

TAKING ATTENDANCE How to take attendance and/or collect waivers electronically in Campfire Events (for Chapters and Groups)

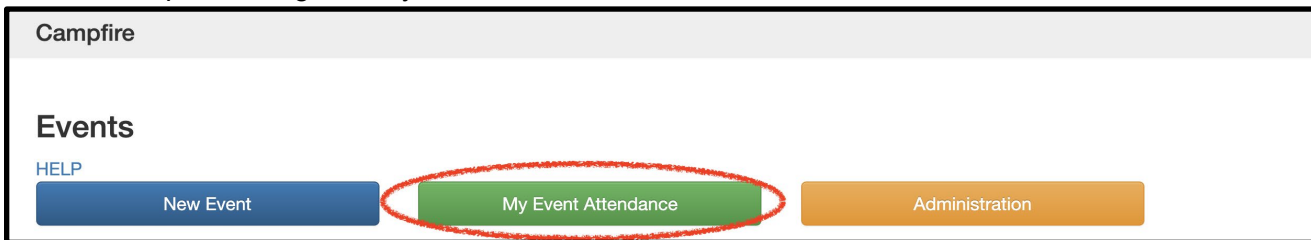
Campfire Events is one of the strongest and most versatile tools available to Sierra Club leaders. By taking attendance for the event you've [previously created](#), you can replace a physical sign-in sheet to understand who came to an event, and/or collect new names. Taking attendance allows those who participate in your event to sign in electronically, effectively outsourcing your data entry and ensuring your data gets to the right place in the Sierra Club data universe.

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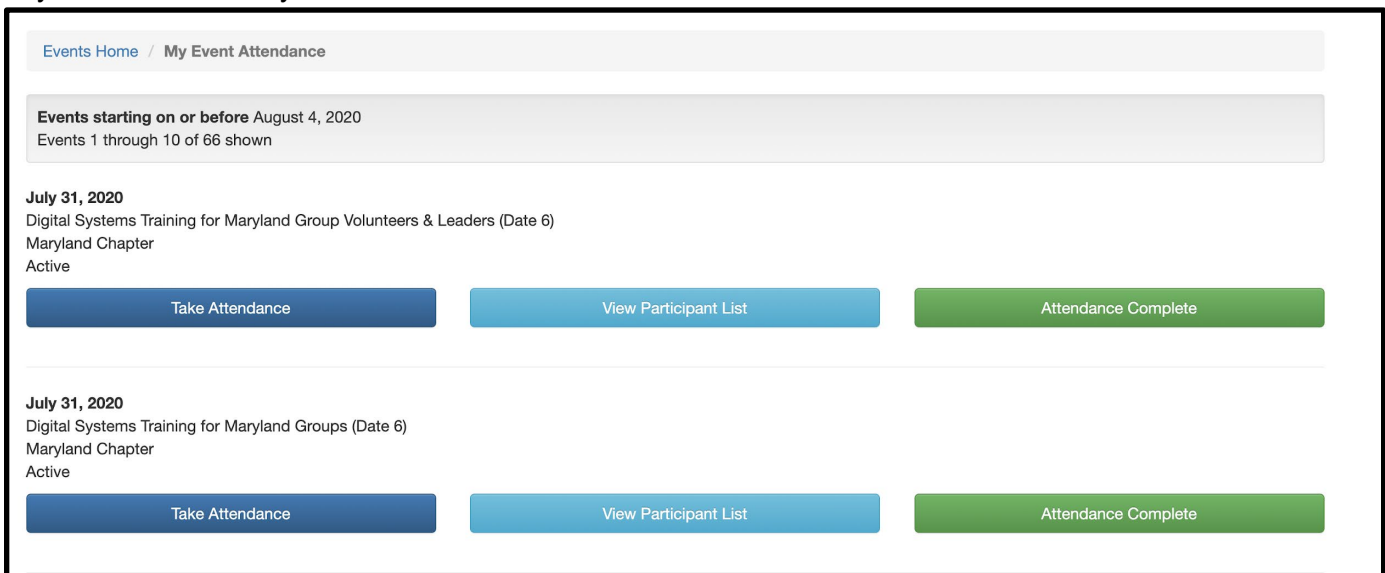
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Getting Started

To get started, log into Campfire Events at <https://campfire.sierraclub.org> and select Events. To take attendance, press the green My Event Attendance button.



