

# Chapter Chairs

# GUIDE TO REPORT STRIKE ATTENDANCE

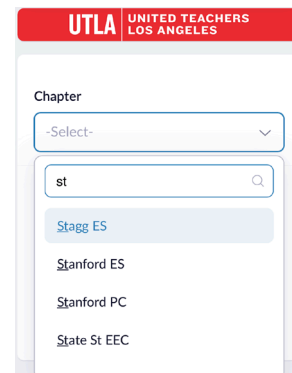
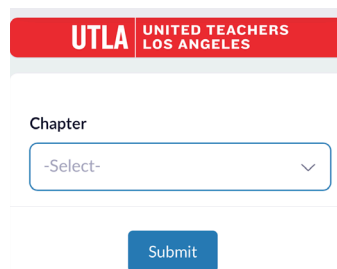
## I. LOG IN

1. Scan the QR code
2. Enter the passcode provided at April 11 Citywide meeting
3. Complete the captcha/verification code



## 2. SELECT YOUR CHAPTER

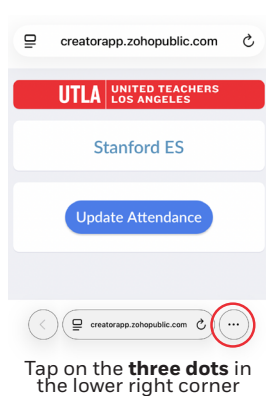
1. Use the dropdown menu to find your chapter (you can scroll or start typing your school name to filter)
2. Tap **Submit**



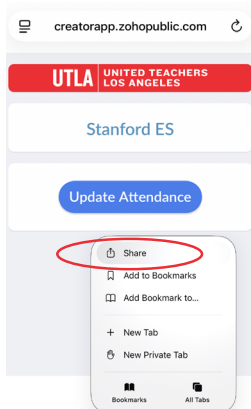
## 3. SAVE THE PAGE (IMPORTANT)

AFTER you have **entered passcode, selected your chapter, and clicked submit**, follow the steps below to save the page to homescreen for easier daily access.

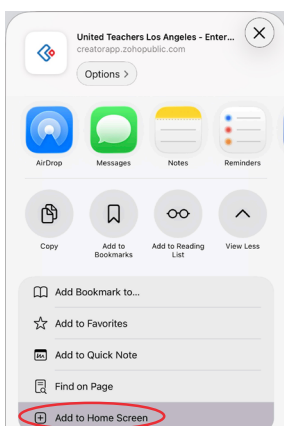
### For iPhone users (Safari)



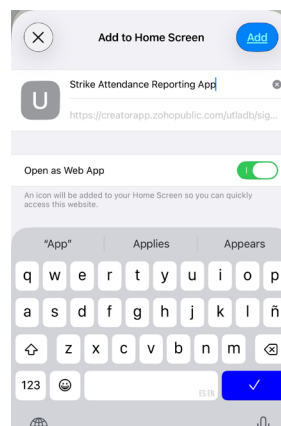
Tap on the **three dots** in the lower right corner



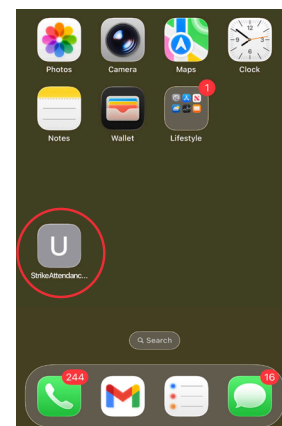
Tap on the **Share** option



Tap on **Add to Home Screen** if this option doesn't show up, click on the view more arrow to display option

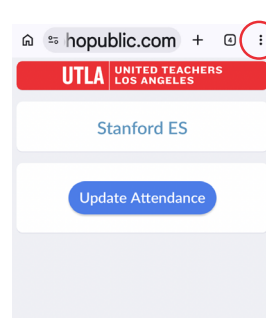


Name it and make sure the **Open as Web App** option is toggled on and tap **Add**

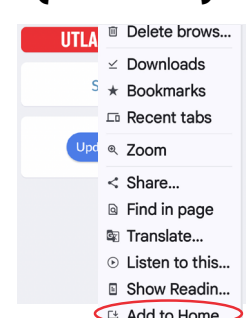


An icon will be added to the home screen with the name you gave it

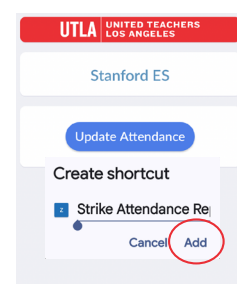
### For Android users (Chrome)



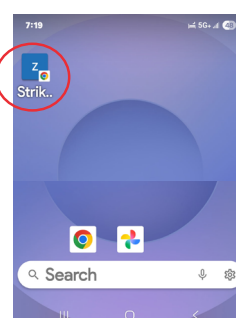
Tap on the **three dots** in the upper right corner



Tap on the **Add to Home Screen** option



Name it and tap **Add**

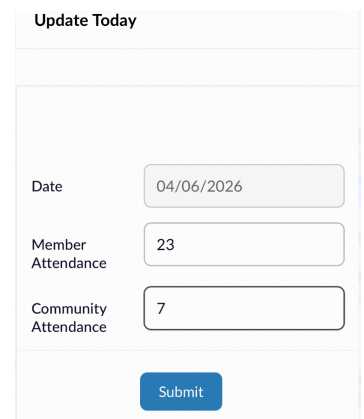


An icon will be added to the home screen



## 4. SUBMIT DAILY ATTENDANCE

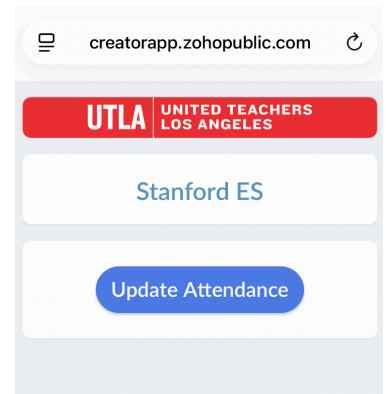
1. Tap the number fields to enter attendance numbers
2. Report:
  - Member attendance
  - Community/Parent attendance
3. Tap the **Submit** button



The screenshot shows a form titled "Update Today" with three input fields: "Date" (04/06/2026), "Member Attendance" (23), and "Community Attendance" (7). A blue "Submit" button is located at the bottom right.

## 5. UPDATE IF NEEDED

You can resubmit if more people arrive. The form will show your earlier submission for the day so you can update it.



The screenshot shows the app interface with a red header for "UTLA UNITED TEACHERS LOS ANGELES" and a white card for "Stanford ES". A blue "Update Attendance" button is visible at the bottom of the card.

## 6. IMPORTANT NOTES

- If your member count exceeds 150% of your chapter size, you'll see a warning
  - This does not block submission, it's just a warning for you to double-check accuracy before submitting
- It's normal for numbers to be higher due to members attending different picket lines

