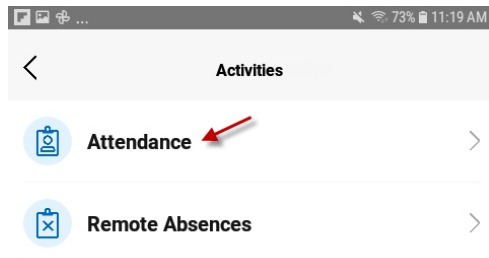# KinderSmart – How to Backdate Transactions / Adding Missed Attendance at the Provider
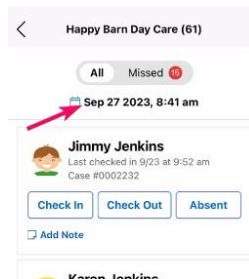
Note: Backdating attendance is used to enter attendance that the family or sponsor may have missed.

A Open the KinderSmart app on your phone. Note that the phone must be already registered with your Provider.
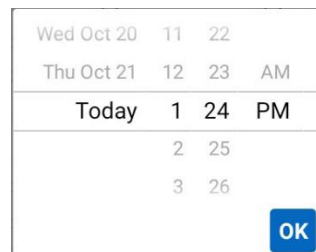
B Once the **Activities** screen opens, tap *Attendance*.

C When the list of children displays, tap on the date to open the calendar.
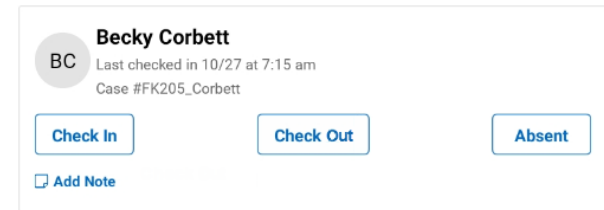

D Use your finger to roll until you have lined up the desired date, hour, minutes, and AM/PM. Tap *OK* to select.

Note: When selecting a prior date, the date and time in the calendar change to red font.

E You can now tap to select (*Check In*, *Check Out*, or *Absent*).

F If desired, tap *Add Note* to enter a note relevant to the submitted attendance.

G Once all attendance has been entered, tap *Submit*.

H KinderSmart generates a message indicating that the attendance was submitted successfully.