

Apricot

Entering Attendance via Classes & Terms Webinar

Meet Your Trainer

First Name Last Name

Training & Development Associate

Learning Objective

Introduce standard users to the purpose of and best practices for entering data in Attendance Tracker feature in Apricot so that users can confidently use the tool as needed.

Agenda

What is Attendance Tracker

Creating a Class Roster

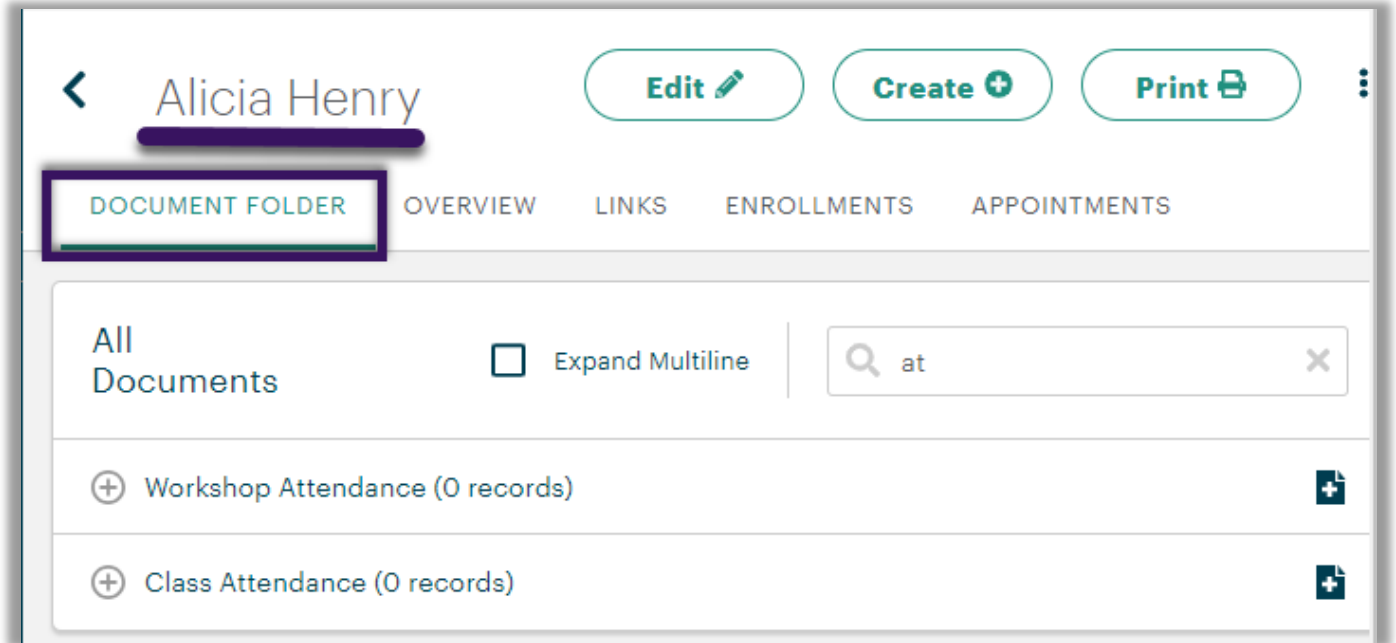
Editing Class Roster

Tracking Attendance

What is Attendance Tracker

What is Attendance Tracker

- Saves time tracking attendance
 - Instead of one - by - one data entry



What is Attendance Tracker

- Saves time tracking attendance
 - Instead of one – by - one data entry
- Create set class roster
- Enter attendance for all enrollees simultaneously

The screenshot displays the Attendance Tracker interface. At the top, there is a header section with a **NAME** field containing "Finance Class Summer 2023" and a **PROGRAM** field containing "Empowering Families, Better Homes, Advocacy, Counseling, College Prep". Below these fields are "Show More" and "Edit" buttons. The main section is titled "Attendance" and includes "Enroll Participant(s)" and "Session Manager" buttons. A date selector shows "Jul 2023" with "View Today" and navigation arrows. A search bar and "Show Unenrolled" checkbox are also present. The main table lists participants: Alicia Henry (DOB: 1965-08-19), Deandre Reynolds (DOB: 1975-12-18), Heather Lightfoot (DOB: 1999-03-06), and William Jones (DOB: 2005-12-17). The table columns represent days of the week from Sunday to Saturday. Each cell in the grid contains a green checkmark, a red 'x', and an edit icon, indicating attendance status for each participant on each day.

