Tracking Virtual Attendance - Procedures

Developed By:	Approved By:	Date Approved:	Review / Revision:
Volunteer and Programs Administration	CEO	December 14, 2020	

Equipment / Materials Required	Personal Protective Equipment / Devices required	Training / Reference information

In recognition of the difficulty of accurately tracking virtual participants, especially as many students and members of the public may view our programs in group, the WDM will track virtual attendance as follows:

School programs:
1. When registering classes, we will ask teachers their expected number of students who will be attending.
2. This is the number we will count as attendance for the program.

Public programs:
1. For public programs requiring registration, we will count the number of registrants as the number attending.
2. For public programs not requiring registration, we will count the number of virtual views according to the platform used to deliver the program.