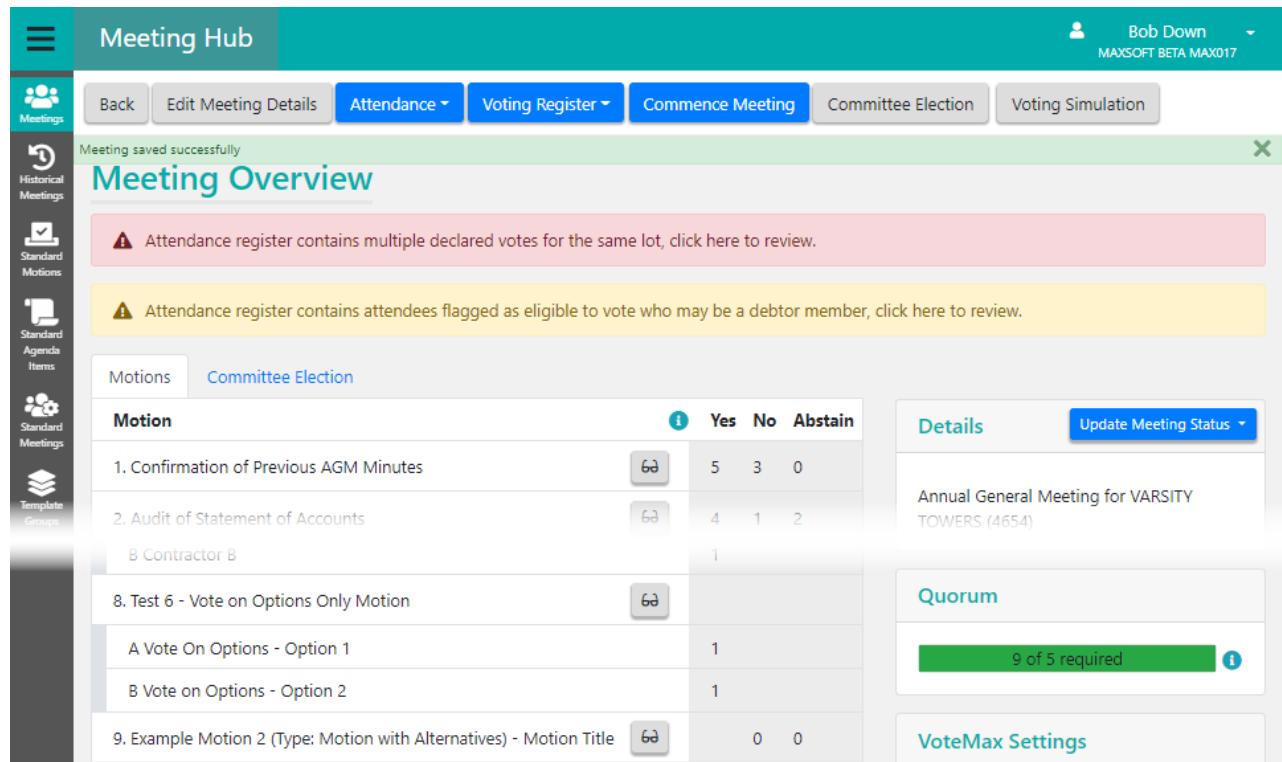


Meeting Overview and Attendance Register

Last Modified on 20/01/2026 10:13 am AEST

This article covers the *Meeting Overview* screen in Meeting Hub. This screen only becomes accessible whilst a meeting has a status of 'Notice Issued', 'In Progress', 'Reconvened Meeting', 'Meeting Adjourned', or 'Meeting Held'.

Meeting Overview



The screenshot shows the Meeting Hub interface with the following details:

- Header:** Meeting Hub, User: Bob Down, MAXSOFT BETA MAX017.
- Navigation:** Back, Edit Meeting Details, Attendance, Voting Register, Commence Meeting, Committee Election, Voting Simulation.
- Message:** Meeting saved successfully.
- Section:** Meeting Overview
- Alerts:**
 - Attendance register contains multiple declared votes for the same lot, click here to review.
 - Attendance register contains attendees flagged as eligible to vote who may be a debtor member, click here to review.
- Motions:** Motions, Committee Election.
- Motion Results:**

Motion	Yes	No	Abstain
1. Confirmation of Previous AGM Minutes	5	3	0
2. Audit of Statement of Accounts	4	1	2
B Contractor B	1		
8. Test 6 - Vote on Options Only Motion			
A Vote On Options - Option 1	1		
B Vote on Options - Option 2	1		
9. Example Motion 2 (Type: Motion with Alternatives) - Motion Title	0	0	
- Details:** Update Meeting Status, Annual General Meeting for VARSITY TOWERS (4654).
- Quorum:** 9 of 5 required.
- VoteMax Settings:**

For meetings with statuses of 'Meeting In Progress', 'Meeting Held' or 'Minutes Issued', the motion section shows the result of the motion and each can be opened to the in-meeting management page.

