

Reporting Attendance:

Sponsors must report attendance for a realtime activity or law school competition within 30 days from the end date of the activity in order to avoid a \$50 late attendance fee.

Instructions to Report Attendance for Licensed Legal Professionals (LLPs)

Note: sponsors must report attendance for all LLPs (lawyers, LLLTs and LPOs) through the sponsor's MCLE online account.

1. Sign in to sponsor account at <https://mcle.wsba.org>
2. Select "MY ACTIVITIES" tab in the blue banner. To view all activities requiring attendance, click "Activities Needing Attendance."
3. Click on the activity ID to view the activity details page.
4. Scroll to the "Add Attendance" section near the bottom of the page.
5. There are two options to enter attendance:
 - (1) Upload Bulk Attendance – Select (download) and complete the "Attendance Template" (detailed instructions are included on the template). Enter all attendance data in the spreadsheet, save, and upload the MS Excel file by clicking "Upload Attendance." The file should begin to process immediately.
 - (2) Add individual Attendance - enter attendance for one LLP at a time.
 - Select LLP license type
 - enter license number
 - edit LLP's total credits, if necessary
 - click "Enter."
6. After all LLPs have been entered, click the "Confirm and Submit" button.
7. If late fees apply and payment is required, the sponsor will be directed to the "Shopping Cart" page. Proceed to billing to complete payment. After payment is processed, attendance will be applied.

To view the list of reported attendance, select "MY ACTIVITIES" tab in the blue banner. Click on the activity ID and scroll to bottom of page to view the Attendance List. If the Attendance List is collapsed click on the "Attendance List" header to view it.

To edit or add to already submitted attendance, follow steps 1-7 above to resubmit with edits or additions. Please note, late attendance fees apply for each untimely submission.

No Attendance to Report

Follow steps 1-4 above and move the slide button to the “No Attendance to Report” option. This will remove the activity from your dashboard under activities with attendance due to report.

For further assistance, see www.wsba.org/MCLE or contact MCLE at mcle@wsba.org or 206-733-5987.