Participant	SUN 23	MON 24	TUE 25	WED 26	THU 27	FRI 28	SAT 29
Alicia Henry		✓ x		✓ x		✓ x	
Deandre Reynolds		✓ x		✓ x		✓ x	
Heather Lightfoot		✓ x		✓ x		✓ x	
William Jones		✓ x		✓ x		✓ x	

What is Attendance Tracker

Terminology

Class – course or meeting that recurs over time.

The screenshot displays the 'Class Details' and 'Terms' sections of the Attendance Tracker interface. The 'Class Details' section shows the following information:

- NAME:** Life Skills
- SITE(S):** All Sites
- DESCRIPTION:** (Empty field)
- STATUS:** Active
- Edit:** A button to edit the class details.

The 'Terms' section includes a search bar and a 'New Term +' button. Below this is a table listing the terms for the class:

NAME	PROGRAM	START DATE	END DATE		
Life Skills Fall 2022	Empowering Families	09/06/2022	11/30/2022		
Life Skills Spring 2022	Empowering Families	04/04/2022	06/30/2022		

What is Attendance Tracker

Terminology

Class – course or meeting that recurs over time.

Term - specific iteration of a class.

The screenshot displays the 'Class Details' and 'Terms' sections of the Attendance Tracker interface. The 'Class Details' section shows the following information:

- NAME:** Life Skills
- SITE(S):** All Sites
- DESCRIPTION:** (Empty field)
- STATUS:** Active
- Edit:** A button to edit the class details.

The 'Terms' section includes a search bar and a 'New Term +' button. Below is a table of terms:

NAME	PROGRAM	START DATE	END DATE	
Life Skills Fall 2022	Empowering Families	09/06/2022	11/30/2022	
Life Skills Spring 2022	Empowering Families	04/04/2022	06/30/2022	

What is Attendance Tracker

- Accessed via Classes & Terms
- Classes & Terms are set up by Administrators
 - Must have at least 1 Class & Term set up to use

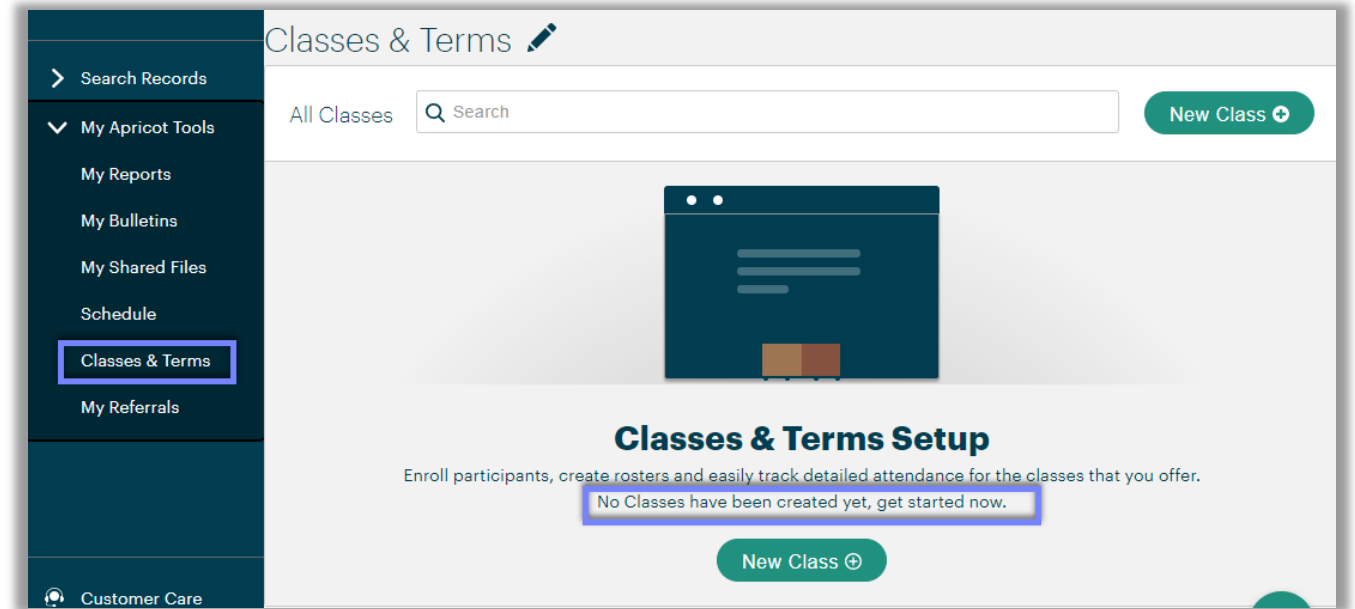
The screenshot displays the 'Classes & Terms' management interface. On the left, a dark sidebar contains navigation links: 'Search Records', 'My Apricot Tools', 'My Reports', 'My Bulletins', 'My Shared Files', 'Schedule', 'Classes & Terms' (highlighted with a blue box), and 'My Referrals'. The main content area is titled 'Classes & Terms' and includes a search bar with the text 'All Classes' and a 'New Class' button. Below this is a table with the following data:

