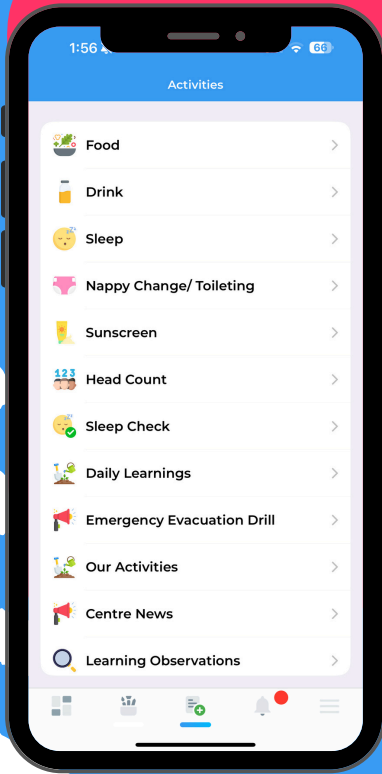
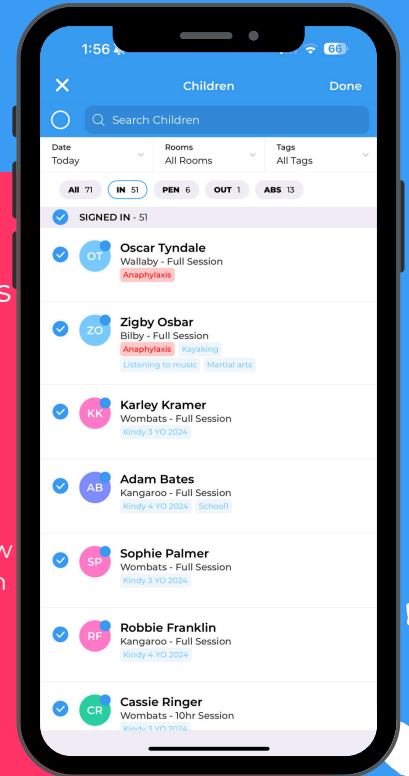


COMPLETING HEADCOUNTS VIA CONNECT



From the **Activities** menu, select **Head Count**

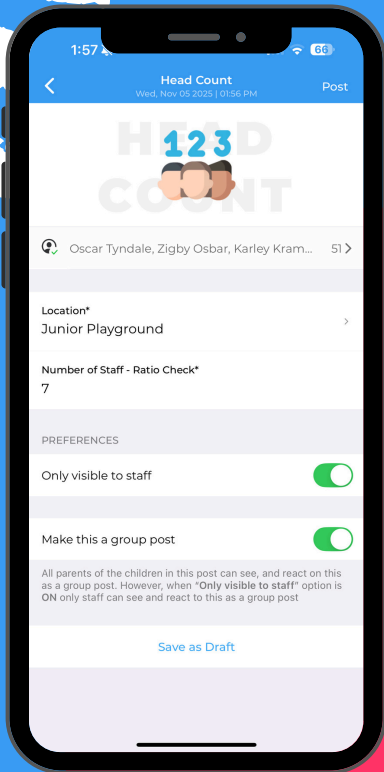
1



Select the Names of the Children you wish to include in the headcount

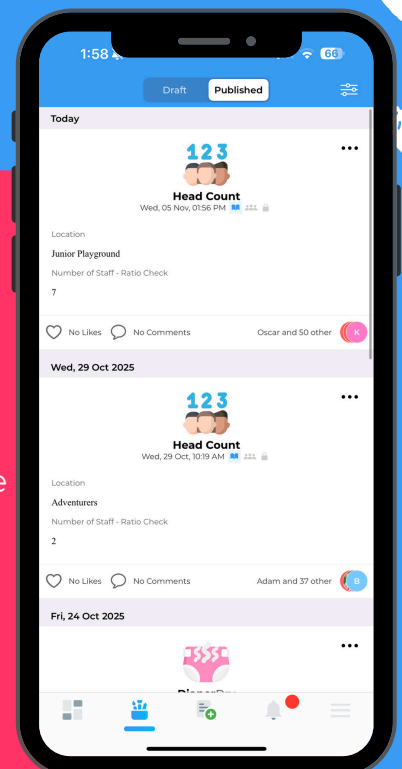
Tip: Toggle to **In** to view only children signed in at the centre

2



Update any Custom Fields, mark post as **Only Visible to Staff** and **Group Post**. Click **Next**

3



4

Your Headcount will display in the **Timeline**