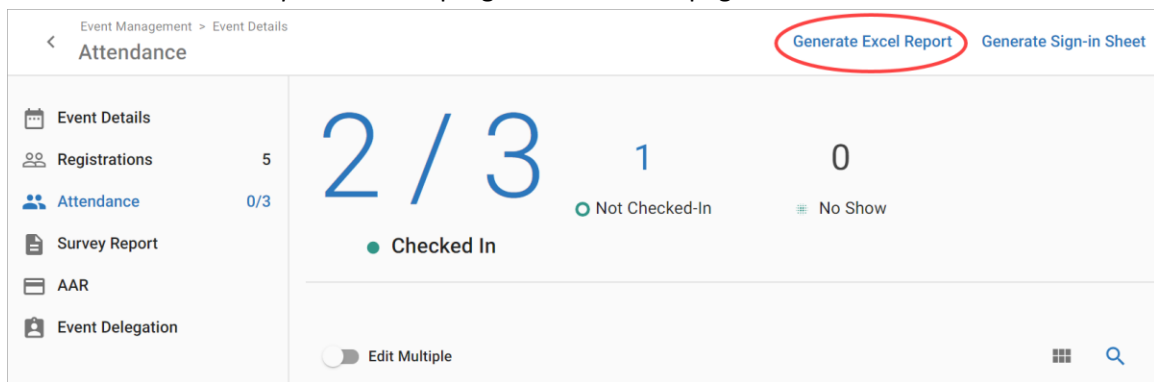
● Edit Multiple

# Attendance Report

## Generating the Attendance Reports

All the attendance data collected on the *Attendance* page can be easily exported as a Generate Excel Report.

- To generate the attendance report:
  1. Navigate to the *Attendance* page, as shown in the ***Navigating to the Attendance page*** section of this guide.
  2. Click *Generate Excel Report* in the top-right corner of the page.



3. Click Save in the pop-up notification.
4. Open the report.

First Name	Last Name	Salutation	Reference Code	Category	Unit/Command	Personnel Type	Gender	Age	Attendance Status	Validated
Lars	Alexander	SSgt	9357-0152	Sponsor	FL		Male	35	Checked-In	No
Alica	Anderson	1stSgt	9357-0152	Spouse			Female	28	Not Checked-In	Yes
Kazuya	Narushima	Maj Gen	3923-1394	Sponsor	AL		Male	49	Checked-In	Yes

**Notes:**

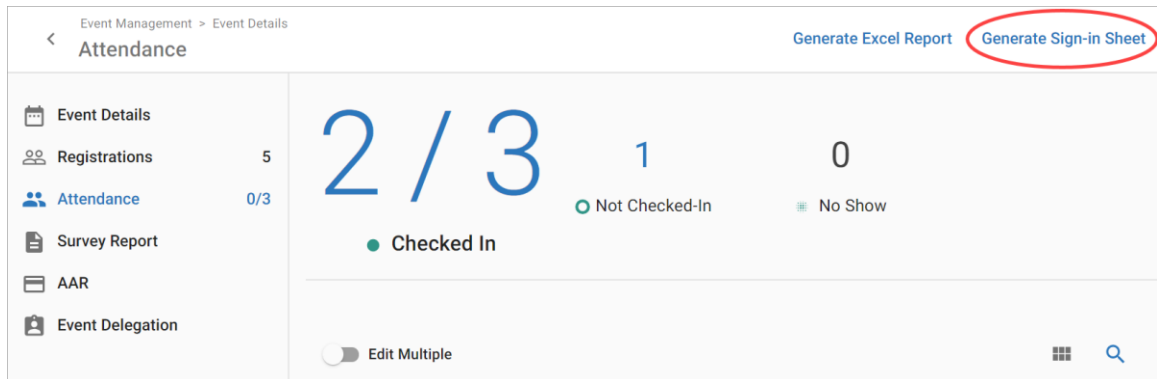
- You can make changes to the report by enabling the edit option in MS Excel.
- If the Family Member is a Child under 1-year old, the Age column will show the age in months i.e. 0 Years 8 Months

## Generating the Sign-in Sheet

The be easily exported as a Generate Sign-In Sheet.

- To generate the registration report:
  1. Navigate to the *Attendance* page, as shown in the ***Navigating to the Attendance page*** section of this guide.

2. Click *Generate Sign In Sheet* in the top-right corner of the page.



Event Management > Event Details  
Attendance

Generate Excel Report **Generate Sign-in Sheet**

Event Details  
Registrations 5  
Attendance 0/3  
Survey Report  
AAR  
Event Delegation

