

How to Report a Make Up

First go to <http://portal.clubrunner.ca/463>

Member Log



ROTARY CLUB OF FORT ST. JOHN

Home | Stories | News | Calendar

Photo Albums

- » Cops for Cancer 2015
- » DC/FSJ Rotary Clubs Baseball Game 2015

Links

Links

- » Rotary International
- » Rotary Foundation - Canada
- » City of Fort St. John
- » Fort St. John Weather
- » Globe Investor

Site Pages

- 2012 FSJ Rotary Mother's Day 5K Run and Walk
- 2013 FSJ Rotary Mother's Day 5K Run and Walk

Rotary News

Indian hospital project is eye-opening

From the November 2015 issue of The Rotarian When Camilla McGill planned her first visit to India about 10 years ago, she couldn't have known how quickly – nor how painfully – she'd learn one of the trip's most important lessons. "I

Club Information

Welcome to our club!



Rotary Shares

We meet Thursdays at 12:15 PM
Quality Inn Northern Grand
9830 - 100th Avenue
Fort St. John, BC V1J 1Y5
Canada

[District Site](#) [Venue Map](#)



Home Page Download Files

- » Travel Package to Korea for RI Convention
- » ANSO Presentation (in PDF)
- » Rotary Foundation PowerPoint (in PDF format)
- » Club Meeting and Speaking Schedule 24Nov15
- » Membership Proposal Form

