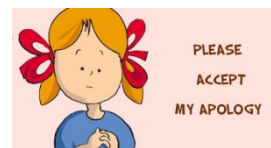


A Rotarian's Guide to Notifications



Go to: www.timarurotary.club (No need to log in)

On the Menu, far left, choose “**For Members**”

On the drop-down list choose “**Apologies, LOA and Guests Notifications**”

Choose:

- **Apology notification** (to apologise for a single meeting)
 - *A couple needs to fill in 1 form each (or you mess the system up)*
- **Leave of Absence notification** (you’ll be away for 2 or more meetings)
 - *You can do this ahead of time*
- **Guest / visitor notification** (you’re bringing extras to a meeting)
 - *Several guests? One form for each please.*

Need to change your apology / leave / guest notification?

- *Email Lionel Wilson (lwilsonfamily@xtra.co.nz) or John (jrcbarton@gmail.com)*

Can't do this computer stuff?

- *Email Lionel Wilson (lwilsonfamily@xtra.co.nz) or phone him at 688 6368 or 027 466 1428*

Want help learning how to do this?

- *Ask John for help. jrcbarton@gmail.com or 686 2848*

How far ahead can I register an apology, leave or a guest?

- *As far ahead as you like. Just remember to let us know if your circumstances change.*

Want to check apologies or leave you’ve already notified us of?

- *Go to the “Apologies, LOA and Guests” page and have a look at the reports. (You have to log in to see the reports – we don’t want the public knowing you’re away for 3 weeks)*

The Rules

- Apologies, guest numbers **by Noon on Monday please**. (Emergency late apologies will be accepted)
- If you don’t apologise, **expect to pay** for the meal that we’ll have prepared for you.
- Bring a guest without telling us? **Be prepared to share your meal with them**. We prepare for the numbers we know are coming and don’t cook extra meals just in case you forget.