



ATTENDANCE TRACKING

HOW TO TRACK ATTENDANCE:

Step 1: Create event in MyBBYO

Event Maintenance → New Event → Add in your event info → Save

Step 2: Event Registration & Attendance

💡 Did you know there are 3 different ways to take attendance

- 1** Text Attendance
 - Teen texts the event ID to 1-844-952-BBYO (2296)
 - Event ID can be found on the right side of the event information page
 - 💡 Pro Tip: Check the box when creating your event in MyBBYO to allow for pre-registration by text
- 2** Live URL Registration
 - Send out the link on the right side of the event information page under “live URL”
- 3** Bulk Registration
 - In MyBBYO, navigate to: Event Maintenance → Open the event → Bulk Register tab
 - Use check boxes to select all attendees → hit the blue “register selected” button at the bottom of the page

NOW WHAT:

📅 Gamecard

- [2022 - 2023 | AZA & BBG Gamecard - Google Sheets](#)
- Select your chapter on the ‘Chapter Program Attendance’ tab to get a full list of all chapter members and the number of chapter and regional events they have attended each month
- On the ‘Chapter Breakdown’ tab, track your progress to your goals and see how many of your events had attendance taken

📄 Prospect Conversion

- Use the [Event Membership Conversion Report - BBYO](#) in MyBBYO to track which prospects have converted to members after the event
- 💡 Pro tip: After running the report, click on the event name to get a full list of all attendees to quickly see who is still a prospect and make following up easy

💬 Text Follow Up

- Have MyBBYO send automated text messages to follow up with event attendees
- Check out this [short video](#) on how to set up the automated messages when creating your event

WHY IS THIS IMPORTANT:

- Track involvement – see how many programs members and prospects have attended
- Improve programming – understand which programs capture teen interest
- Make prospecting easier – identify the most involved prospects who are likely to become members
- Tailor outreach – tailor future outreach based on prior program attendance
- Bring members back – identify and follow-up with teens who have suddenly stopped attending
- Reward involvement – track member attendance and give prizes to those who attend the most events
- Identify future leaders & summer prospects – see which members come most consistently