Home Page Stories

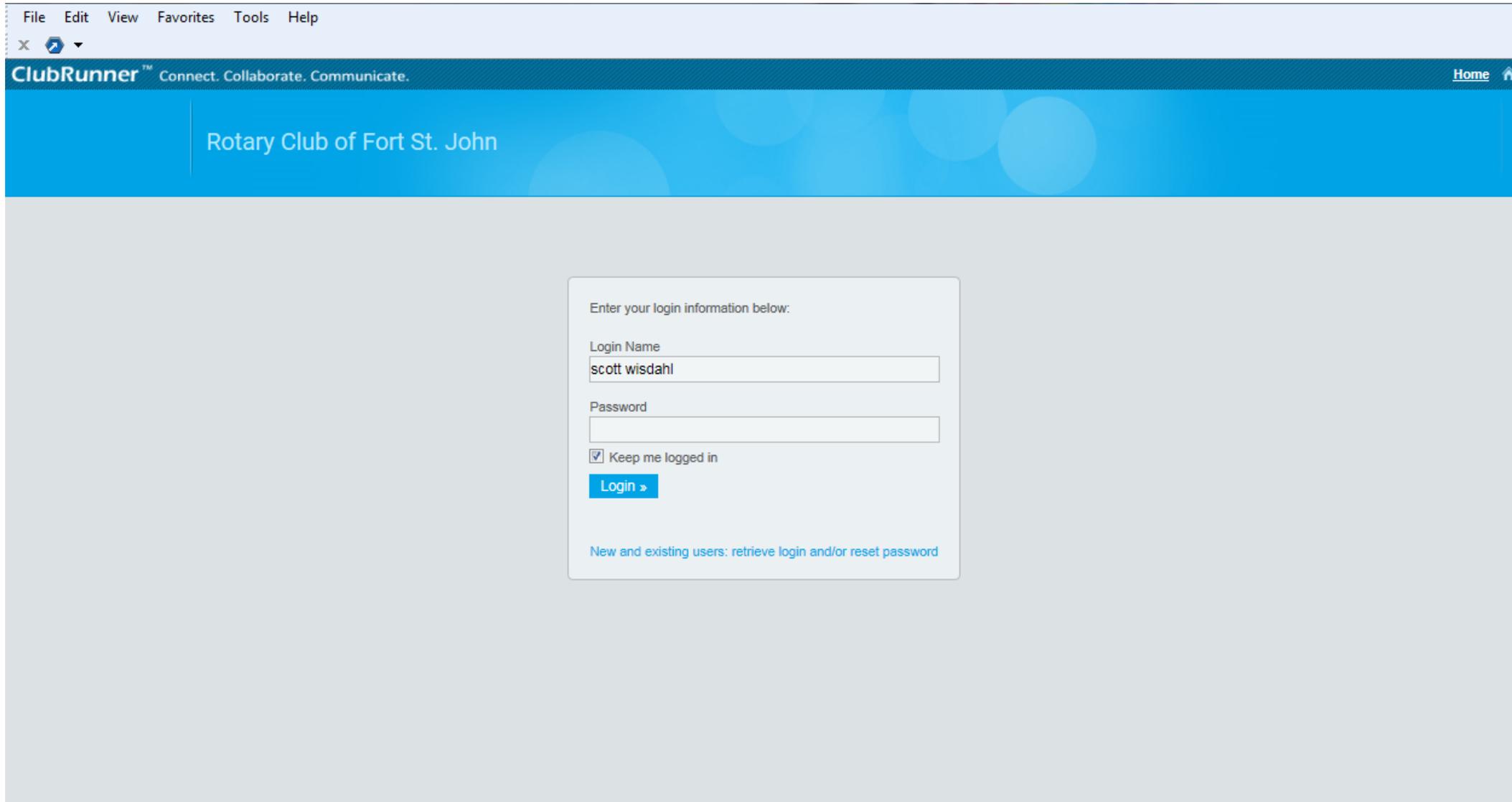
Women's Resource Centre



THE ROTARY CLUB OF FORT ST. JOHN
P.O. BOX 5336
FORT ST. JOHN, BC
V1J 1A9

DAT September 17, 2015

Then click the “Member Login”



The screenshot shows a web browser window with the ClubRunner website. The browser's address bar shows the ClubRunner logo and the tagline "Connect. Collaborate. Communicate." with a "Home" link on the right. Below the browser window, a blue banner displays "Rotary Club of Fort St. John". The main content area is a light gray gradient. In the center, there is a white login form box with a light gray border. The form contains the following elements:

- Text: "Enter your login information below:"
- Text: "Login Name" above a text input field containing "scott wisdomahl".
- Text: "Password" above an empty password input field.
- Text: "Keep me logged in" with a checked checkbox.
- Text: "Login >" in a blue button.
- Text: "New and existing users: retrieve login and/or reset password" in a smaller font at the bottom of the form.

Your user name is likely to be:
firstname.lastname.463

Your initial password is 463

Contact the Secretary if you need your password
re-set

{Note the “463” is our club number on ClubRunner}

Make sure you click on “keep me logged in”

This will bring back the main site, note it will have your name on it (“Welcome, Scott Wisdahl) which lets you know you are logged in.

The screenshot shows a web browser window displaying the homepage of the Rotary Club of Fort St. John. The browser's address bar is empty, and the menu bar includes File, Edit, View, Favorites, Tools, and Help. The website's header features a blue banner with the Rotary Club logo on the left and the text "ROTARY CLUB OF FORT ST. JOHN" in large, bold, blue letters. To the right of the banner, the text "Welcome, Scott Wisdahl | Member Area | Logout" is displayed. Below the banner is a navigation menu with links for Home, Stories, News, and Calendar. The main content area is divided into several sections: "Photo Albums" with links to "Cops for Cancer 2015" and "DC/FSJ Rotary Clubs Baseball Game 2015"; "Links" with links to "Rotary International", "Rotary Foundation - Canada", "City of Fort St. John", "Fort St. John Weather", and "Globe Investor"; "Site Pages" with links to "2012 FSJ Rotary Mother's Day 5K Run and Walk" and "2013 FSJ Rotary Mother's Day 5K Run and Walk"; "Rotary News" with a link to "Indian hospital project is eye-opening" and a sub-link "From the November 2015 issue of The Rotarian When Camilla McGill"; "Club Information" with a "Welcome to our club!" message, the Rotary International logo, and "Rotary Shares" information: "We meet Thursdays at 12:15 PM Quality Inn Northern Grand 9830 - 100th Avenue Fort St. John, BC V1J 1Y5 Canada"; "Home Page Download Files" with links to "Travel Package to Korea for RI Convention", "ANSO Presentation (in PDF)", "Rotary Foundation PowerPoint (in PDF format)", "Club Meeting and Speaking Schedule 24Nov15", and "Membership Proposal Form"; and "Home Page Stories" with a link to "Women's Resource Centre" and a photo of two women. A "sage Credit Card Processing that Gives Back!" logo is also visible in the top right corner.

