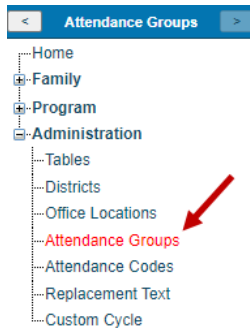
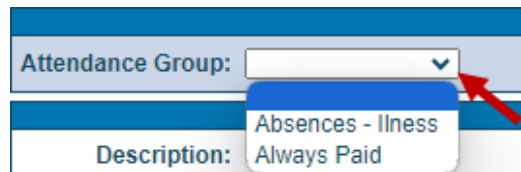


KinderTrack – Add an Attendance Group

- A** Press **Attendance Groups** under **Administration**.



- B** Select your attendance group type in the **Attendance Group** drop-down menu.



- C** Press **New**. **New**

- D** Enter the appropriate information into the enabled fields. A **Red asterisk (*)** indicates a required field.

A screenshot of the 'Add Attendance Group' form. The form contains several fields: 'Attendance Group' (a drop-down menu), '*Description:' (a text input field), '*Max Days Per Period:' (a text input field), '*Period Length:' (a text input field), '*Units:' (a drop-down menu), and '*Start Date:' (a date picker). The asterisks indicate required fields.

- E** Press **Save**. **Save**