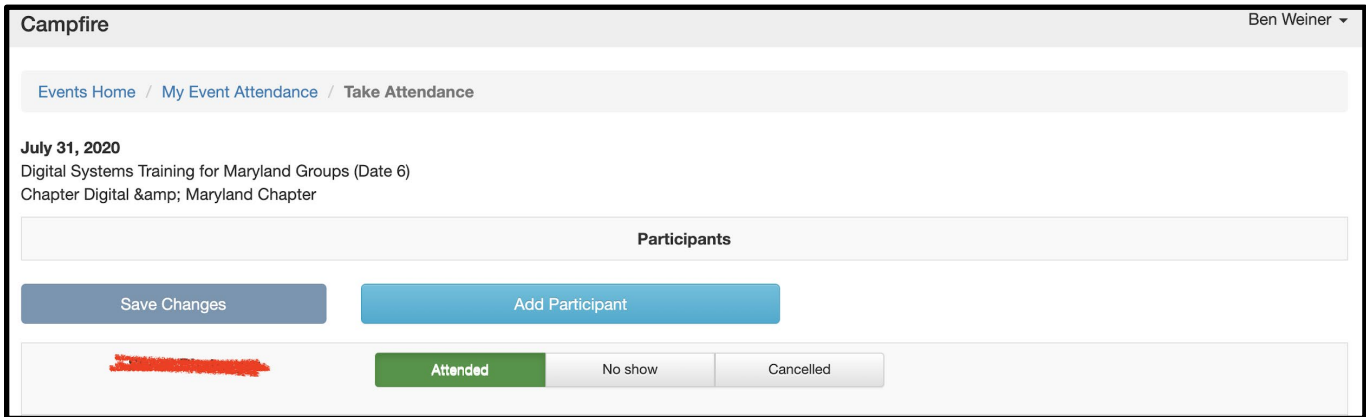
On the backend of this function, you will only see events you are marked as a Leader for that take place anywhere from 14 days before or after the current date.



If just a list of participants who have already registered is needed, use the View Participant List button. To signify that the attendance information is complete, press the Attendance Complete button. To take Attendance on an event, press Take Attendance.

Take Attendance

On the take attendance screen, all registrants to the event will appear. *Note: This page can be accessed on a mobile device and kept in the memory of the device even when the device isn't actively connected to the internet. It will take any data added to the page, and once internet service is restored, the Save Changes button can be pressed to save any changes.*



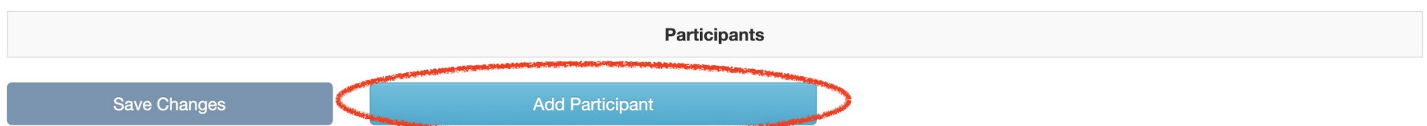
For each registrant, you can select a status. Please reference the chart below for the statuses available.

Status	Explanation
Registered	The default status, the person has registered or been registered to go to the event, they have RSVPed.
Attended	This person showed up to the event.
No Show	This person registered to come to the event but did not show up.
Canceled	This person was unable to attend the event and let someone know beforehand, or was not accepted into the event.

It is important to set attendance either here or in the [Registered Participants](#) function of Campfire to get an accurate understanding of who did or did not attend your event. This information is vital so that the whole Sierra Club can understand who our most dedicated activists are.