Meeting Hub

Bob Down MAXSOFT BETA MAX017

Meetings

Historical Meetings

Standard Motions

Standard Agendas Items

Standard Meetings

Template

Back Edit Meeting Details Attendance Voting Register Resume Meeting Voting Simulation

Meeting Overview

⚠ Attendance register contains multiple declared votes for the same lot, click here to review.

⚠ Attendance register contains attendees flagged as eligible to vote who may be a debtor member, click here to review.

1. Confirmation of Previous AGM Minutes	CARRIED
2. Audit of Statement of Accounts	NOT DETERMINED
3. Administration Levies	NOT DETERMINED NOT DETERMINED
9. Example Motion 2 (Type: Motion with Alternatives) - Motion Title	NOT DETERMINED
10. Common Property Safety Switch/s	NOT DETERMINED
11. Change the bylaws (resolution without Dissent)	NOT DETERMINED
12. Reappoint Caretaker / Special Resolution	

Details Update Meeting Status

Annual General Meeting for VARSITY TOWERS (4654)
Meeting Status

Quorum

9 of 5 required

VoteMax Settings

'Ballot Only' meetings will also present a 'Finalise Meeting' button once the voting window has closed. These will also allow users to set the committee members for the meeting.

Meeting Hub

Bob Down MAXSOFT BETA MAX017

Back Edit Meeting Details Attendance Voting Register Finalise Meeting Set Committee Members Voting Simulation

Meeting Overview

⚠ The voting window for this meeting has now lapsed. Click here to finalise the meeting.

Motion	Yes	No	Abstain
Administration Levies	63	2	0

Details Update Meeting Status

Vote Outside Committee Meeting for VARSITY TOWERS (4654)
Meeting Status
Notice Issued

Ballot Open Date and Time
Friday 3 December 2021 at 11:00 AM AEST

Ballot Close Date and Time
Saturday 4 December 2021 at 2:00 PM AEST

Meeting Alerts

Various alerts in either yellow or red may be displayed at the top of the Meeting Overview screen to notify users to different pieces of important information, some of which may require the user's action. Click the text in the alert to review the details and take the required action.

Quorum

This is displayed for meetings with a status of 'Meeting In Progress', 'Meeting Held' or 'Minutes Issued' and shows the following information: Quorum Present, Quorum Reason, Quorum Statement and Quorum Required.

Template Groups (Minutes)

This section is used to display and select a minutes template. If no template exists, then you cannot generate the meeting minutes, and you will need to add a template using the blue *Add* button. If you would like to replace an existing template, you will first need to delete the existing template by clicking the delete (rubbish bin) button, and then add a new template by using the blue *Add* button.

Details

In the 'Details' section on the right, you will see the Meeting Status, Date and Time, Location, etc. It also contains the *Update Meeting Status* button, which is used to change the *Meeting Status*.

The *Rollback To* function available from Update Meeting Status will allow a meeting to be rolled back to a prior status. When rolling a meeting back, a message will appear warning the user of the results of this action.

In Meeting Details

This is displayed for meetings with a status of 'Meeting In Progress', 'Meeting Held' or 'Minutes Issued' and displays the details of the meeting that were collected whilst in the meeting.

Adjourned Meetings

When meetings have been reconvened, managers have the ability to view details of its previously adjourned meetings. Contains a list of all the adjourned meetings that are related to the current meeting. If selected the Meeting Adjourned page is shown in focus.

VoteMax Settings

This section of the screen displays any existing VoteMax settings that were determined when the meeting was created and set up. Pre-Meeting Voting settings cannot be changed once the meeting status has reached 'Notice Issued'.

The *Enable In Meeting Voting* settings can be changed until the status of the meeting reaches 'Meeting In Progress', which will occur when you are in the meeting *Commence* screen, you have entered the quorum, and clicked the blue *Proceed* button.

Notice Attachments

Lists any attachments included with the meeting notice, which can be clicked to display them.

Minutes Attachments

Allows you to manage existing attachments with the minutes as well as add more.

Voting Register Button

An offline voting register is available with two options; one to export meeting and voting data already loaded into Meeting Hub to an Excel sheet, and the other to print the report to a PDF. Instructions are available within the Excel sheet Voting Register, and it is recommended that the Voting Register is downloaded prior to the meeting after the VoteMax voting window has closed, as well as once the attendees have been recorded in Meeting Hub prior to the meeting commencing.