NAME	STATUS	TERMS TOTAL	TERMS IN PROGRESS		
Finance Class	Active	1 terms	1 terms		
Life Skills	Active	2 terms	0 terms		
Life Skills (TX)	Active	1 terms	0 terms		
Math	Active	1 terms	0 terms		

At the bottom of the interface, there is a pagination control showing 'VIEW 10' and 'PAGE 1 of 1'.

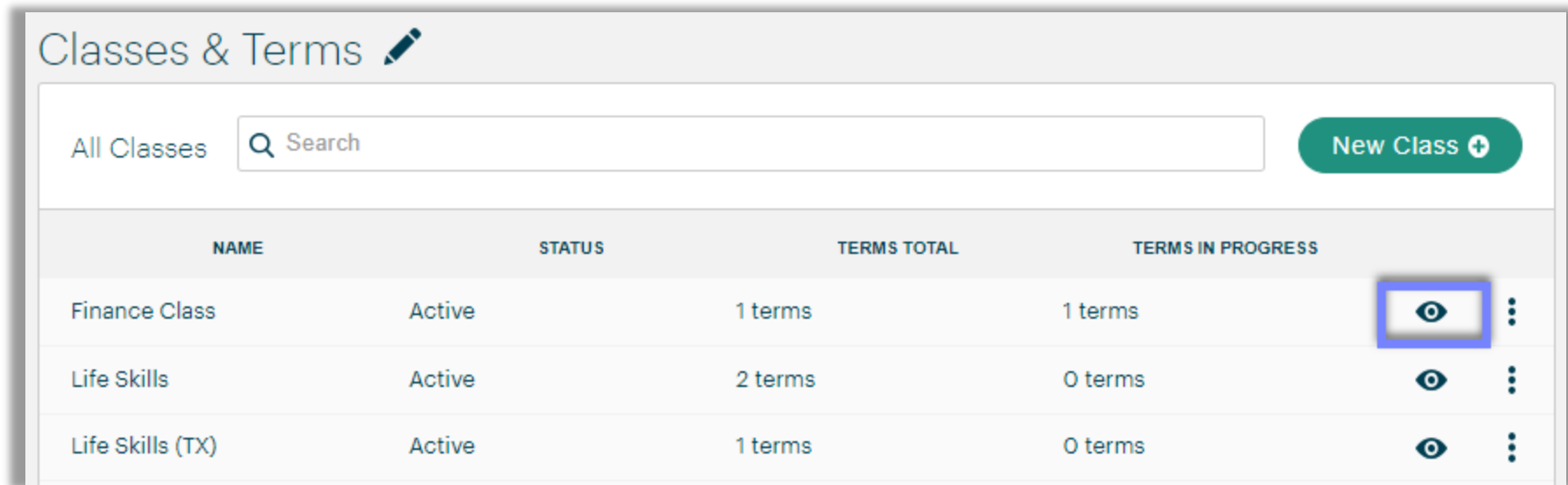
What is Attendance Tracker


- Accessed via Classes & Terms
- Classes & Terms are set up by Administrators
 - Must have at least 1 Class & Term set up to use
 - Contact Administrator if **not** set up









What is Attendance Tracker

- Accessed via Classes & Terms
- Classes & Terms are set up by Administrators
 - Must have at least 1 Class & Term set up to use
- Class Rosters & Attendance entered by Standard Users



Classes & Terms 

All Classes [New Class !\[\]\(34630ada94684b378b882a28883a8ae1_img.jpg\)](#)

