

**Pacific Northwest Section
AWWA**

**Pump Station Operation &
Maintenance Workshop**

**Day – Date - Various
Location – Online or In-Person
City, State - TBD**



**American Water Works Association
Pacific Northwest Section**

Sponsored by:
Northwest Washington Subsection, PNWS-AWWA

Tracking attendance for On-Line Workshops

The workshop is presented on-line using the Zoom web platform. The workshops have a dedicated monitor whose job it is to introduce the course and speakers, outline the requirements for getting credit, and monitor attendance, attendee questions in "Chat" and assist attendees who are having technical issues.

Attendees are tracked automatically on Zoom by the following:

- When they sign in the time is noted along with their unique computer login
- If they leave the Zoom session for any reason (lunch or if we have a long break) then the Zoom program logs them out and logs them back in.
- Poll questions are asked at least every hour at varying times during the presentations. These are yes/no or multiple-choice questions. Attendee responses are noted by the Zoom software.
- All the attendance data and the poll question responses are logged into an Excel spreadsheet which is downloaded by the moderator and put in with the registration log.
- The data will be kept on file for 7 years.