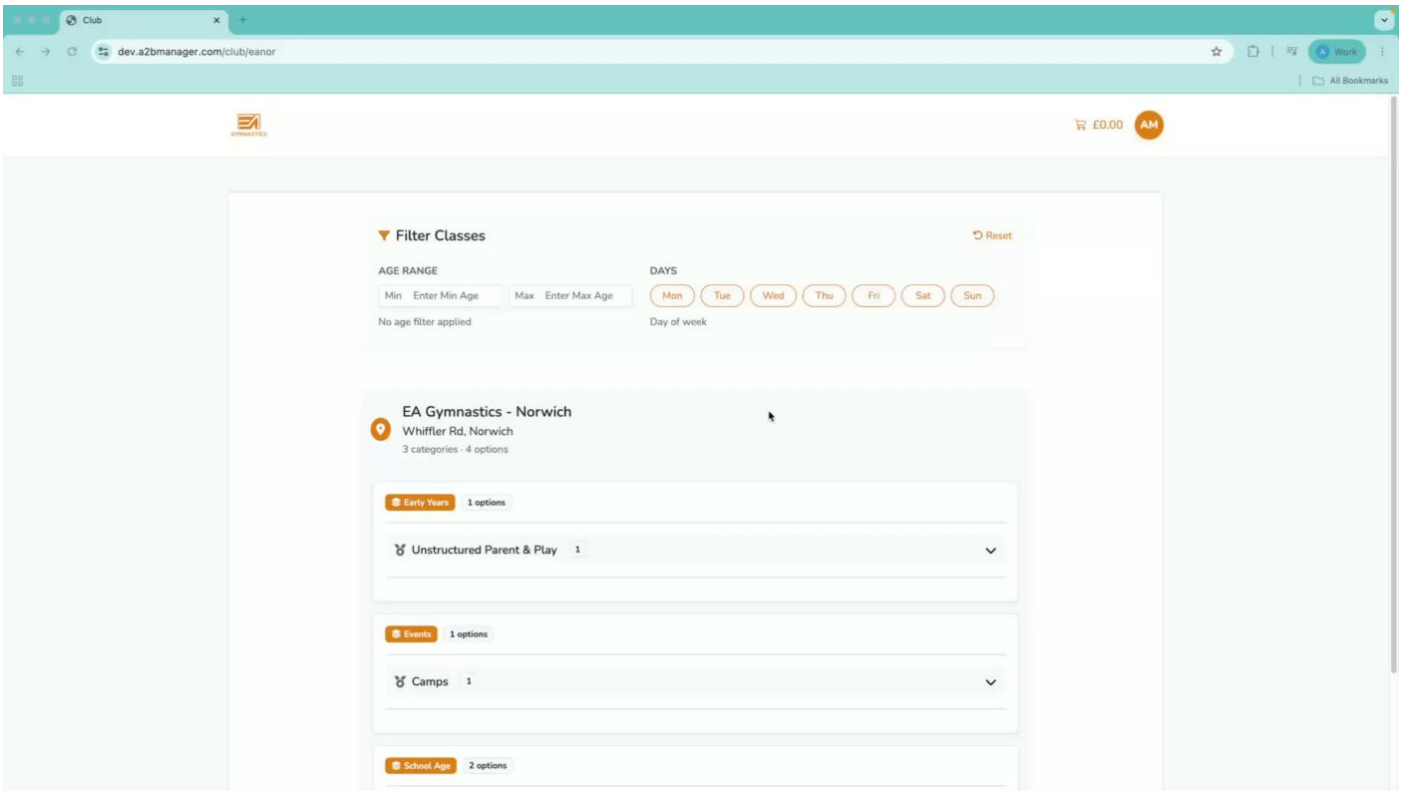
How parents report their child’s absence