NAME	STATUS	TERMS TOTAL	TERMS IN PROGRESS	
Finance Class	Active	1 terms	1 terms	 
Life Skills	Active	2 terms	0 terms	 
Life Skills (TX)	Active	1 terms	0 terms	 

What is Attendance Tracker

2 Steps for Tracking Attendance:

1. Create Class Roster

The screenshot displays the Attendance Tracker interface. At the top, there are two columns: **NAME** (Finance Class Summer 2023) and **PROGRAM** (Empowering Families, Better Homes, Advocacy, Counseling, College Prep). Below these are buttons for **Show More** and **Edit**. The **Attendance** section features an **Enroll Participant(s)** button (highlighted with a purple box), a **Session Manager** button, and a menu icon. Below this is a navigation bar with **AM** and **PM** tabs, a **View Today** button, navigation arrows, the month **Jul 2023**, a **Show Unenrolled** checkbox, and a search bar. The main area is a grid with a header row for days of the week: **SUN 23**, **MON 24**, **TUE 25**, **WED 26**, **THU 27**, **FRI 28**, and **SAT 29**. Each day header includes icons for attendance (checkmark, X, and edit). The first column is labeled **First Name (A-Z)** with a dropdown arrow.

What is Attendance Tracker

2 Steps for Tracking Attendance:

1. Create Class Roster
2. Track Attendance

The screenshot displays the 'Attendance Tracker' interface for a class named 'Finance Class Summer 2023'. The program description is 'Empowering Families, Better Homes, Advocacy, Counseling, College Prep'. The interface includes buttons for 'Show More', 'Edit', 'Enroll Participant(s)', and 'Session Manager'. The attendance grid shows the following data:

Participant	SUN 23	MON 24	TUE 25	WED 26	THU 27	FRI 28	SAT 29
Alicia Henry (1965-08-19)		✓ ✗		✓ ✗		✓ ✗	
Deandre Reynolds (1975-12-18)		✓ ✗		✓ ✗		✓ ✗	
Heather Lightfoot (1999-03-06)		✓ ✗		✓ ✗		✓ ✗	
William Jones (2005-12-17)		✓ ✗		✓ ✗		✓ ✗	

Creating a Class Roster

Creating a Class Roster

Steps to Create Class Roster

1. Click Classes & Terms
2. Open the desired Class in the edit view

The screenshot displays the 'Classes & Terms' interface. On the left, a dark sidebar contains a menu with the following items: Search Records, My Apricot Tools, My Reports, My Bulletins, My Shared Files, Schedule, Classes & Terms (highlighted with a blue box and a circled '1'), and My Referrals. The main content area is titled 'Classes & Terms' and includes a search bar with the text 'All Classes' and a search icon, and a 'New Class +' button. Below this is a table with the following columns: NAME, STATUS, TERMS TOTAL, and TERMS IN PROGRESS. The table lists four classes: Finance Class (Active, 1 terms total, 1 terms in progress), Life Skills (Active, 2 terms total, 0 terms in progress), Life Skills (TX) (Active, 1 terms total, 0 terms in progress), and Math (Active, 1 terms total, 0 terms in progress). Each row has an eye icon and a three-dot menu icon. The eye icon for the 'Finance Class' row is highlighted with a blue box and a circled '2'. At the bottom, there is a pagination control showing 'VIEW 10' and 'PAGE 1 of 1'.

NAME	STATUS	TERMS TOTAL	TERMS IN PROGRESS
Finance Class	Active	1 terms	1 terms
Life Skills	Active	2 terms	0 terms
Life Skills (TX)	Active	1 terms	0 terms
Math	Active	1 terms	0 terms


Creating a Class Roster

Steps to Create Class Roster

1. Click Classes & Terms
2. Open the desired Class in the edit view
3. Open the desired Term in the edit view

The screenshot displays a class management interface. The top section shows details for a class named "Finance Class" at "All Sites". The description is "This class is for learning about financial literacy and budgeting" and the status is "Active". An "Edit" button is located in the bottom right corner of this section.

Below this is a "Terms" section with a search bar and a "New Term +" button. A table lists the terms for the class:

NAME	PROGRAM	START DATE	END DATE	
Finance Class Summer 2023	Empowering Families, Better Homes, Advocacy, Counseling, College Prep	06/19/2023	08/31/2023	3 

At the bottom, there is a pagination control showing "VIEW 10" (with a dropdown arrow), a left arrow, "PAGE 1" (with a dropdown arrow), "of 1", and a right arrow.

