



MARK WILLIAMS
COMMISSIONER

BECKY KELLEY
DIRECTOR

Administrative Procedure # A - A - 1

Subject: Attendance Reporting –
Procedure to enter attendance in online database

Effective Date: July 1, 2014

Procedure Statement:

All Parks and Historic Sites are required each month, by the 15th of the month, to enter the attendance and occupancy numbers for their site for the previous month.

Definitions:

N/A

Procedure:

Access the online Attendance database at: <http://www1.gadnr.org/dnr/attendance/app>

NOTE: Please make sure you have pop-ups enabled before entering the attendance database website.

Once logged in choose Attendance & Occupancy to enter your site's information.

To enter new attendance information: (instructions for entering programming information follows)

1. Select Add New Attendance
2. Select Name of State Park from drop-down menu
3. Select Attendance Type from drop-down menu
4. Enter Days/Count: number of nights, number of park pass sold, etc.
5. Enter Capacity: Some attendance types will auto populate. (Do not enter for programs.)
6. Enter Total for Programs only (# of participants attending program). System will not allow you to enter a total for other Attendance types.
7. Enter Start Date: Date of event or Beginning of Month
8. Enter End Date: Date of event or End of the Month
9. Enter Comments if necessary.
10. Click Save and Pop-up will appear.
11. Click OK on Pop-up.
12. Click ADD NEW to add another attendance type and to clear previous entry.

Repeat this for each attendance type

To enter programming information:

1. Select Add New Attendance
2. Select Name of State Park from drop-down menu
3. Select Attendance Type
4. Enter Days/Count: Enter Number of PROGRAMS for the month.
5. Capacity: System will not allow you to enter data here.
6. Enter Total: Number of participants attending programs.
7. Enter Start Date: Date of event or Beginning of Month
8. Enter End Date: Date of event or End of the Month
9. Enter Comments if necessary.
10. Click Save and Pop-up will appear.
11. Click OK on Pop-up.
12. Click ADD NEW to add another attendance type/program and to clear previous entry.

Repeat this for each program.

To view, edit or delete existing attendance records in database: (***)USE AFTER ENTERING ALL DATA FOR THE MONTH(***)

1. Select Manage Existing Attendance
2. Select Name of State Park from drop-down menu
3. Attendance Date : Select Attendance Start Date
4. Between – Enter Data Range. (Usually, beginning and end of Month).
5. Click Search and Data will appear.
6. Click record to View, Edit or Delete. Record opens as it was entered.
7. To Edit, make changes to record and click save.
8. If record is a duplicate, Click Delete.

Repeat this to view, edit or delete more data.

Authority: (if applicable)

N/A

Attachments:

Attachment 1 – None