



To Record Your Attendance via Text

1. Text your email address ***(the email address used to register for this course)*** to 833-256-8398.
2. After texting your email address, you will receive the following message:

*“Thank You **[Name of Attendee]** your phone number has been updated to **[Attendee Phone Number]**. If documenting attendance for an activity you now need to text the activity code provided at the meeting to this number”.*
3. Enter the 5-digit activity/event code. This code will be given at the start of the meeting.