2 / 3  
● Checked In  
○ Not Checked-In  
■ No Show

Edit Multiple

3. Click *Save* in the pop-up notification.

4. Open the report.

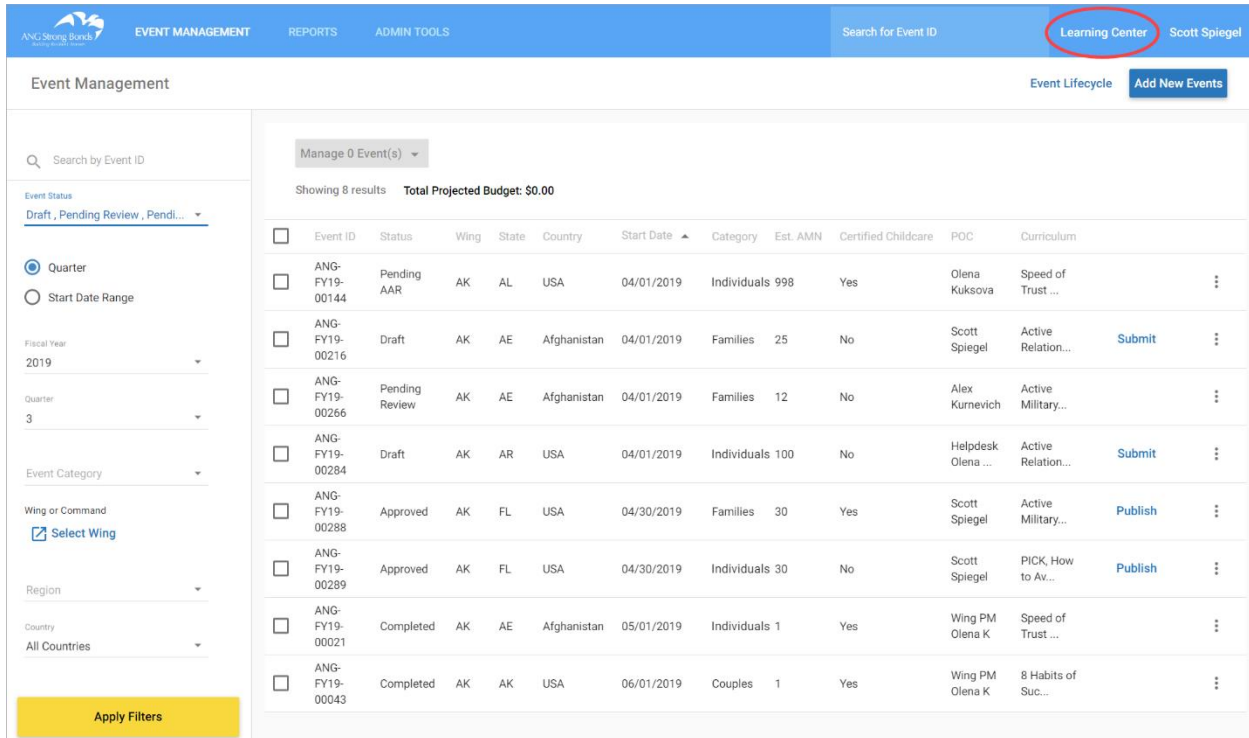
First Name	Last Name	Salutation	Category	Gender	Age	Signature
Lars	Alexander	SSgt	Sponsor	Male	35	
Alica	Anderson	1stSgt	Spouse	Female	28	
Kazuya	Narushima	Maj Gen	Sponsor	Male	49	

**Notes:**

- You can make changes to the report by enabling the edit option in MS Excel.
- If the Family Member is a Child under 1-year old, the Age column will show the age in months i.e. 0 Years 8 Months

# Next Steps

Congratulations! You have completed the Strong Bonds **Managing Event Attendance in Strong Bonds ANG User Guide**. For more information, please visit the Strong Bonds ANG Learning Center.



Event Management Event Lifecycle [Add New Events](#)

Search for Event ID Learning Center Scott Spiegel

Manage 0 Event(s) Showing 8 results Total Projected Budget: \$0.00

<input type="checkbox"/>	Event ID	Status	Wing	State	Country	Start Date	Category	Est. AMN	Certified Childcare	POC	Curriculum	
<input type="checkbox"/>	ANG-FY19-00144	Pending AAR	AK	AL	USA	04/01/2019	Individuals 998		Yes	Olena Kuksova	Speed of Trust ...	⋮
<input type="checkbox"/>	ANG-FY19-00216	Draft	AK	AE	Afghanistan	04/01/2019	Families 25		No	Scott Spiegel	Active Relation...	Submit ⋮
<input type="checkbox"/>	ANG-FY19-00266	Pending Review	AK	AE	Afghanistan	04/01/2019	Families 12		No	Alex Kurnevich	Active Military...	⋮
<input type="checkbox"/>	ANG-FY19-00284	Draft	AK	AR	USA	04/01/2019	Individuals 100		No	Helpdesk Olena ...	Active Relation...	Submit ⋮
<input type="checkbox"/>	ANG-FY19-00288	Approved	AK	FL	USA	04/30/2019	Families 30		Yes	Scott Spiegel	Active Military...	Publish ⋮
<input type="checkbox"/>	ANG-FY19-00289	Approved	AK	FL	USA	04/30/2019	Individuals 30		No	Scott Spiegel	PICK, How to Av...	Publish ⋮
<input type="checkbox"/>	ANG-FY19-00021	Completed	AK	AE	Afghanistan	05/01/2019	Individuals 1		Yes	Wing PM Olena K	Speed of Trust ...	⋮
<input type="checkbox"/>	ANG-FY19-00043	Completed	AK	AK	USA	06/01/2019	Couples 1		Yes	Wing PM Olena K	8 Habits of Suc...	⋮

Apply Filters

## Contact Us

Your feedback is important to us. If you have any questions or comments related to this guide, please contact the Strong Bonds Helpdesk available at via email at [feedback@ANGStrongBonds.org](mailto:feedback@ANGStrongBonds.org) or via telephone at 1-888-577-8003.

# Index

<b>A</b>	<b>R</b>
attendance status	registration status
checked in .....11	no show ..... 11
not checked in.....11	
update.....11	<b>S</b>
	status
<b>E</b>	published ..... 6
event details .....6	
events	<b>U</b>
searching for events.....4	users ..... 3
	ANG P&P Div Chief ..... 3
<b>G</b>	ANG SBPM ..... 3
generate excel report .....13	Wing PM ..... 3
generate sign-in sheet .....13	
	<b>V</b>
<b>P</b>	view list ..... 10
page	view tile ..... 10
attendance .....6	