The Voting Register replaces the previously used Voting Tally function. Refer to the [Offline Voting Register](#) article for detailed instructions.

Commence/Resume Meeting Button

Click this button to start or resume the meeting and run through the in-meeting voting. See the [In-Meeting Voting article](#) for a guide on the process.

Adjourn Meeting Button

Click this button to adjourn the meeting. See the [Meeting Adjournment article](#) for a guide on the process.

Committee Election Button

Click the Committee Election button to view the Committee Election Details screen where you can delete Committee Nominations, or mark them as 'Elected Unopposed'.

Voting Simulation Button

If the VoteMax Status has been configured to 'Show Meeting and Enable Voting', then this button can be clicked to display a simulation of the VoteMax voting process that owners will see if they want to use VoteMax to cast and declare their votes.

Finalise Meeting Button

In a 'Ballot Only' meeting, such as a VOCM or Flying Meeting, the 'Finalise Meeting' button will be present once the voting window has closed for the meeting. After it has been clicked:

- The result of each motion is automatically calculated.
- A summary of the results is presented in the Meeting Overview screen. This summary also allows the outcome of a motion to be updated, including overruling the determined result.
- The meeting status will change to 'Meeting Held' and will move to the 'Recently Held' stage on the Meeting Hub main screen, where it can still be accessed for review.

Review Meeting Button

After a meeting has been finalised or closed, the 'Review Meeting' button will appear at the top of the screen. Clicking this provides the user the ability to review each of the motions, reopen the voting to

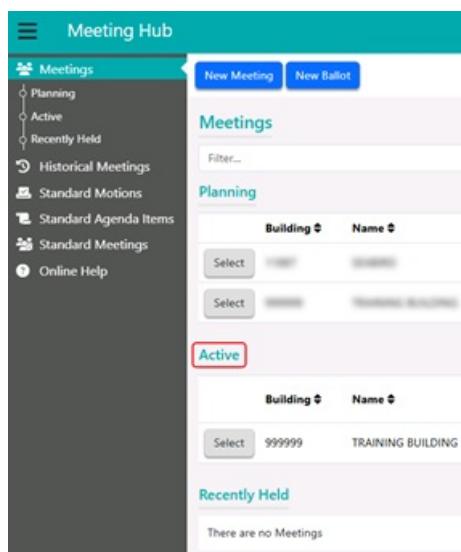
submit the votes again if necessary, and close the meeting again.

Set Committee Members Button

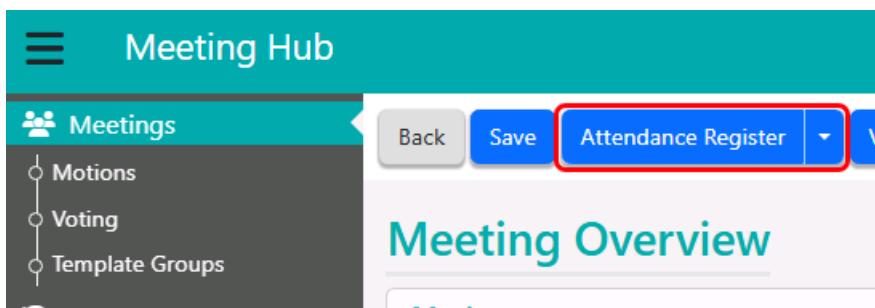
In a 'Ballot Only' meeting, such as a VOCM or Flying Meeting, the 'Set Committee Members' button will be present where users can select the committee members that are present.

Attendance Register

To access the Attendance Register screen, the Attendance Register button needs to be clicked in the Meeting Overview screen, which only appears once the meeting 'Active' (under the 'Active' header in the Meeting Hub main menu), which happens when its status is 'Notice Issued', 'In Progress', 'Reconvened Meeting', 'Meeting Adjourned', or 'Meeting Held'.



Clicking the *Attendance Register* button in the Meeting Overview screen opens the Attendance Register screen where attendees are managed. This section covers an overview of this screen as well as its various features and functions.



If the meeting has already commenced, then when this screen is opened, a warning will be display at the top to let the user know that "Changes to an attendee and/or their votes may impact the result of a motion, including those that have already been decided."

