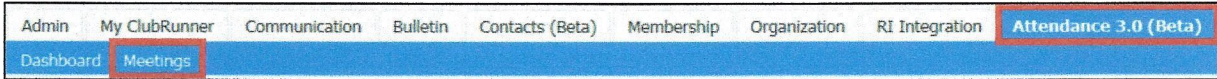


How to Report Attendance for Make-ups

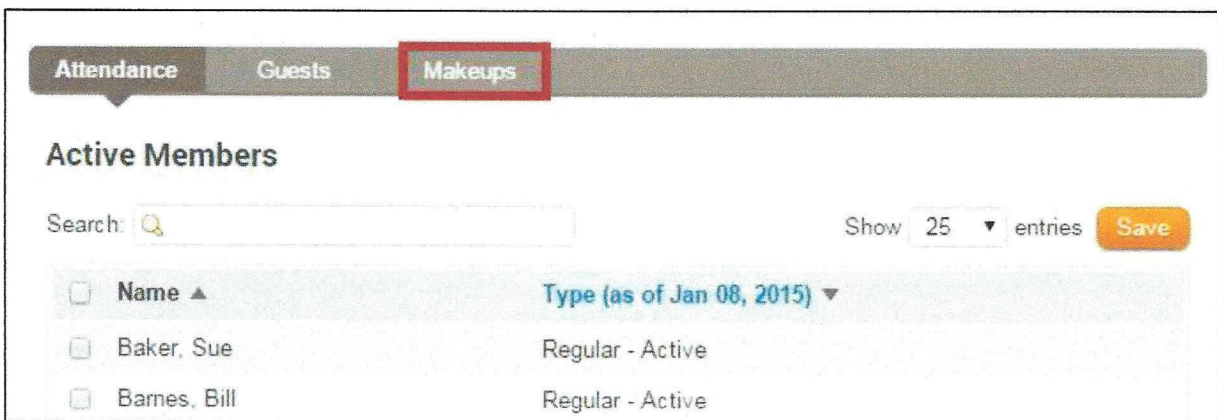
1. Click on the **Attendance 3.0 (tab)...**Meetings (link)



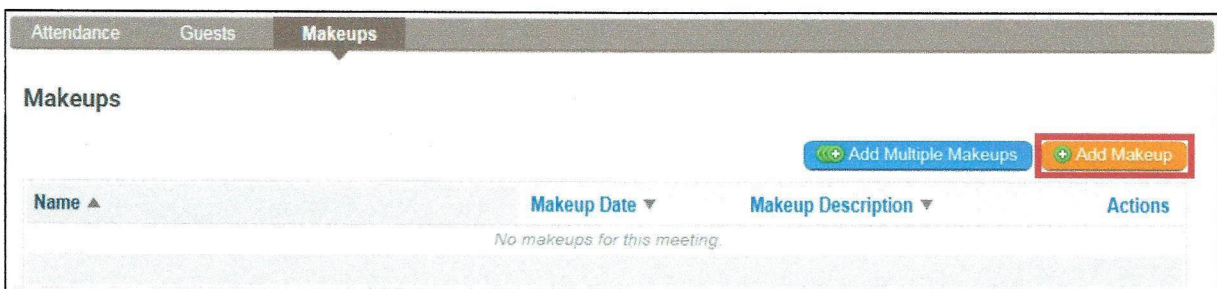
2. You should now see all of your current year meetings. Click on the **Meeting Date** for the meeting you would like to populate.

Meetings	Member Count				Members Present				Actual Attended	Makeups	Reported	
	Always Count	Count If Attended	Never Count	Total	Always Count	Count If Attended	Never Count	Total				
Jan 08, 2015	12	0	0	12	0	0	0	0	0.00 %	0	0.00 %	Close Delete
Nov 10, 2014	3	0	0	3	3	0	0	3	100.00 %	0	100.00 %	Close Delete

3. To indicate that a member has made-up the meeting elsewhere click on the **Makeups (tab)**.



4. Next click on the **Add Makeup (button)**.



- You should now be taken to the **Add Member Makeup** screen. First select an existing member from the dropdown field. **Note please click on the 'Show Inactive Members' checkbox if you need to indicate that an ex-member (terminated) did a makeup!*

- By default the Meeting Date will populate with the Attendance Meetings date however you can change this by clicking on the Calendar icon and changing the date. This date indicates which date the member performed the makeup. **Please note to check the Attendance Settings (link) to see the 'Makeup Eligibility Window' configuration. Based on the time entered will be the window of eligibility for the makeup.*

7. *Optional – You can enter a **description** of the make-up. Perhaps indicate where the member did the makeup.

Description: Attended district planning meeting.

Makeup Type: Banked Auto-Assign Apply to a Meeting

Jan 08, 2015

Only open meetings available.

Cancel Save Save & Add Another

8. Next is the **Makeup Type** field. Here you have three options to choose from: Banked, Auto-Assign, & Apply to a Meeting. Select an option.

Banked: Banking a makeup will save a makeup to the member then they can apply it later to a meeting.

Makeup Type: Banked Auto-Assign Apply to a Meeting

This makeup will be saved until you apply it to a meeting.

Auto-Assign: Will automatically assign a banked makeup (if any exist) to the oldest meeting based on the Rotary International two week rule.

Makeup Type: Banked Auto-Assign Apply to a Meeting

Meeting Date will be selected based on the account settings.