Account Management · https://a2bmanager.com/docs/how-parents-report-absence/

Embedded media: https://www.loom.com/embed/24c02210a19e4823a3aa8ed4b7f59e86

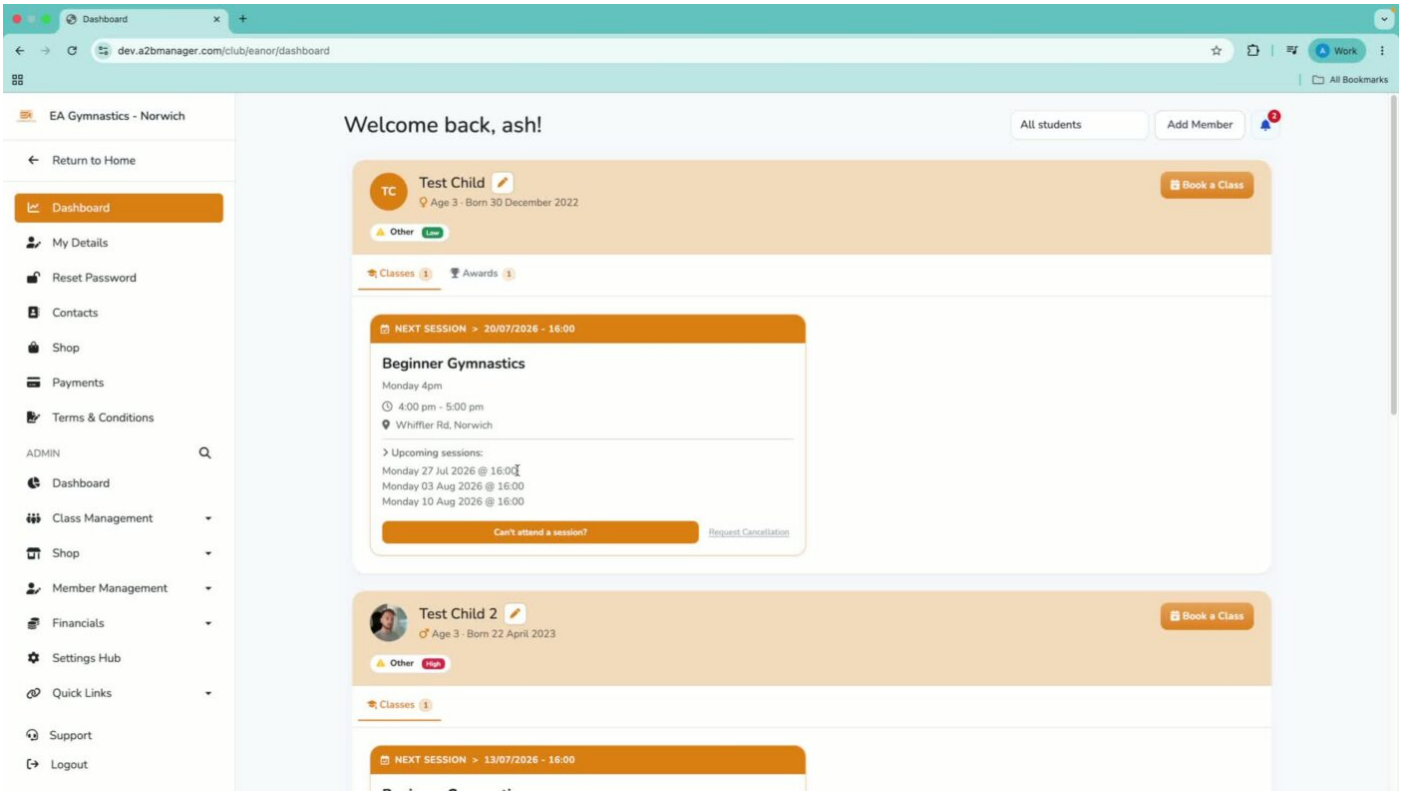
How Parents Report a Child's Absence in the System