Creating a Class Roster

Steps to Create Class Roster

1. Click Classes & Terms
2. Open the desired Class in the edit view
3. Open the desired Term in the edit view
4. Click the Enroll Participant(s) button

The screenshot displays the 'Finance Class - Finance Class Summer 2023' interface. At the top, there is a back arrow and the title 'Finance Class - Finance Class Summer 2023'. Below this is a 'Term Details' section with a pencil icon in a circle. The details include 'NAME: Finance Class Summer 2023' and 'PROGRAM: Empowering Families, Better Homes, Advocacy, Counseling, College Prep'. There are 'Show More' and 'Edit' buttons. Below the details is an 'Attendance' section with a blue box and a blue circle containing the number '4' highlighting the 'Enroll Participant(s)' button. To the right of this button is a 'Session Manager' button. At the bottom, there is a calendar view for 'Jul 2023' with a 'View Today' button, navigation arrows, and a 'Show Unenrolled' checkbox. The calendar shows days from Sunday to Friday with status icons (checkmarks, X's, and edit icons). A search bar and a chat icon are also visible.

Creating a Class Roster

Steps to Create Class Roster

1. Click Classes & Terms
2. Open the desired Class in the edit view
3. Open the desired Term in the edit view
4. Click the Enroll Participant(s) button
5. Search for and select desired participant(s)
6. Click Save

The screenshot shows a mobile application interface for a class roster. The main screen is titled "Finance Class - Finance Class Summer 2023". A dialog box titled "Enroll Participant(s)" is open, showing a search bar with "will" entered. Below the search bar is a table of participants:

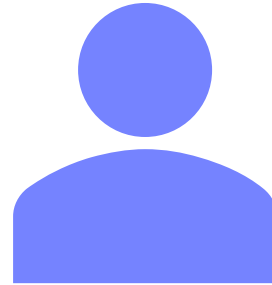
<input type="checkbox"/>	Name	Date of Birth	Client Email
<input type="checkbox"/>	Lizette Williams	1990-06-12	
<input type="checkbox"/>	Sondra Williams	1980-11-17	
<input type="checkbox"/>	Wilbur Manhiem	1950-09-18	
<input checked="" type="checkbox"/>	William Jones	2005-12-17	

At the bottom of the dialog box, there are controls for "VIEW" (set to 10), "PAGE" (set to 1 of 1), and buttons for "CANCEL" and "SAVE". A blue circle with the number "5" highlights the "William Jones" row, and another blue circle with the number "6" highlights the "SAVE" button.

Editing a Class Roster

Editing a Class Roster

- Class Roster is flexible
- Add or Remove participants any time



Editing a Class Roster

- Class Roster is flexible
- Add or Remove participants any time
 - Client moves or has schedule conflict

The screenshot displays a web interface for managing a class roster. At the top, the class name 'Finance Class Summer 2023' and the program 'Empowering Families, Better Homes, Advocacy, Counseling, College Prep' are shown. Below this, there are buttons for 'Show More' and 'Edit'. The main section is titled 'Attendance' and includes buttons for 'Enroll Participant(s)' and 'Session Manager'. A navigation bar shows 'AM' and 'PM' tabs, a 'View Today' button, and a calendar for 'Jul 2023'. A search bar and a 'Show Unenrolled' checkbox are also present. The roster table lists participants: Alicia Henry, Deandre Reynolds, and Heather Lightfoot. Each row shows attendance status for various dates (e.g., TUE 25, WED 26, FRI 28) with green checkmarks for attendance and red X's for non-attendance. A blue box highlights the 'Unenroll...' button for Deandre Reynolds, and another blue box highlights the three-dot menu for the same participant.