Click on "Member Area"

The screenshot shows the ClubRunner website interface. At the top, there is a navigation bar with the ClubRunner logo and tagline "Connect. Collaborate. Communicate." Below this, the site name "Rotary Club of Fort St. John" is displayed, along with a user greeting "Welcome, Scott [Logout] | Admin | Home Page" and accessibility icons. A secondary navigation bar contains various menu items: Admin, My ClubRunner, Communication, Bulletin, Membership, Organization, RI Integration, Attendance 3.0 (Beta), Website, Reports, Events, and Help. The "Admin" menu item is currently selected.

The main content area is titled "Administration" and features a central notification box: "New to ClubRunner or need a refresher? Register for free ClubRunner webinars [here](#). Read up on our latest updates! Release Notes are available on our [Service Updates](#) page."

Below the notification, there are three main administrative sections:

- My ClubRunner**: A list of links for user management and club information, including "Edit My Profile", "Change My Password", "Upload My Photo", "My Commitments", "My New Member Activities **NEW!**", "My Friends", "View Club Directory", "View Club Photo Directory", "eDirectory Reports 2.0", "View Printable Mailing Labels **NEW!**", "Email Message Centre **NEW!**", "View Club Documents", "My Attendance", "My Committees", and "My Billing Account Balance".
- Membership Manager**: A list of links for managing members, including "Club Dashboard", "Active Member List", "Other Users List", "Inactive Members List", "Friends of the Club", "Bulletin Subscribers", "New Member Program", "Dues & Billing", "Switch on Data Integration with RI (Automatic)", "Report Data Changes to RI (Manual Emails)", "Request Member Updates", "Edit Executives and Directors", "Committee Management", "Birthday & Anniversary Report", "Gender Distribution (Summary)", "Download Member Data **NEW!**", and "Member Designations".
- Meeting Services**: A list of links for managing meetings, including "Input Attendance (Current Year)", "Input Attendance (Previous Year)", "Report Make-ups", "Print Member List/Attendance Sheet", "Print Member List (Simple Version)", and "Attendance Report (Current Year)".

On the left side of the page, there is a "Help" sidebar with links to "Support Center", "On Demand Videos", "Downloads", "Webinars", and "Submit a Ticket". Below this is a "ClubRunner Add-ons" section listing various modules like "Enhanced Committees Module", "MyEventRunner", and "Barcode Scanner Module".

Click on “Report Make-ups”
(right hand corner, under Meeting Services)

The screenshot shows a web browser window with the ClubRunner application. The browser's address bar shows the ClubRunner logo and the tagline "Connect. Collaborate. Communicate.". The page header identifies the user as "Rotary Club of Fort St. John" and "Welcome, Scott [Logout] | Admin | Home Page". A navigation menu includes "Admin", "My ClubRunner", "Communication", "Bulletin", "Membership", "Organization", "RI Integration", "Attendance 3.0 (Beta)", "Website", "Reports", "Events", and "Help". The "Admin" menu is expanded, showing "Admin" as the selected option.

The main content area is titled "Add Make-ups" and is associated with the user "Scott Wisdahl". It contains the following text and form elements:

To add/delete make-ups, select the member, then click "Next".

Select member:

* Denotes a member who is no longer an active member.