1. Open the parent dashboard 0:00



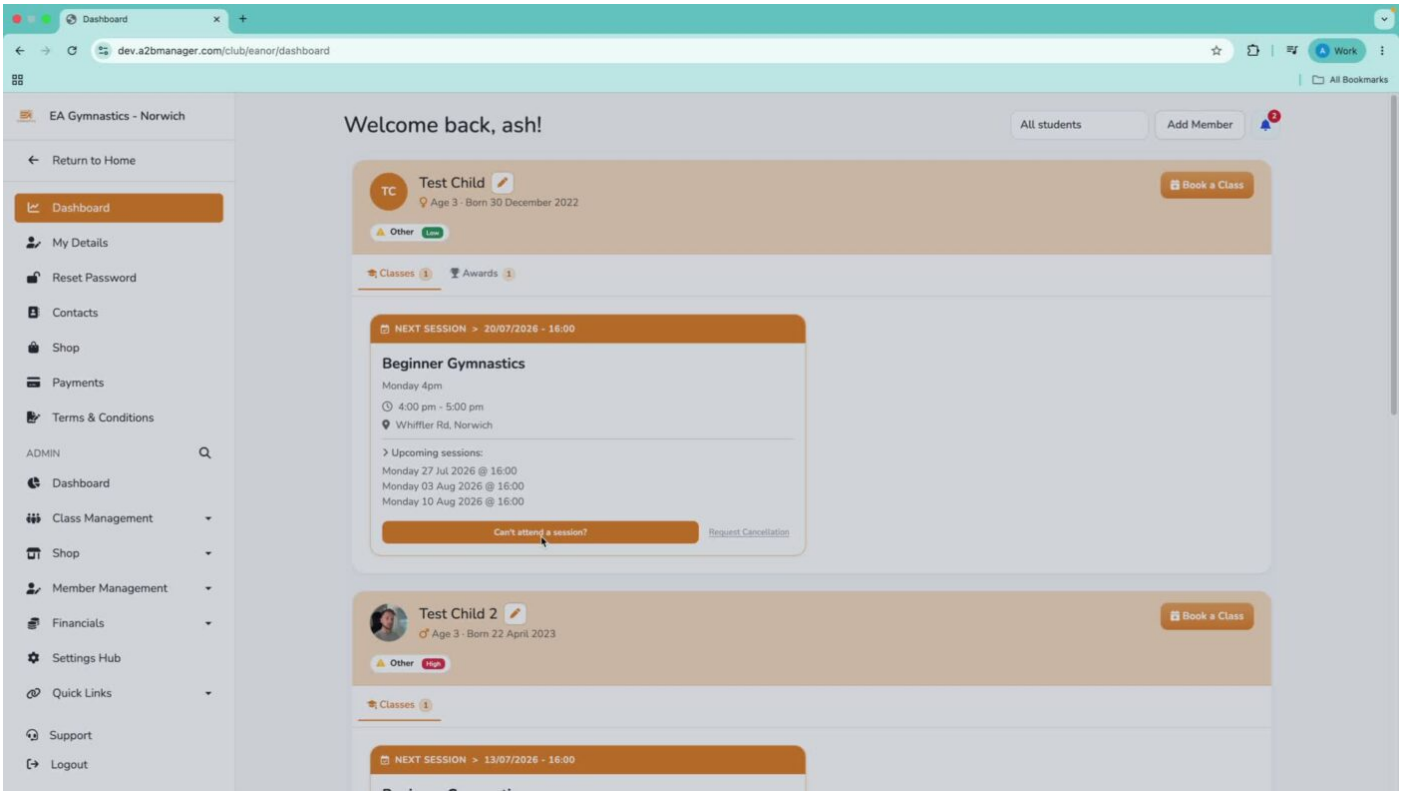
- The parent logs into the system.
- In the **top-right corner**, they select **Dashboard**.
- This takes them to their upcoming sessions, including the **next session date**.

