

## Instructions for Group Attendance – Risk Reduction Class via Zoom

1. All attendees must be registered & paid for the class. Send registration names to Robyn or Jill ([robyn@ndrealtors.com](mailto:robyn@ndrealtors.com) or [jill@ndrealtors.com](mailto:jill@ndrealtors.com) ) noting that you will be doing a joint session and list everyone's names that will be present.
2. Everyone in the group must be able to view the class. *(not just audio)*.
3. All attendees must be visible during the entire class to the NDAR monitors that will be present online during the class.
4. One person to be identified as the group proctor to be the contact for NDAR if need be and is also responsible to verify attendance of all.
5. Group proctor responsible for returning all attendees attendance attestation forms.