Add Participant

If a participant at your event is not already registered, it is easy to add them to the registration list. Press the Add Participant button to do so.



Once the button is pressed, hand the device to the participant or get their expressed verbal consent for you to fill their information in the form that pops up.

New Participant

This section must be completed by the participant or parent/guardian, and not by the leader.

*First Name *Last Name

*Email

*Zip Code

Submit

Upon completion of the information, press the Submit button.

Attendance Complete

Once all registrants have been entered as Cancelled or Attended, one can use the Attendance Complete button to mark the remainder of the registrants as No Show and finish the attendance process. To do so, press the green Attendance Complete button at the bottom of the Take Attendance screen.

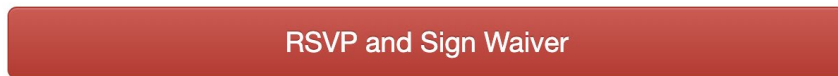
Note: You can revise attendance at any time, even after Attendance Complete has been pressed!



Clicking "Attendance Complete" will mark as "No Show" any remaining participants not already marked "Attended" or "Cancelled."
You can revise attendance at any time, even after clicking "Attendance Complete".

If your event requires waivers

If you are putting on an event where participants should fill out the Sierra Club Participant Agreement, which includes most outings and select other events, make sure to [check the Waiver Required? Checkbox when](#)



[creating your event.](#) (For outings, this is the default.)

By checking the **Waiver Required?** box, you will allow digital waivers to be processed for your event. When a participant registers for your event, they will be greeted with a RSVP and Sign Waiver button.

The Sierra Club **Participant Agreement**. Upon pressing the RSVP and Sign Waiver button, the participant will be greeted with a screen allowing viewing and signing of the Sierra Club Participant Agreement.

PARTICIPATION AGREEMENT

Benjamin Weiner
August 3, 2020

PARTICIPATION AGREEMENT

For All Participants (and Parents or Legal Guardians of Minor Participants) in Sierra Club Activities

IMPORTANT: This agreement affects your legal rights. By signing it, you are agreeing to (among other things) assume risks, release claims, waive rights, and indemnify Sierra Club from harm.

- DEFINITIONS
- PARTICIPATION AND LOGISTICS
- RISKS
- RELEASE AND WAIVER
- OTHER PROVISIONS
- PUBLICITY PERMISSION

I was able to open each section heading and read the full text.

I CONFIRM THAT I (OR MINOR PARTICIPANT, IF ANY) AM VOLUNTARILY PARTICIPATING IN ONE OR MORE ACTIVITIES WITH FULL KNOWLEDGE OF THE RISKS. ON MY BEHALF (AND ON BEHALF OF MINOR PARTICIPANT, IF ANY), I FULLY ASSUME AND ACCEPT ALL RISKS (KNOWN OR UNKNOWN, IDENTIFIED OR NOT) ASSOCIATED DIRECTLY OR INDIRECTLY WITH THE ACTIVITIES AND POTENTIAL DAMAGES, INCLUDING WITHOUT LIMITATION AS MAY BE CAUSED IN WHOLE OR IN PART BY ANY SIERRA CLUB NEGLIGENCE, THE NEGLIGENCE OF OTHERS, AND/OR ANY CONDUCT BY ME (AND/OR MINOR PARTICIPANT, IF ANY).

Optional: Please check if you do NOT agree to the Publicity Permission above.

I am under the age of 18.

If the participant prefers to pursue a paper version of the agreement, they can then select “I will submit a Paper Waiver”. **If neither waiver option is selected, the participant will not be registered.**

Collecting waivers in the Take Attendance screen

When taking attendance for an event that requires waivers, more options will appear.

August 3, 2020
(TEST) PA Statewide Outing | Hickory Run
Pennsylvania Chapter

People who have not signed a waiver may not participate (nor be marked as Attended).

