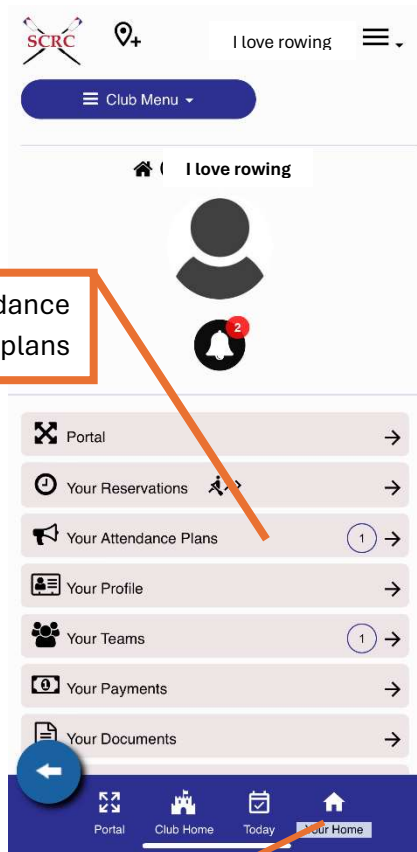


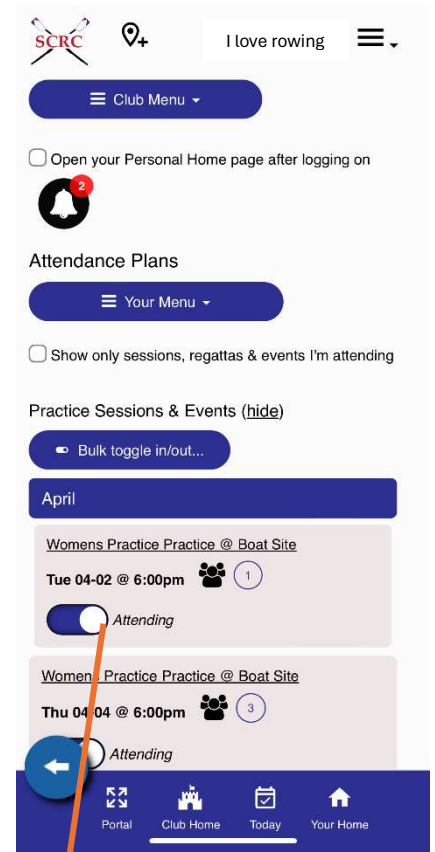
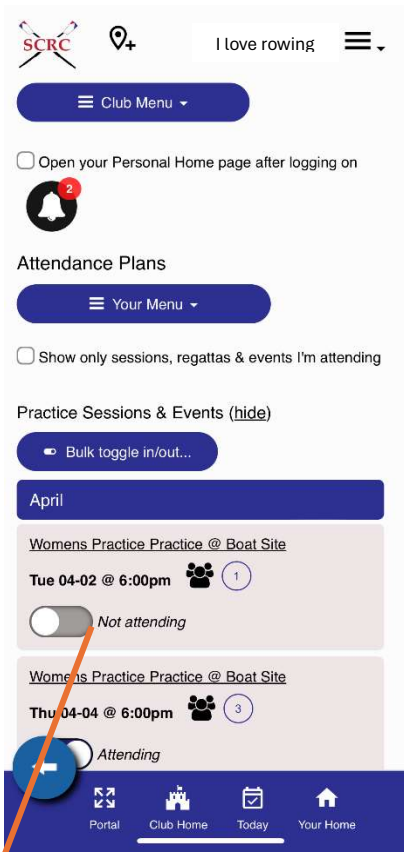
## Attendance to Individual Team Session

- These are instructions to mark attending or not attending individual sessions, as well as check your availability
- App youtube: <https://www.youtube.com/watch?v=braecaUy3VA>
- Screenshots on app:
  0. Login to iCrew
  1. Click **“Your Home”** (bottom right)
  2. Click **“Your Attendance Plans”** → will open “Attendance Plans page and see all sessions you’re eligible to attend
  3. Toggle in and out of sessions you can attend. Gray says *not attending* and Blue says *attending*
  4. Go back to **“Your Home”** (bottom right)