Attendance Register Video

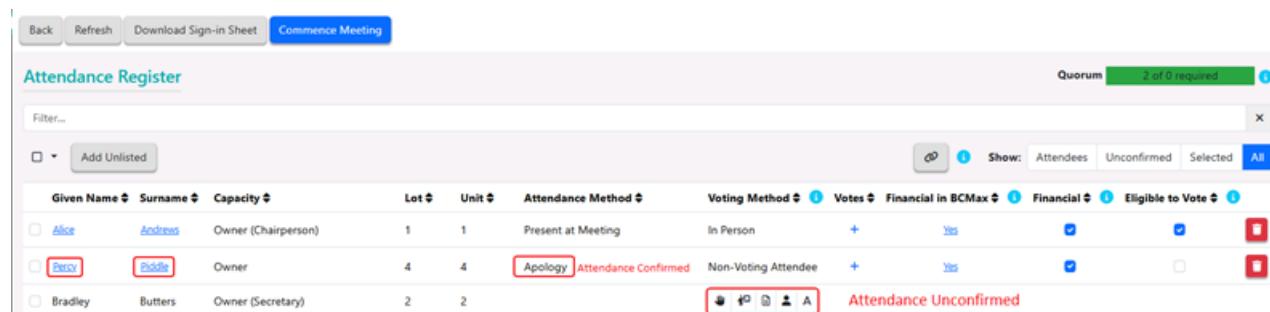
Please watch the video, [Meeting Hub / The New Attendance Register](#) for a full tutorial on how this screen works, and how to best manage attendees.

Attendance Register Overview

The Attendance Register automatically synchronises individuals from the building's **Roll** and **Office Bearers** screens. This provides managers with a complete view of everyone who may attend the meeting, including those who have not yet confirmed their attendance.

There are visual onscreen cues to differentiate between those who have and those who have not confirmed their attendance.

- If their attendance has not been confirmed, there will be no text under the **Attendance Method** column and there will be a row of buttons under the **Voting Method** column. Also, their names will not be blue and hyperlinked.
- If their attendance has been confirmed, there will be text under the **Attendance Method** column as well as the **Voting Method** column. Also, their names will be blue and hyperlinked. If required, names can be edited by clicking on them and updating the details.



Attendance Register									
Commerce Meeting									
Quorum 2 of 0 required									
Filter...									
Given Name	Surname	Capacity	Lot	Unit	Attendance Method	Voting Method	Votes	Financial in BCMax	Financial
<input type="checkbox"/> Alice	Andrews	Owner (Chairperson)	1	1	Present at Meeting	In Person	+	Yes	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/> Penoy	Puddle	Owner	4	4	Apology Attendance Confirmed	Non-Voting Attendee	+	Yes	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Bradley	Butters	Owner (Secretary)	2	2		A	Attendance Unconfirmed		

Attendee Alerts

In some cases, an alert will appear on the Attendance Register screen. An alert appears when there are inconsistencies with the financial status in the Attendance Register and StrataMax. Or when multiple attendees have been added for a single lot. Hover the mouse cursor over the black triangular warning icons to display the explanation for the alert.

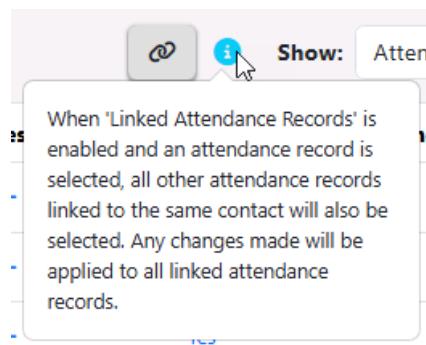
Attendance Register

⚠ There are inconsistencies in an attendees financial status Set all attendees financial status to match their financial in BCMax status

Given Name Surname Capacity				Lot	Unit	Attendance Method
<input type="checkbox"/> Alice	Andrews	Owner (Chairperson)		1	1	Present at Meeting
<input type="checkbox"/> Miss Alice	Andrews	Office Bearer (Chairperson)		1	1	Present at Meeting
<input type="checkbox"/> Percy	Piddle	Owner		4	4	Apology

Link Attendance Record

The 'Link Attendance Record' button allows managers to choose whether all linked records (such as an attendee's additional roles or capacities) should be automatically selected when any one of their associated records is selected.



Financial in BCMax

The *Financial in BCMax* column will identify whether the data currently available in StrataMax suggests that the lot is financial. A lot is considered financial if there is no overdue amounts for the lot account. Sub-Group debts including *Utility Billing* are not included in the calculations. If the current data determines that the lot is financial, a 'Yes' will be displayed, and a 'No' if not. This column is for information purposes only and does not affect vote counts.

