

How do I mark a no-show?

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Attendance and No Show Q: I am sorry, but I have been looking all over for this. I can see the list of attendance and I can cancel registration, but... how do I mark them as "no show"?

A: The "No Show" functionality is only enabled when the "Enforce 24HR Notice:" system setting is set to "Yes". This setting is per branch and can be found in "System Settings & Configuration--> [System Settings](#)".

Once this setting is enabled you will see a check box on the attendance page for marking an attendee as a "No Show". Note: the "No Show" functionality will not place patrons on the waiting list after three no shows unless you also select the "Must Give Cancellation Notice" option.

Online URL: <https://kb.demcosoftware.com/article.php?id=198>