Participants

Save Changes

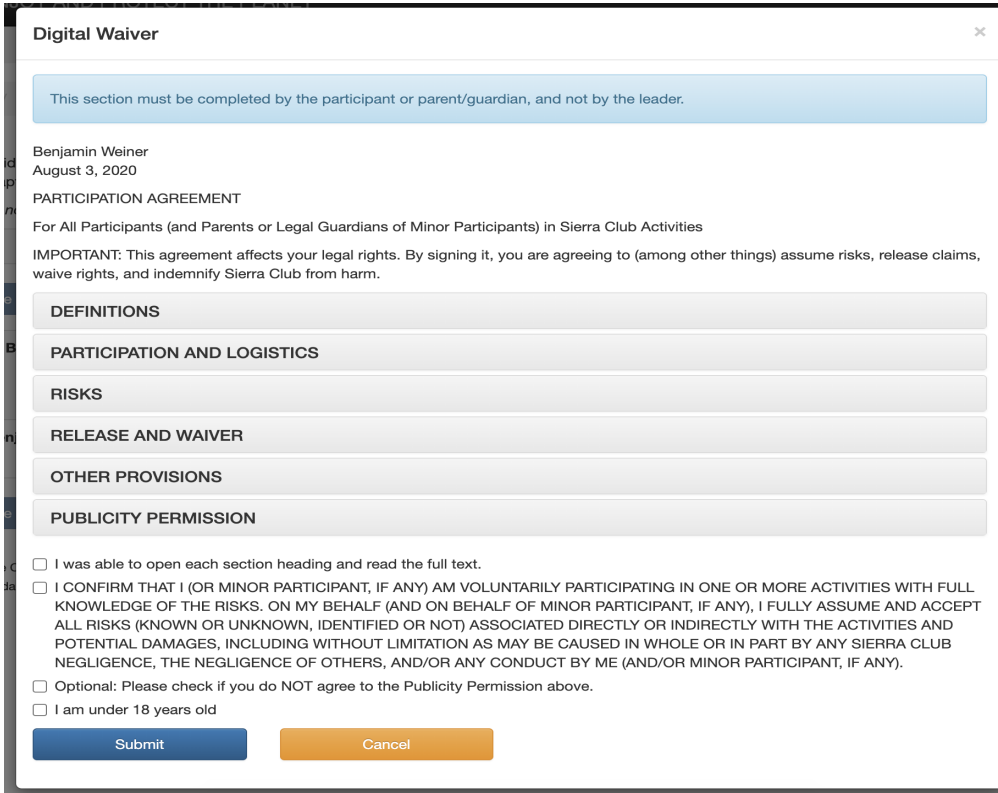
Add Participant

Ben Weiner	Waiver completed	<input type="button" value="Attended"/>	<input type="button" value="No show"/>	<input type="button" value="Cancelled"/>
Benjamin Weiner	<input type="button" value="Paper waiver"/> <input type="button" value="Digital waiver"/>	<input type="button" value="Attended"/>	<input type="button" value="No show"/>	<input type="button" value="Cancelled"/>

For each participant, their status regarding the waiver will be shown. Registrants must sign a waiver to participate and cannot be marked as Attended until they do. For each participant who has not completed a waiver in advance, you can select Paper waiver if the participant fills out a paper waiver, or Digital waiver.

Campfire Events How-to Doc # 4 Taking Attendance from 10/8/2019 / Angeles updates 1/2021

If Digital Waiver aka the Participant Agreement is selected, a screen will pop up with the ability for the participant to fill out a waiver digitally on the device being used.