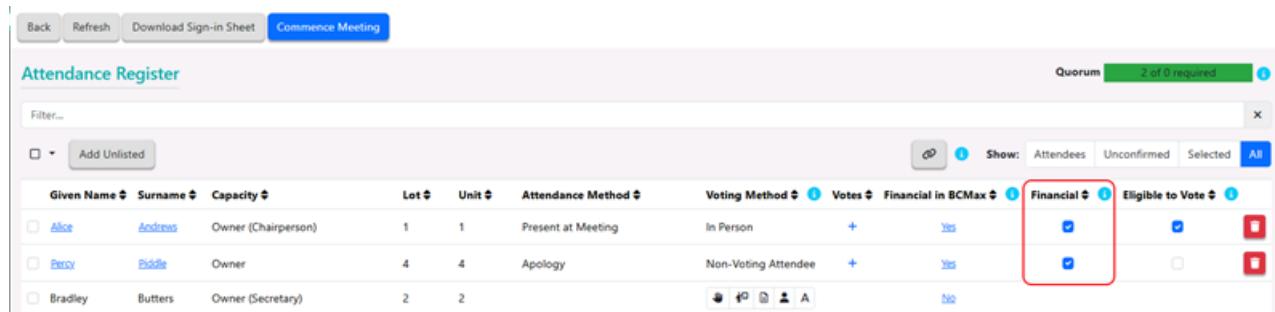
Back	Refresh	Download Sign-in Sheet	Commence Meeting	Quorum	2 of 0 required	
Attendance Register						
Filter...						
<input type="checkbox"/>	Add Unlisted					
Given Name Surname Capacity	Lot	Unit	Attendance Method	Voting Method	Votes	Financial in BCMax
<input type="checkbox"/> Alice Andrews Owner (Chairperson)	1	1	Present at Meeting	In Person	+	Yes
<input type="checkbox"/> Percy Piddle Owner	4	4	Apology	Non-Voting Attendee	+	Yes
<input type="checkbox"/> Bradley Butters Owner (Secretary)	2	2				No

Financial

The *Financial* box is always ticked by default but can be changed to determine whether or not the attendee is considered financial for voting purposes. This will be the case even if the *Financial in BCMax* column for this attendee displays a 'No'.

If the *Financial in BCMax* column has a 'No' for an owner and the *Financial* box is ticked, an alert will be generated to prompt the meeting hub user to review the attendee's financial position and, if appropriate, switch off the 'Financial' flag.

This will ensure that the attendees vote will be correctly included in the vote calculations for any motions which are legally required to include votes cast for unfinancial lots.



The screenshot shows the 'Attendance Register' page. At the top, there are buttons for 'Back', 'Refresh', 'Download Sign-in Sheet', and 'Commence Meeting'. A 'Quorum' status bar indicates '2 of 0 required'. The main table has columns: Given Name, Surname, Capacity, Lot, Unit, Attendance Method, Voting Method, Votes, Financial in BCMax, Financial, and Eligible to Vote. The 'Financial' and 'Eligible to Vote' columns are highlighted with a red box. The data for three attendees is as follows:

Given Name	Surname	Capacity	Lot	Unit	Attendance Method	Voting Method	Votes	Financial in BCMax	Financial	Eligible to Vote
Alice	Andrews	Owner (Chairperson)	1	1	Present at Meeting	In Person	+	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Percy	Piddle	Owner	4	4	Apology	Non-Voting Attendee	+	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bradley	Butters	Owner (Secretary)	2	2				No	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Eligible to Vote

The *Eligible to Vote* box is used to change lot's voting eligibility for any reason that is not related to their financial status (e.g. if an owner attends the meeting along with their co-owner and only one is eligible to vote, so the other can't be). This tick box affects the meeting quorum, which will change as soon as the screen is saved.

Do not change this tick box if the attendee is not eligible to vote because they are not financial. If the attendee isn't financial, simply untick the 'Financial' box instead. This will ensure that if motions are voted on, which legislatively require the inclusion of non-financial votes, the vote calculation results will include the non-financial votes. If you mark an attendee as ineligible to vote, their votes will always be excluded from vote calculations and tallies.

By default, the *Eligible to Vote* box is always ticked unless:

- The attendee has been added to the *Attendance Register* with a **Voting Method** of 'Non-Voting Attendee'. In which case the box will not be displayed at all.
or
- The box has been unticked by a user.
or
- The attendee has been added to the *Attendance Register* with a **Capacity** of 'Other'. The tick will

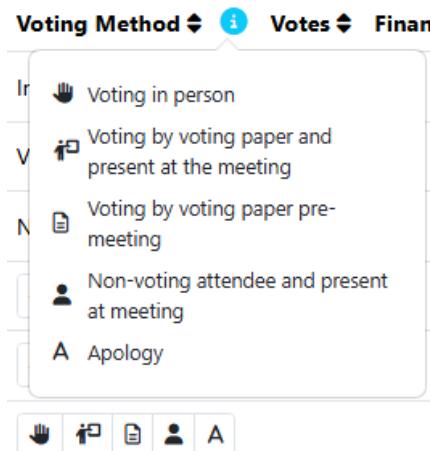
be removed from the box, but it's still visible so can be ticked by the user if required.