NAME	PROGRAM	Attendance
Finance Class Summer 2023	Empowering Families, Better Homes, Advocacy, Counseling, College Prep	
Attendance		
AM PM		
View Today < > Jul 2023		
Show Unenrolled Search...		
First Name (A-Z)	View Participant	
Alicia Henry 1965-08-19	Unenroll...	TUE 25 ✓ X THU 27 ✓ X FRI 28 ✓ X SAT 29 ✓ X
Deandre Reynolds 1975-12-18		TUE 25 ✓ X THU 27 ✓ X FRI 28 ✓ X SAT 29 ✓ X
Heather Lightfoot 1999-03-06		TUE 25 ✓ X THU 27 ✓ X FRI 28 ✓ X SAT 29 ✓ X

Editing a Class Roster

Steps to Edit Class Roster

1. Open the desired Class in the edit view

The screenshot shows the 'Classes & Terms' interface. At the top, there is a search bar labeled 'All Classes' and a 'New Class' button. Below this is a table with the following columns: NAME, STATUS, TERMS TOTAL, and TERMS IN PROGRESS. The table contains four rows of data:

NAME	STATUS	TERMS TOTAL	TERMS IN PROGRESS
Finance Class	Active	1 terms	1 terms
Life Skills	Active	2 terms	0 terms
Life Skills (TX)	Active	1 terms	0 terms
Math	Active	1 terms	0 terms

At the bottom of the table, there is a pagination control showing 'VIEW 10' and 'PAGE 1 of 1'. A blue box highlights the number '1' and the eye icon in the first row of the table, indicating the first step in the process.

Editing a Class Roster

Steps to Edit Class Roster


1. Open the desired Class in the edit view
2. Open the desired Term in the edit view

The screenshot displays a class edit form with the following fields:

- NAME:** Finance Class
- SITE(S):** All Sites
- DESCRIPTION:** This class is for learning about financial literacy and budgeting
- STATUS:** Active

An **Edit** button is located in the bottom right corner of the form.

Below the form is a **Terms** section with a search bar and a **New Term** button. A table lists the terms for this class:

NAME	PROGRAM	START DATE	END DATE	
Finance Class Summer 2023	Empowering Families, Better Homes, Advocacy, Counseling, College Prep	06/19/2023	08/31/2023	2 

At the bottom, there are navigation controls: **VIEW** (10), **PAGE** (1 of 1), and a chat icon.

Editing a Class Roster

Steps to Edit Class Roster

1. Open the desired Class in the edit view
2. Open the desired Term in the edit view
3. Click the kebab icon next to the desired participant
4. Click the Unenroll option from the menu

The screenshot displays a class roster for 'Finance Class Summer 2023' under the program 'Empowering Families, Better Homes, Advocacy, Counseling, College Prep'. The interface includes a 'Show More' dropdown and an 'Edit' button. Below this is an 'Attendance' section with 'Enroll Participant(s)' and 'Session Manager' buttons. The main roster table shows columns for dates from July 24 to 29. Three participants are listed: Alicia Henry, Deandre Reynolds, and Heather Lightfoot. A blue circle labeled '3' highlights the kebab icon next to Deandre Reynolds, and another blue circle labeled '4' highlights the 'Unenroll...' option in the dropdown menu that appears when the kebab icon is clicked.

NAME	PROGRAM	TUE 25	WED 26	THU 27	FRI 28	SAT 29
Finance Class Summer 2023	Empowering Families, Better Homes, Advocacy, Counseling, College Prep					
Attendance Enroll Participant(s) Session Manager						
AM PM						
View Today < > Jul 2023 <input checked="" type="checkbox"/> Show Unenrolled <input type="text" value="Search..."/>						
First Name (A-Z)	View Participant					
Alicia Henry 1966-08-19	Unenroll...		✓ ✗		✓ ✗	
Deandre Reynolds 1975-12-18		✓ ✗	✓ ✗		✓ ✗	
Heather Lightfoot 1999-03-06		✓ ✗	✓ ✗		✓ ✗	

Editing a Class Roster

Steps to Edit Class Roster

1. Open the desired Class in the edit view
2. Open the desired Term in the edit view
3. Click the kebab icon next to the desired participant
4. Click the Unenroll option from the menu
5. Select the appropriate reason
6. Click Unenroll

The screenshot displays the 'Unenroll from Term...' dialog box in the Bonterra system. The dialog title is 'Unenroll from Term...'. Below the title, it says 'Please select a reason why you are unenrolling this participant from this term.' A dropdown menu is open, showing 'Moved/Relocated' as the selected option. The 'UNENROLL' button is highlighted with a blue box and a circled '6', indicating the final step in the process. The background shows a class roster for 'Finance Class Summer 2023' with columns for days (SUN 23, MON 24, TUE 25, WED 26, THU 27, FRI 28) and rows for participants: Alicia Henry (DOB: 1965-08-19), Deandre Reynolds (DOB: 1975-12-18), and Heather Lightfoot (DOB: 1999-03-06). Each row has a kebab icon and attendance status for each day (checkmarks and red X's).