2. Start the absence report 0:14



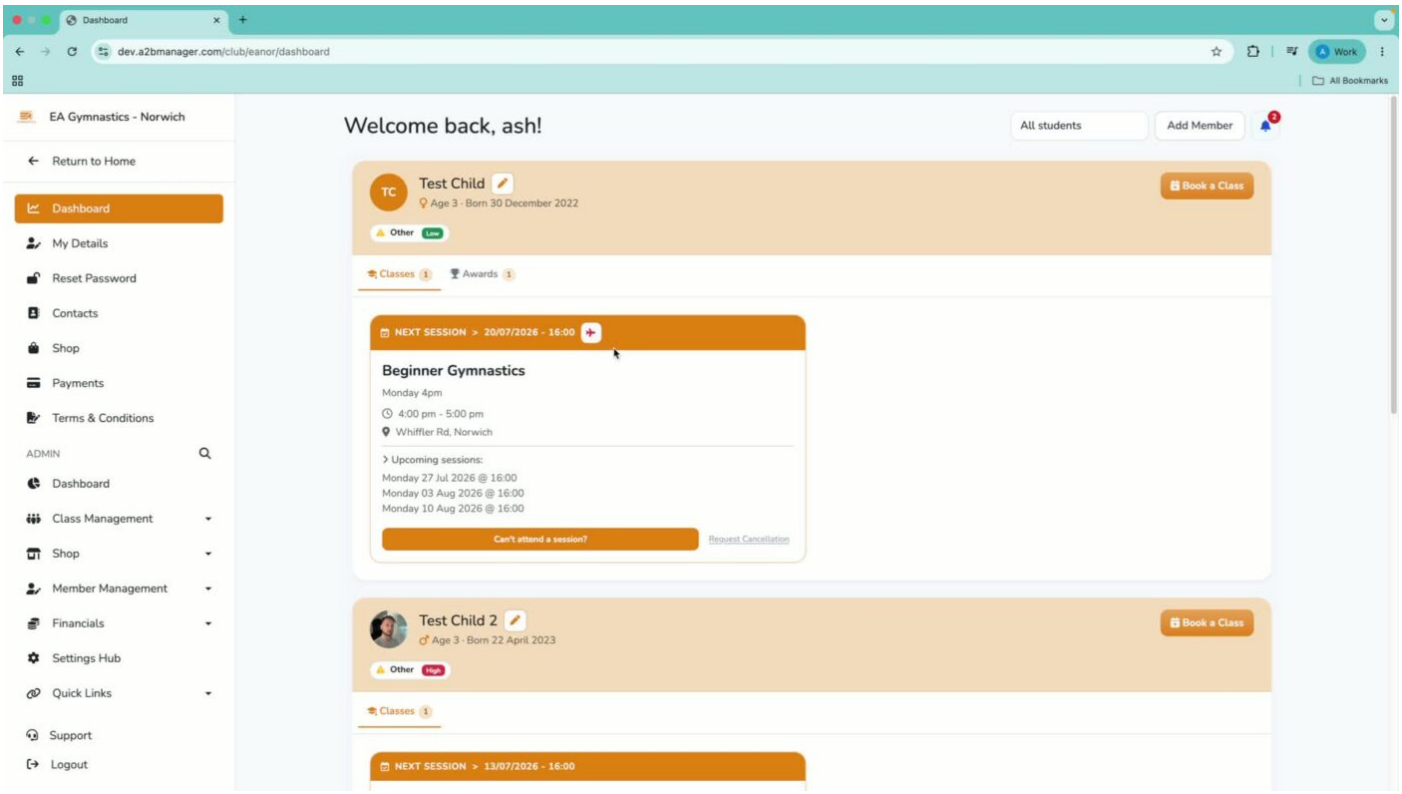
- On the dashboard, locate the button labeled **Can't attend a session**.
- Click this button to begin reporting an absence.