Managing Attendance and Votes

This section covers the various methods to manage attendees and their votes.

Confirming Attendance, Voting Method, or Apology

To confirm an attendee's attendance method and voting method, simply click the required button under the **Voting Method** column. To see a description of what each button means, hover the mouse cursor over the blue info icon.



	Present at the meeting and voting in person.
	Present at the meeting and voting using a voting paper.
	Present pre-meeting and voting using a voting paper.
	Non-voting attendee who is present at the meeting.
	An apology.

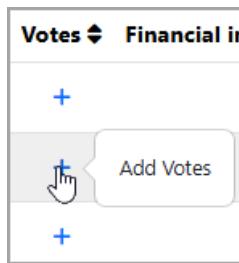
Remove Attendance Confirmation

Attendees with a voting method of VoteMax Pre-Meeting cannot have their attendance confirmation removed.

To remove an attendee; click the red *Rubbish Bin* button on the far right. If the attendee has already voted recorded, a message box will prompt for a reason to be selected and notes to be entered. If the attendee has no votes recorded, click *Yes* to confirm removing their capacity. The *Quorum* calculation will immediately change once saved.

Add Votes

Click on the *+* icon under the **Votes** column for the lot to add votes.



Click on the appropriate voting *Yes*, *No*, *Abstain* button for each motion, or alternatively keyboard shortcuts can be used - press 'Y', 'N' or 'A'. When a keyboard shortcut is used the next motion is automatically selected and identified by the *>* next to the motion number. The up/down arrow keys may also be used to move between motions.

When entering votes for a *Motion With Alternatives* or *Vote On Options Only*, where the voter has voted *Yes*, only the *Alternative* or *Options* will need to be set as *Yes*.

In a *Group of Same-Issue Motion* you will need to select all buttons; *Yes*, *No*, or *Abstain*.

Any votes that are not marked as *Yes*, *No* or *Abstain* will be recorded as an *Abstain*.

If a *Committee Election* has been made visible in VoteMax for pre-meeting votes, then you will need to select the *Committee Election* tab and record the committee election votes for the attendee before you can click *Save*.

Back

Save

View Attendee Details

Meeting Attendee Vote Details

Motions

Committee Election

Motion	Tip: Use the 'Y', 'N', 'A' keys and the up/down arrows to enter votes.
1. Confirmation of Minutes	<input checked="" type="button"/> Yes <input type="button"/> No <input type="button"/> Abstain
2. Confirmation of Insurance	<input checked="" type="button"/> Yes <input type="button"/> No <input type="button"/> Abstain
3. Appointment of Auditor	<input checked="" type="button"/> Yes <input type="button"/> No <input type="button"/> Abstain
4. No Appointment of Auditor	<input checked="" type="button"/> Yes <input type="button"/> No <input type="button"/> Abstain
5. Vote on Options Only	
A Standard Alternative Motion 1	<input type="button"/> Yes
B Standard Alternative Motion 2	<input checked="" type="button"/> Yes
6. Group of Same-Issue Motions	
6.a. GoSIM Child Motion One	<input checked="" type="button"/> Yes <input type="button"/> No <input type="button"/> Abstain
6.b. GoSIM Child Motion Two	<input type="button"/> Yes <input checked="" type="button"/> No <input type="button"/> Abstain
6.c. GoSIM Child Motion Three	<input type="button"/> Yes <input checked="" type="button"/> No <input type="button"/> Abstain

Attendee Details

View

William Watson

Owner Lot 6

Last Modified 21/9/2022 5:22 PM (AEST) by Bob Down

View Votes

Click on the icon in the *View Vote* column to view an attendees votes. If the icon does not appear, this means no votes have been recorded.