Editing a Class Roster

Steps to Edit Class Roster

1. Open the desired Class in the edit view
2. Open the desired Term in the edit view
3. Click the kebab icon next to the desired participant
4. Click the Unenroll option from the menu
5. Select the appropriate reason
6. Click Unenroll

*Note: Unenrolled members show on roster due to show unenrolled setting.

The screenshot displays a class roster for 'Finance Class Summer 2023' under the program 'Empowering Families, Better Homes, Advocacy, Counselor Prep'. The interface includes a 'Show More' button, an 'Attendance' section with 'Enroll Participant(s)' and 'Session Manager' buttons, and a date selector for 'Jul 2023'. A 'Show Unenrolled' checkbox is checked and highlighted with a blue box. The roster table shows participants: Alicia Henry, Deandre Reynolds (highlighted with a blue box), and Heather Lightfoot. Attendance is tracked for days from Sunday to Friday, with green checkmarks for present and red X's for absent.

	SUN 23	MON 24	TUE 25	WED 26	THU 27	FRI 28
Alicia Henry 1965-08-19		✓ X		✓ X		✓ X
Deandre Reynolds 1975-12-18		✓ X				
Heather Lightfoot 1999-03-06		✓ X		✓ X		✓ X


Tracking Attendance

Tracking Attendance

- Done from Edit Term View

The screenshot displays the 'Edit Term View' for a 'Finance Class'. The interface is divided into several sections:

- NAME:** Finance Class
- SITE(S):** All Sites
- DESCRIPTION:** This class is for learning about financial literacy and budgeting
- STATUS:** Active
- Edit:** A button in the bottom right corner of the class details section.
- Terms:** A section with a search bar and a 'New Term +' button.
- Table:** A table with columns for NAME, PROGRAM, START DATE, and END DATE. The first row is 'Finance Class Summer 2023' with the program 'Empowering Families, Better Homes, Advocacy, Counseling, College Prep', start date '06/19/2023', and end date '08/31/2023'. An eye icon in the right column of this row is highlighted with a blue box.
- Footer:** Includes 'VIEW' (10), a left arrow, 'PAGE' (1), and 'of 1'.

NAME	PROGRAM	START DATE	END DATE	
Finance Class Summer 2023	Empowering Families, Better Homes, Advocacy, Counseling, College Prep	06/19/2023	08/31/2023	

Tracking Attendance

- Done from Edit Term View
- Week view by default
- Arrows to view previous weeks
- Tracking available according to set Term Schedule

NAME
Finance Class Summer 2023

PROGRAM
Empowering Families, Better Homes, Advocacy, Counseling, College Prep

Show More ▾ Edit

Attendance Enroll Participant(s) ⚙ Session Manager ⋮

AM PM

View Today < > Jul 2023 Show Unenrolled Search...

First Name (A-Z) ▾

	SUN 23	MON 24	TUE 25	WED 26	THU 27	FRI 28	SAT 29
Alicia Henry 1965-08-19		✓ ✗ ⓧ		✓ ✗ ⓧ		✓ ✗ ⓧ	
Deandre Reynolds 1975-12-18		✓ ✗ ⓧ		✓ ✗ ⓧ		✓ ✗ ⓧ	
Heather Lightfoot 1999-03-08		✓ ✗ ⓧ		✓ ✗ ⓧ		✓ ✗ ⓧ	
William Jones 2005-12-17		✓ ✗ ⓧ		✓ ✗ ⓧ		✓ ✗ ⓧ	

Tracking Attendance

- Done from Edit Term View
- Week view by default
- Arrows to view previous weeks
- Tracking available according to set Term Schedule
- Mark All saves time
- Data autosaves

The screenshot displays the attendance tracking interface for a term. At the top, the term name "Finance Class Summer 2023" is highlighted in blue, and the program "Empowering Families, Better Homes, Advocacy, Counseling, College Prep" is listed. A "Show More" button and an "Edit" button are visible. Below this, the "Attendance" section is highlighted in blue, with "Enroll Participant(s)" and "Session Manager" buttons. The interface shows a calendar view for July 2023, with the "View Today" button and "Show Unenrolled" checkbox. A search bar is present. The main table lists participants and their attendance status for each day of the week. The "MON 24" column is highlighted in green, and the attendance status for Alicia Henry on that day is also highlighted in green.