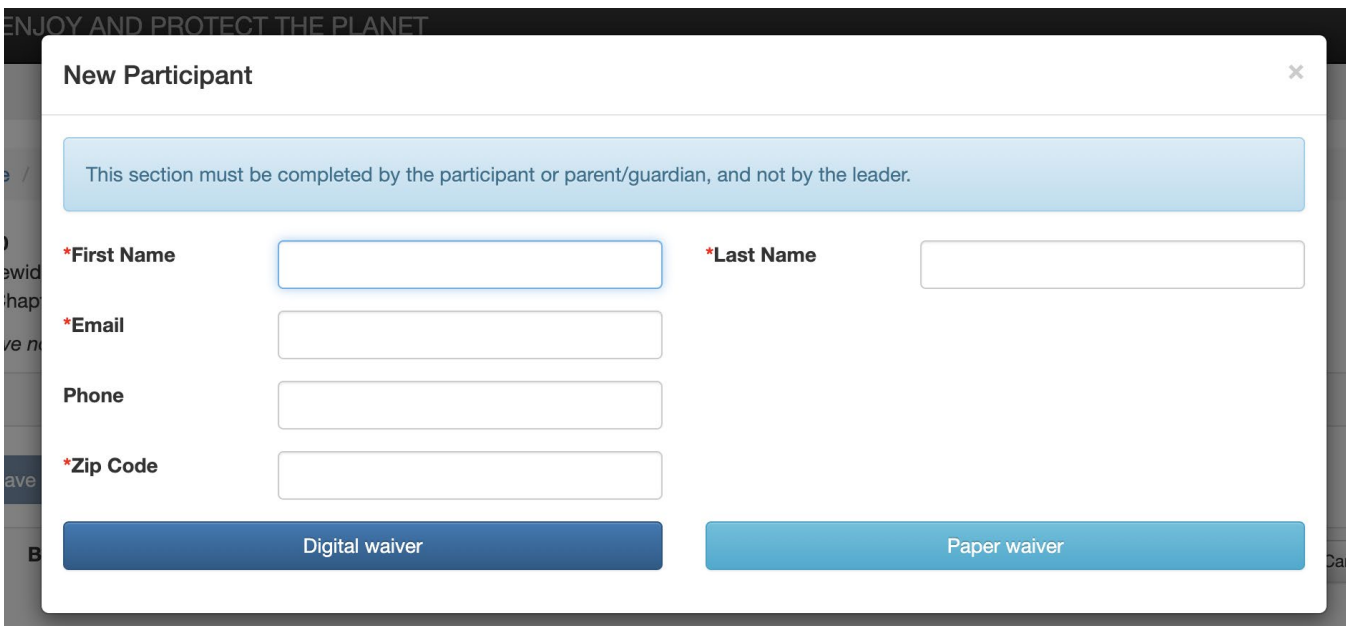


The screenshot shows a 'Digital Waiver' form. At the top, it says 'This section must be completed by the participant or parent/guardian, and not by the leader.' Below this, the form is for Benjamin Weiner on August 3, 2020. The title is 'PARTICIPATION AGREEMENT' for all participants in Sierra Club activities. An important note states that signing the agreement means agreeing to assume risks, release claims, waive rights, and indemnify Sierra Club. The form has several sections: DEFINITIONS, PARTICIPATION AND LOGISTICS, RISKS, RELEASE AND WAIVER, OTHER PROVISIONS, and PUBLICITY PERMISSION. There are checkboxes for: 'I was able to open each section heading and read the full text.', 'I CONFIRM THAT I (OR MINOR PARTICIPANT, IF ANY) AM VOLUNTARILY PARTICIPATING IN ONE OR MORE ACTIVITIES WITH FULL KNOWLEDGE OF THE RISKS...', 'Optional: Please check if you do NOT agree to the Publicity Permission above.', and 'I am under 18 years old'. At the bottom are 'Submit' and 'Cancel' buttons.

Upon hitting submit, the leader will then be able to mark that participant as attended.

Adding a new participant

When adding a new participant to an event that requires waivers, this choice will also be present, with the option for the new participant to sign a paper or digital waiver present on the Add Participant popup.



The screenshot shows a 'New Participant' form. It starts with the same instruction: 'This section must be completed by the participant or parent/guardian, and not by the leader.' Below this are input fields for: '*First Name', '*Last Name', '*Email', 'Phone', and '*Zip Code'. At the bottom, there are two buttons: 'Digital waiver' and 'Paper waiver'.

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