

Managing Makeups

Adding make-ups into ClubRunner is a breeze.

Login to www.rcobs.com.au and go to Admin and then in Meeting Services below click on '[Report Make-ups](#)'



You will then see this menu – click on 'Select member' and select the name you want from the dropdown list.

Add Make-ups

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

Select member:

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

The dates below are generated by YOU doing the attendance meetings as per my previous email. Won't be there otherwise.

Click on the meeting date you want to report the make-up for Linda in this example.

Update Make-ups

Peter Harvie

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.

Linda Barrow

Meeting Date	Attended	Description
Jul 4 2012	[]	Report Makeup
Jul 11 2012	[]	Report Makeup
Jul 18 2012	[]	Report Makeup
Jul 25 2012	[]	Report Makeup
Aug 1 2012	[]	Report Makeup
Aug 8 2012	[]	Report Makeup
Aug 15 2012	[]	Report Makeup
Aug 22 2012	[]	Report Makeup
Aug 29 2012	[]	Report Makeup

* Denotes a meeting from which this member is exempted.

Put in the description of the make-up and 'Save' – simple as that.

New Make-up

Peter Harvie

Member: **Linda Barrow**

Meeting Date: **Jul 25 2012**

Note: Make-up date should be between Jul 11 2012 and Aug 8 2012.

Make-up Date	<input type="text" value="Jul 25 2012"/>	e.g. Nov 25 2004
Description	<input type="text"/>	
	e.g. Name of club or District/Club activity	

Save

Cancel

FYI - This info is then available for the club, but also for the member under 'My Attendance' below – the same applies to normal meeting attendance naturally.

 My ClubRunner
Edit My Profile
Change My Password
Upload My Photo
My Commitments
New Member Activities
My Friends
View My Bulletin NEW!
View Club Directory
View Club Photo Directory
eDirectory Reports 2.0
View Printable Directory and Mailing Labels
View Printable Mailing Labels NEW!
Email Message Center
View Club Documents
My Attendance
My Committees
My Billing Account Balance