First Name (A-Z)	SUN 23	MON 24	TUE 25	WED 26	THU 27	FRI 28	SAT 29
Alicia Henry 1965-08-19		✓ ✗		✓ ✗		✓ ✗	
Deandre Reynolds 1975-12-18		✓ ✗		✓ ✗		✓ ✗	
Heather Lightfoot 1999-03-06		✓ ✗		✓ ✗		✓ ✗	
William Jones 2005-12-17		✓ ✗		✓ ✗		✓ ✗	

Tracking Attendance

Steps:

1. Open Term in the Edit View

NAME
Finance Class

SITE(S)
All Sites

DESCRIPTION
This class is for learning about financial literacy and budgeting

STATUS
Active

Edit

Terms [New Term +](#)

NAME	PROGRAM	START DATE	END DATE		
Finance Class Summer 2023	Empowering Families, Better Homes, Advocacy, Counseling, College Prep	06/19/2023	08/31/2023	1	⋮

VIEW 10 PAGE 1 of 1

Tracking Attendance

Steps:

1. Open Term in the Edit View
2. Select the appropriate week
3. Click Check to mark individuals present
4. Click X to mark individuals absent

The screenshot displays the attendance management interface for the 'Finance Class Summer 2023' program. The interface includes a header with the program name and a 'Show More' button. Below this is an 'Attendance' section with an 'Enroll Participant(s)' button and a 'Session Manager' dropdown. The main area shows a calendar view for July 2023, with columns for each day from Sunday to Saturday. A table lists participants: Alicia Henry, Heather Lightfoot, and William Jones. Each participant's row shows attendance status for each day, with green checkmarks for present and red X's for absent. Blue callout boxes highlight the navigation controls (labeled '2'), the 'Check' button for Alicia Henry on Monday (labeled '3'), and the 'X' button for Heather Lightfoot on Tuesday (labeled '4').

	SUN 16	MON 17	TUE 18	WED 19	THU 20	FRI 21	SAT 22
Alicia Henry 1965-08-19		✓		✓		✓	
Heather Lightfoot 1999-03-06		✓		✗		✓	
William Jones 2005-12-17		✓		✓		✓	

Tracking Attendance

Steps:

1. Open Term in the Edit View
2. Select the appropriate week
3. Click Check to mark individuals present
4. Click X to mark individuals absent
5. Enter notes (optional)
6. Repeat for additional weeks

The screenshot shows the 'Attendance' view for the 'Finance Class Summer 2023' program. The interface includes a header with the program name and a 'Show More' button. Below the header, there are tabs for 'AM' and 'PM', and a calendar view for 'Jul 2023'. A table lists individuals with their names and birth dates, and columns for attendance status (checkmarks and X's) and notes. A modal window is open for editing attendance tags and notes. The modal has an 'ATTENDANCE TAG' dropdown set to 'Excused' and a 'NOTES' text area containing 'Out Sick with doctor's note'. A blue callout box with the number '5' points to the notes field, with the text 'Click to enter notes & Attendance Tags'.

First Name (A-Z)	SUN 16	MON 17	TUE 18	WED 19	THU 20	FRI 21	SAT 22
Alicia Henry 1965-08-19		✓					
Heather Lightfoot 1999-03-06		✓ X					
Jane Doe 1997-01-01		✓ X					

Additional Resources

Additional Training Opportunities

- [Knowledge Base](#) – How-To Articles (Search Chat or Visit Online)
- [Bonterra Academy](#) – Free Webinars & Recordings
- [Foundations](#) – Intensive, Multiday Courses to Cover Admin Basics
- [Admin Labs](#) – 2 Hour Live Trainings on Specific Capabilities
- [Private Training](#) – 1:1 Sessions with Training Expert in Your Apricot (End User & Admin Topics Available)



Build confidence & knowledge in
our software!

Customer Support

Reach out to our Customer Support Team with Questions or Concerns.

Weekdays 7am – 7pm CST via chat or through email: apricot@bonterratech.com

Q & A

- Ask questions about functionality covered in this training
- Ask trainer to redo a demo
- Ask real-life application questions
- Or sign off and we will see you in the next training!



Thank you for attending!

We hope to see you
in future trainings.