Attendance Tracker Instructions:

Admin:
1. Navigate to the Attendance Tracker page after signing in as an admin account
2. Click on "view meetings" -> "create new meeting" to create a new meeting
   - The newest meeting created will be the meeting that members will be automatically signed in to when they attend a meeting.
   - Members will not be able to attend a meeting if meetings do not exist.
3. Fill out the new meeting form with the corresponding information and create the meeting
4. Now a new meeting has been created. Click back to navigate back to the attendance view.
5. As members attend the meeting you can click on the labels "Name, Meeting#, Date/Time, etc to sort the view by these properties.
6. Click View, Edit, or Delete to perform these actions on meeting or attendance entries.

Member:
1. Navigate to the Attendance Tracker page after signing in as a member account
2. Click the "Attend meeting" button to attended the most recent meeting