### YOUR HOME



### ATTENDANCE PLANS – toggle in/ out of individual session

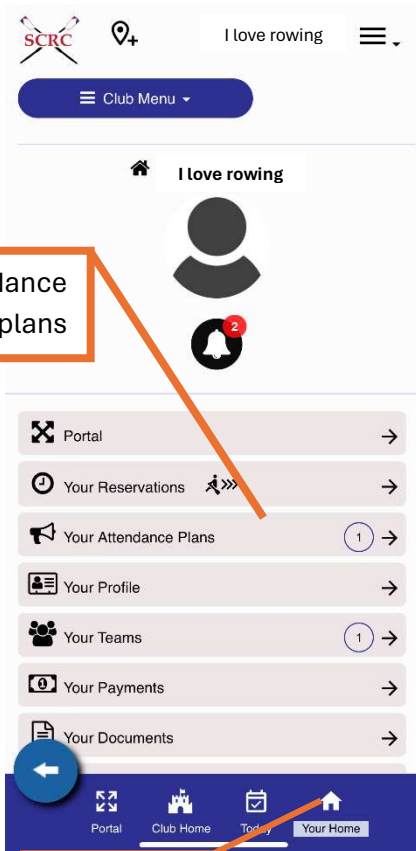


## Attendance to Team Sessions – Bulk Toggle

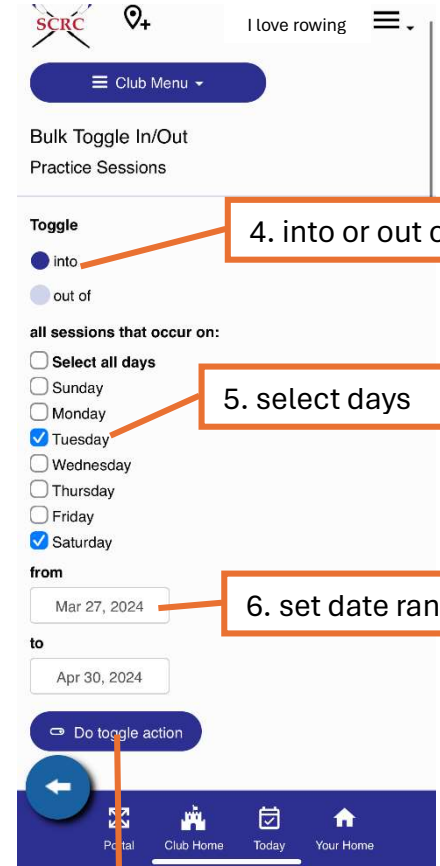
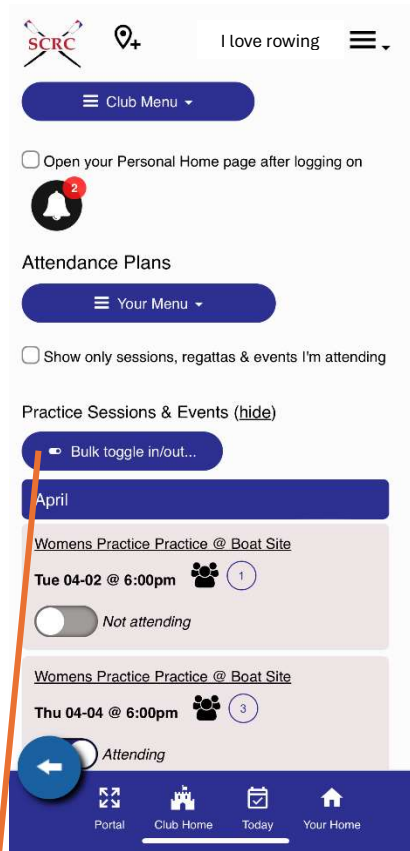
- These are instructions to Bulk Toggle in and out of sessions. For example, you want to mark every Tuesday you'll be at practice
- If there's a particular Tuesday you cannot attend, use the instructions to mark "not attending" on the individual session
- Instructions w/ screenshots on app – this example is for attending Tuesday and Saturday Practices from 3/27/24 to 4/30/24

0. Login to iCrew
1. Click "**Your Home**" (bottom right)
2. Click "**Your Attendance Plans**" → will open "Attendance Plans page and see all sessions you're eligible to attend
3. Click "**Bulk toggle in/out**" → will open Bulk Toggle In/ Out page
4. Select "**into**" to mark *attending* or select "out of" to mark *not attending*
5. Select which days you want to change
6. Select the date range
7. Click "**Do toggle action**" → you'll be brought back to your attendance plans

### YOUR HOME



### ATTENDANCE PLANS – bulk toggle in/ out



1. home

3. bulk toggle  
in/out

7. do the toggle  
action