3. Choose the session and reason 0:23



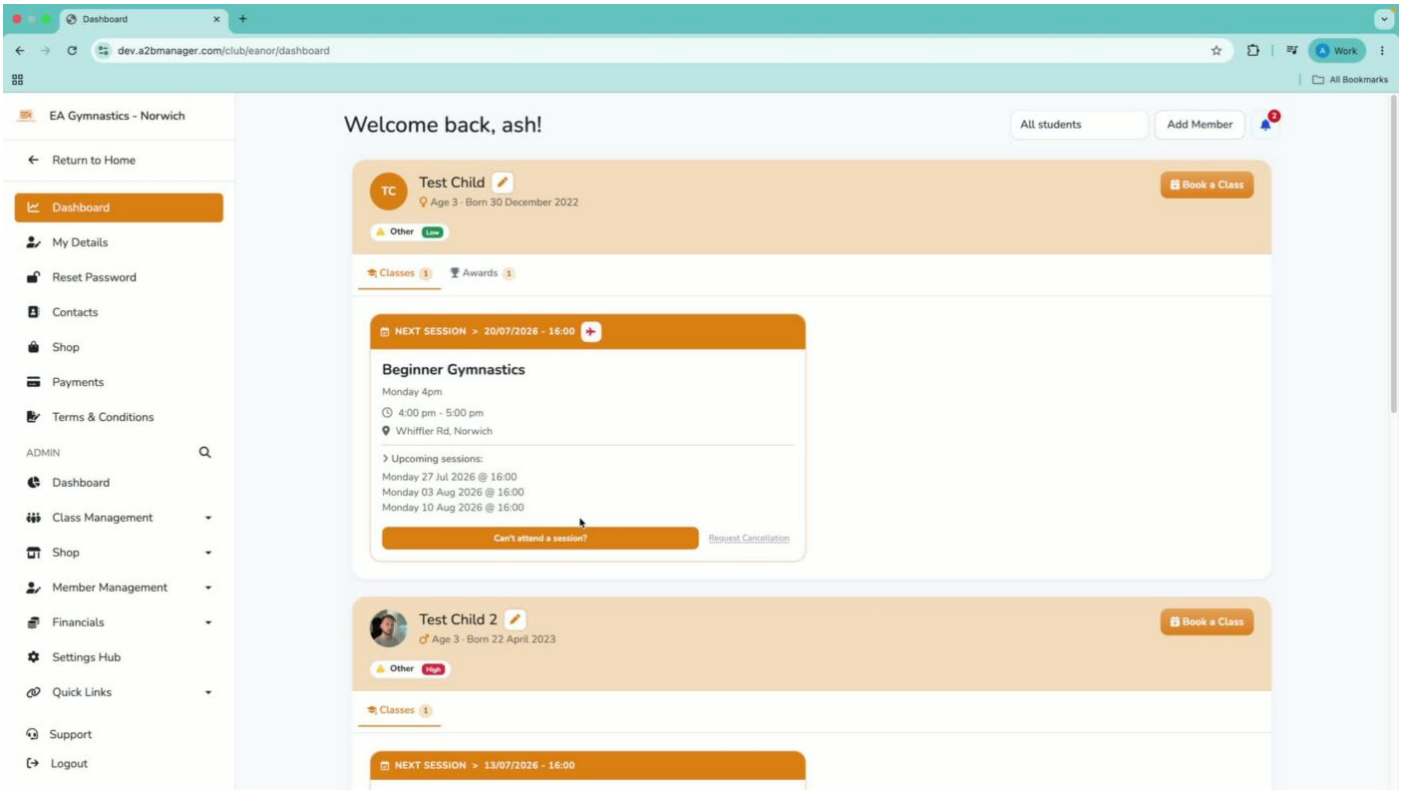
- Select the specific session the child will miss.
- Choose the reason for the absence from the available options.
- Example shown: selecting **20th July** and marking the reason as **holiday**.
- Confirm the submission once the details are correct.

4. Confirm the absence is recorded 0:35



- After confirming, an icon appears next to the session to show the absence has been logged.
- This absence will also appear on the **admin register** for staff visibility.

5. Repeat for another absence if needed 0:44



- The same process can be repeated for another session.

- Example shown: selecting **27th July** and marking the reason as **injured**.
- Once submitted, it again appears on the **admin or coach register**.
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