

[VIDEO] Center Daily Attendance/Served Meals

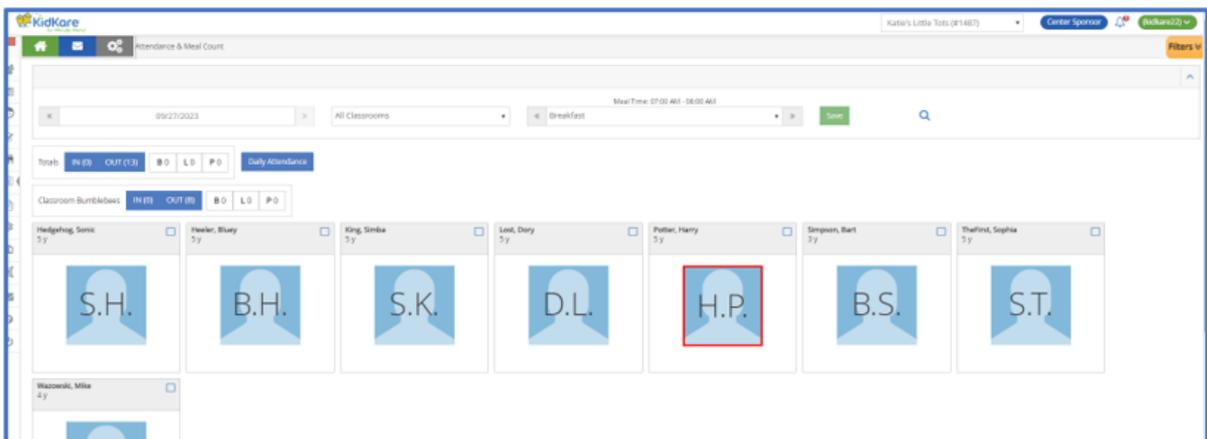
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CDT

You can record Daily Attendance and Meal Counts for any selected center, if needed.

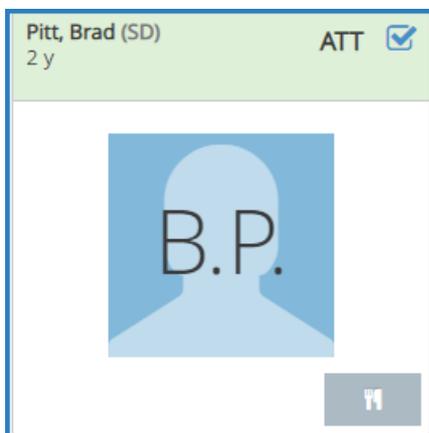
Note that at **Step 4** these are the same steps a center would follow to record attendance and meal counts themselves.

Watch the video below, or scroll down for step-by-step instructions.

1. From the menu to the left, click **Menus/Attendance**.
2. Click **Center Daily Attendance/Served Meals**.
3. Select the center you are entering data for in the top right drop down .
4. Make sure the correct date, classroom, and meal are selected at the top.



5. Check the **box** next to each participant's name to mark attendance.



6. Click  to record a meal count. A participant must be marked in attendance before you can access this option. If individual infant menu reporting is enabled, the Infant Menu pop-up opens. For more information, see [Record Individual Infant Menus](#).



Note that participants with special diets or allergies noted on their record display with a red outline around their photo.