Scroll down to your name and click

The screenshot shows a web browser window displaying the ClubRunner interface. The browser's address bar shows a URL starting with 'x'. The ClubRunner header includes the logo and tagline 'Connect. Collaborate. Communicate.' Below this, the user is identified as 'Rotary Club of Fort St. John' and 'Welcome, Scott [Logout] | Admin | Home Page'. A navigation menu contains links for Admin, My ClubRunner, Communication, Bulletin, Membership, Organization, RI Integration, Attendance 3.0 (Beta), Website, Reports, Events, and Help. The 'Admin' link is selected.

Update Make-ups Scott Wisdahl

The following list shows all applicable meetings for the past 2 years for this member. To report a make-up for any missed meeting, click on "Report Make-up".

Meetings that are not highlighted in yellow or green represent meetings that have not yet been closed, and normal attendance can still be recorded through Admin -> Input Attendance.

Scott Wisdahl

Meeting Date	Attended		Description
Jul 3 2014	[]	Report Makeup	
Jul 10 2014	[X]		
Jul 17 2014	[X]		
Jul 24 2014	[X]		
Jul 31 2014	[]	Report Makeup	
Aug 7 2014	[]	Report Makeup	
Aug 14 2014	[X]		
Aug 21 2014	[X]	Make-up done on Aug 27 2014 [Delete]	Fort Nelson Rotary Meeting
Aug 28 2014	[X]		
Sep 4 2014	[X]		
Sep 11 2014	[X]		
Sep 18 2014	[X]	Make-up done on Sep 18 2014 [Delete]	assembly
Sep 25 2014	[X]		
Oct 2 2014	[]	Report Makeup	
Oct 9 2014	[X]		
Oct 16 2014	[]	Report Makeup	
Oct 23 2014	[]	Report Makeup	
Oct 30 2014	[]	Report Makeup	
Nov 6 2014	[]	Report Makeup	
Nov 13 2014	[]	Report Makeup	
Nov 20 2014	[X]	Make-up done on Nov 15 2014 [Delete]	Mega Lottery bookkeeping
Nov 27 2014	[X]	Make-up done on Nov 26 2014 [Delete]	Fort Nelson RC

[Go Back](#)

Scroll down until you find the meeting you missed (I am using December 11)

File Edit View Favorites Tools Help

ClubRunner™ Connect. Collaborate. Communicate.

Rotary Club of Fort St. John Welcome, Scott [Logout] | Admin | Home Page | A A A

Admin My ClubRunner Communication Bulletin Membership Organization RI Integration Attendance 3.0 (Beta) Website Reports Events Help

Admin |

The "X" shows the meeting was attended or made up; if its blank then it was missed, or we missed your name at the meeting so contact Secretary

Jun 11 2015	[X]	Make-up done on Jun 3 2015 [Delete]	Fort Nelson
Jun 18 2015	[X]	Make-up done on Jun 24 2015 [Delete]	Fort Nelson
Jun 25 2015	[X]		
Jul 3 2015	[X]	Make-up done on Jul 8 2015 [Delete]	Executive Meeting
Jul 9 2015	[X]		
Jul 16 2015	[X]		
Jul 23 2015	[X]		
Jul 30 2015	[X]		
Aug 6 2015	[X]	Make-up done on Aug 12 2015 [Delete]	Executive meeting
Aug 13 2015	[X]		
Aug 20 2015	[X]	Make-up done on Aug 17 2015 [Delete]	Joint exec meeting
Aug 27 2015	[X]		
Sep 3 2015	[X]		
Sep 10 2015	[X]		
Sep 17 2015	[X]	Make-up done on Sep 9 2015 [Delete]	Executive Meeting
Sep 24 2015	[X]	Make-up done on Oct 3 2015 [Delete]	Rotary District Conference
Oct 1 2015	[X]	Make-up done on Oct 4 2015 [Delete]	Stop Hunger Now - District Conference
Oct 8 2015	[X]		
Oct 15 2015	[X]		
Oct 22 2015	[X]		
Oct 29 2015	[X]		
Nov 5 2015	[X]	Make-up done on Nov 12 2015 [Delete]	Sidney-by-the-sea (morning) Club
Nov 12 2015	[X]	Make-up done on Nov 17 2015 [Delete]	Joint Executive meeting
Nov 19 2015	[X]		
Nov 26 2015	[X]		
Dec 3 2015	[X]		
Dec 11 2015	[]	Report Makeup	

* Denotes a meeting from which this member is exempted.
Note: Makeups reported for members on leave of absence will not count in club statistics.