Votes

Attendee

Craig Jeffcoat

Owner - Lot 1

Votes declared on Monday 7 September 2020 at 4:37 PM (AEST)

1. Confirmation of Previous AGM Minutes	Yes
2. Audit of Statement of Accounts	Yes
3. Administration Levies	Yes
4. Sinking Fund Levies	Yes
5. Appointment of Auditor	No
6. Insurance Valuation	Yes
7. Building Painting	Yes - A
8. Test 6 - Vote on Options Only Motion <small>Motion by Resolution without Dissent</small>	A
9. Example Motion 2 (Type: Motion with Alternatives) - Motion Title <small>Motion by Majority Resolution</small>	No
10. Common Property Safety Switch/s	

Withdraw Votes

Close

Withdrawning Votes

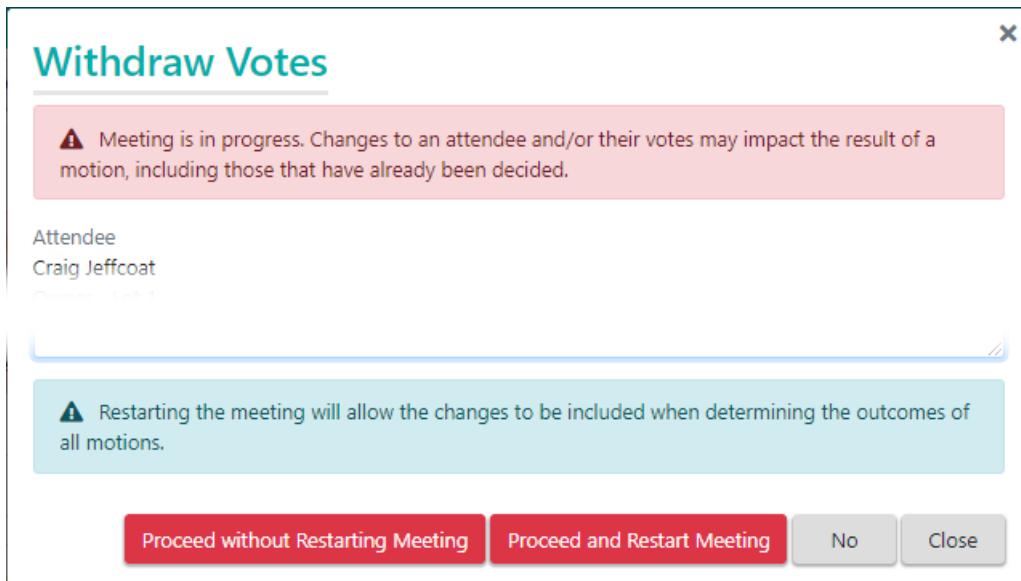
Once votes have been entered by the owner through VoteMax or manually by the user, votes cannot be edited. However, they may be withdrawn and entered again.

To withdraw votes follow the below steps:

1. Select *Manage Attendees*.
2. For the required lot, click on the icon to *View Votes*.
3. Select *Withdraw Votes*.
4. Enter the reason why the votes are being withdrawn and select *Yes*.

If an attendee was added for multiple lots or voted online for multiple lots based on their StrataMax Portal account, withdrawing votes will withdraw votes for the multiple lots.

If the meeting is already in progress, then those existing votes can be withdrawn as well, but if the meeting hasn't been closed/ended, then it's still possible to edit the votes in each motion individually. If you still attempt to withdraw votes when meeting has already commenced, several warnings will appear in the *Withdraw Votes* screen, like this:



Reinstating Withdrawn Votes

Withdrawn votes may be reinstated only if they were originally cast via the voting method VoteMax Pre-Meeting. To reinstate withdrawn votes follow the below steps:

1. Select *Manage Attendees*.
2. Locate the attendee you want to reinstate votes for.
3. Click on the Reinstate Votes icon in the votes column.
4. Click Yes to confirm reinstating votes.

Votes may also be reinstated in the *Edit Attendance* window.

Attendance Register								Quorum	3 of 0 required	?
								Filter...	<input type="checkbox"/> Save	
Given Name	Surname	Capacity	Lot	Voting Method	Attendance Method	Votes	Financial	Eligible to Vote		
Craig	Jeffcoat	Owner	1	VoteMax Pre-Meeting	Present Pre-Meeting		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Craig	Jeffcoat	Owner	11	VoteMax Pre-Meeting	Present Pre-Meeting		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
David	Smith	Owner	2	Voting Paper	Present Pre-Meeting		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Add and Update Multiple Attendees at Once

Each attendee in the Attendance Register has a selection tick box on the left-hand side, which can be ticked to manually select multiple attendees. In addition, there is also a tick box located in the top left of the attendee list, to the left of the *Add Unlisted* button.

The left screenshot shows the 'Attendance Register' interface with a list of attendees. The right screenshot shows a context menu for selecting attendees, with 'Select All' highlighted.

Selected rows are visually highlighted, and a record count is shown when selections are made. Once multiple attendees have been selected, several new buttons will appear: *Update Attendance*, *Financial* (the '\$' button), and *Eligible To Vote* (the 'Thumbs up' button).

