Attendance using Alexa

1. **Start by enabling the Alexa in your area:**
   a. **You say, "Alexa, open Speak2"**
   b. Alexa will say "Welcome to the Speak2 Assistant, how can I help you?"
   c. **You say, "Start activity." note - you must have an activity scheduled for this feature.**
   d. Alexa says the name of the upcoming activity, for example, "Yoga at 3:00 PM", then "Would you like to start this activity?"
   e. If Alexa reads off the wrong Activity name, respond NO and check your calendar in the Speak2.Live portal.
   f. If you say YES, Alexa will ask, "Would you like to know who has signed up?"
   g. If you say YES, she will read those who registered.

2. Resident or Staff checking in via Alexa
   a. **Residents/Staff can tell Alexa, "Alexa, tell everyone [NAME] is here"**
   b. **Anyone can say "Alexa, tell everyone I'm here" and you will be presented a touch screen to select one or more people at once.**

3. Close the Activity
   a. **First, say "Alexa, open Speak2", the tell Alexa, "Alexa, close activity."**
   b. Activities are automatically closed after 90 minutes.

4. You can view and edit attendee information in Speak2 Live or the Staff App

- Alexa will only recognize Activities scheduled within the last 30 minutes. If it is 30 minutes after the start time, Alexa will not recognize it.
- Once an activity has been started, Alexa will recognize it for 90 minutes.
- If you move the start time of an activity that was already "started" by Alexa, it will not recognize the new time.

Tell everyone I'm here!

To mark yourself as attending an event, talk to Alexa as described below:

Alexa, tell everyone Jillian is here!

OK, I've marked Jillian as attending

If you don't want to say your name or Alexa has trouble understanding, you can tap your name or multiple names from the Alexa screen.

Alexa, tell everyone I'm here!

Say or select your own name, or select multiple names, from Alexa's touch screen.

SELECT RESIDENTS WHO ARE ATTENDING THIS ACTIVITY
☐ Campbell Smith
☐ Matt Smith
☐ Hugh Smith
☐ Maggie Smith
☐ Lisanna Strauss
☐ Adele Swift

Submit

Remember to say "Alexa, open Speak2" and then "Alexa, start activity" to get started!

Using the Screen

You can use the touchscreen to mark one or many people as attending at once, similar to our apps.

Alexa, tell everyone I'm here!

Tap the residents that are present and click submit to move them to "Attending"

Remember to say "Alexa, open Speak2" and then "Alexa, start activity" to get started!

SELECT RESIDENTS WHO ARE ATTENDING THIS ACTIVITY
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Submit