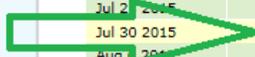
Return



Click on the "Report Make Up"



These are previous make-ups I have reported, shows date of make up and on the left date of meeting missed



Go Back

Click "Report Makeup" for date in question

The screenshot shows the ClubRunner web application interface. At the top, there is a navigation menu with options: File, Edit, View, Favorites, Tools, Help. Below this is the ClubRunner logo and tagline "Connect. Collaborate. Communicate.". The main header area displays "Rotary Club of Fort St. John" on the left and "Welcome, Scott [Logout] | Admin | Home Page" on the right. A secondary navigation bar contains tabs for Admin, My ClubRunner, Communication, Bulletin, Membership, Organization, RI Integration, Attendance 3.0 (Beta), Website, Reports, Events, and Help. The "Admin" tab is currently selected.

The main content area is titled "New Make-up" and "Scott Wisdahl". It displays the following information:

- Member: **Scott Wisdahl**
- Meeting Date: **Dec 11 2015**
- Note: Make-up date should be between Nov 27 2015 and Dec 25 2015.

There are two input fields:

- Make-up Date:** A text box containing "Dec 11 2015" with a placeholder "e.g., Nov 25 2004".
- Description:** A text box with a placeholder "e.g. Name of club or District/Club activity".

At the bottom of the form, there are two buttons: "Save" and "Cancel".

Below the form, there is a "Go Back" button.

Now put in information and hit save

File Edit View Favorites Tools Help

ClubRunner™ Connect. Collaborate. Communicate.

Rotary Club of Fort St. John

Welcome, Scott [Logout] | Admin | Home Page | A A A

Admin My ClubRunner Communication Bulletin Membership Organization RI Integration Attendance 3.0 (Beta) Website Reports Events Help

Admin |

New Make-up

Member: **Scott Wisdahl**

Meeting Date: **Dec 11 2015** ← This is the date of the meeting you missed

Note: Make-up date should be between Nov 27 2015 and Dec 25 2015.

← This is the actual date that you did the make up

Make-up Date: Dec 9 2015 e.g. Nov 25 2004

Description: Executive Meeting e.g. Name of club or District/Club activity

Save Cancel

← This is description of what you did, if it was attend another Club's meeting you would write in the Club name

Other Notes

- It can take several weeks for the meeting to be reported sometimes, so if you were at our meeting and it is showing “blank” please contact the Secretary
- If your make up was attending another Club meeting (where you purchased a meal) contact Leona so she can credit your meal expense for our Club
- Do not contact Leona with all make-ups, she doesn't enter them, you do
- If you want 100% attendance reported please ensure you report your make ups right away as the Club reports go into RI after the next month, and at year-end (June) it happens even faster

What is a make up (a non-exhaustive list)

- Attending another Club's meeting (let Leona know)
- Attending District Conference or RI International Conference
- Attending a Club Assembly
- Attending a Rotary eClub
- Attending a Club (or District) Committee Meeting, Executive Meeting
- Attending the RV Park Committee Meetings
- Working at a Club Event (no, not just attending it but working at it)
- At a Rotary (or RV Park) Work Bee
- And there are more

Any further questions or if you need assistance, contact the Secretary.

Note all Club Member information is in ClubRunner so you can get a hold of the Secretary, but if you don't see how to do that you can call Scott at 250-794-7495

If you don't know who the Secretary is... let the Fine Master know