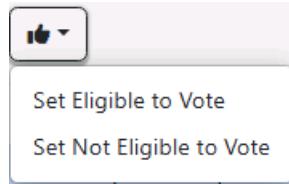
The *Update Attendance* button will display two drop-down fields, Attendance Method and Voting Method - both of which must be selected before being able to click the Apply button.

The screenshot shows the 'Attendance Register' interface with two attendees selected (Alice and Percy). A context menu is open, and the 'Update Attendance' button is highlighted. A sub-menu is open, showing 'Attendance Method' and 'Voting Method' dropdowns, both set to '-- Select One --'. The 'Apply' button is highlighted.

The *Financial* ('\$') button will display 'Set Financial' and 'Set Unfinancial' options.

The screenshot shows a context menu for the '\$' button, with 'Set Financial' and 'Set Unfinancial' options listed.

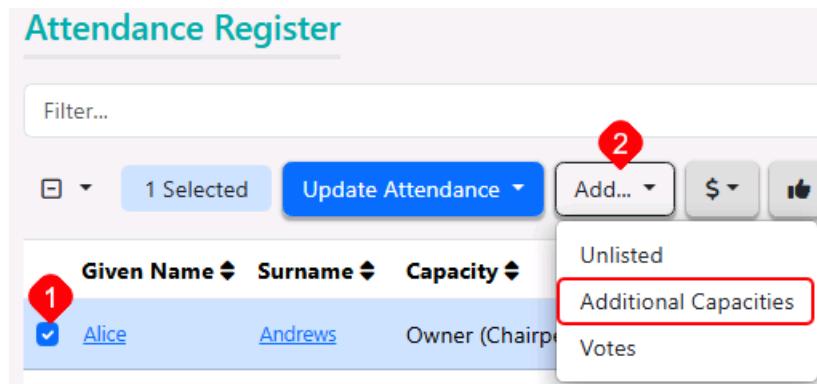
The *Eligible To Vote* ('Thumbs up') button, will display 'Set Financial' and 'Set Unfinancial' options.



Add Additional Capacities | Proxy, Power of Attorney, etc.

These steps explain how to add additional capacities.

1. Tick the selection box next to the relevant attendee who is going to be the additional capacity. For example, if the owner of lot 1 is a proxy for lot 4, tick the box for lot 1.
2. Click the *Add...* button and select 'Additional Capacities'.



3. In the 'Add Additional Capacities' window, click the blue *+ add additional capacity* text.

Add Additional Capacities

Attendee
Alice Andrews
Owner (Chairperson) - Lot 1

Additional Capacity

Office Bearer
Chairperson

Capacity Type Lot
-- Select One -- L

[+ add additional capacity](#) 

[Close](#) [Save](#)

4. Click the *Capacity Type* drop-down menu to select the appropriate type, then type in the *Lot Number(s)*, which should automatically populate the *Unit Number(s)*. Multiple lot numbers can be typed in by separating them with commas. In this example, the owner of lot 1 is acting as a proxy for lots 2 and 4. Notice the lot information for each lot is automatically displayed on the right side.

Add Additional Capacities

Attendee
Alice Andrews
Owner (Chairperson) - Lot 1

Additional Capacity

Office Bearer
Chairperson

Capacity Type	Lot(s)	Unit Number(s)
Owner	1	1
Proxy	2, 4	2, 4

[+ add additional capacity](#)

Roll Details

Lot	Entitlements	Owner
Lot 1 / 02100001 (Unit 1)	15	Miss Alice Andrews
Lot 2 / 02100002 (Unit 2)	10	Lord Bradley Butters
Lot 4 / 02100004 (Unit 4)	37	Professor Percy Piddle

[Close](#) [Save](#)

5. When all additional capacities have been added, click *Save* and the window will automatically close. Back in the *Attendance Register* screen, the additional capacities will be listed, and the votes can be added.

Attendance Register										Quorum	3 of 0 required	Help
Filter...										Show:		
Given Name  Surname  Capacity 			Lot 	Unit 	Attendance Method 	Voting Method 	Votes 	Financial in BCMax 	Financial 	Eligible to Vote 	Help	
<input type="checkbox"/> Alice	Andrews	Owner (Chairperson)	1	1	Present at Meeting	In Person	+	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Alice	Andrews	Proxy (Chairperson)	2	2	Present at Meeting	In Person	+	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Alice	Andrews	Proxy (Chairperson)	4	4	Present at Meeting	In Person	+	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Download Sign-in Sheet

A Sign-in sheet is able to be downloaded in the form of a Word document, which allows attendees to write their own details as they arrive at the meeting.