Apply to a Meeting: Gives you the option to select the meeting that you want the makeup to apply for. Can be applied to open and closed meetings.

Makeup Type: Banked Auto-Assign Apply to a Meeting

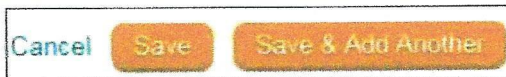
Sep 07, 2014 (Club Meeting) x

- Nov 10, 2014 - Closed
- Nov 03, 2014 - Closed
- Oct 27, 2014 - Closed
- Sep 17, 2014 - Closed
- Sep 10, 2014 - Closed
- Sep 07, 2014 (Club Meeting)
- Jul 31, 2014 (Weekly Meeting) - Closed
- Jul 14, 2014 (Weekly Meeting) - Closed

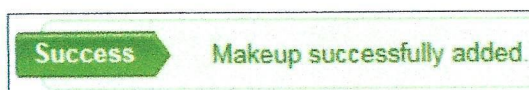
9. Once an option has been selected you have **two** options to save:

Save: Will save the makeup and take you back to the previous screen.

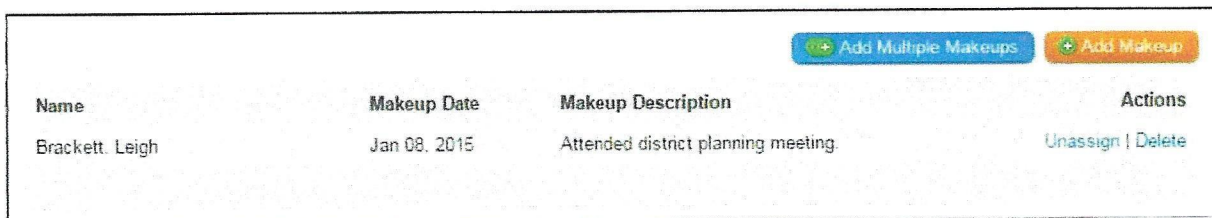
Save & Add Another: Will save the makeup and take you back to the Add Member Makeup screen to add another makeup for a member.



10. You should now see the **message** indicating that the Makeup was **successfully** added.



11. When you click Save you should be taken back to the Meeting and you should now see the makeup added for that meeting.

A screenshot of a table showing a makeup entry for a member. The table has columns for Name, Makeup Date, Makeup Description, and Actions. There are also two buttons at the top right: 'Add Multiple Makeups' and 'Add Makeup'.

Name	Makeup Date	Makeup Description	Actions
Brackett, Leigh	Jan 08, 2015	Attended district planning meeting.	Unassign Delete

We are in a trial period right now. From May 1 until June 30, you can mark in your activities. I sent the charter papers to RI on Monday, May 1, so I marked in subsequent Mondays for meetings. You'll receive a bulletin on Sunday. Try to login then to complete any activities for the week that started on the previous Monday.

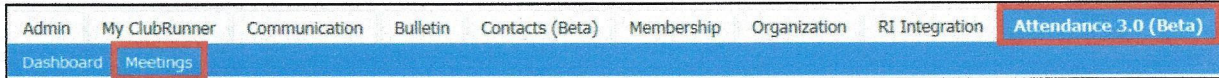
When you mark in a make-up, add the date with the description. If it is a multiple hour make-up, you'll need to repeat the description and you'll have to add something like "first hour, second hour, ..." and so on.

Once you have a banked make-up, the next time that you go check in, you will see an auto-assign link. One of your banked make-ups will be assigned to the Monday meeting for that week. You can then go in and list any other make-ups to be banked. Technically we could become a 100% attendance club very easily.

How to Delete a Makeup

Below are the steps on how to delete a **makeup(s)**.

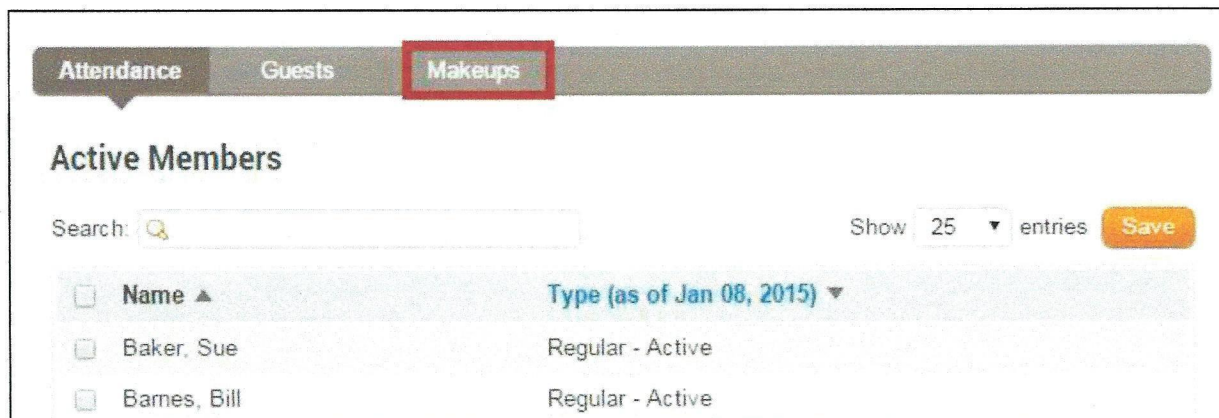
1. Click on the **Attendance 3.0 (tab)...**Meetings (link)



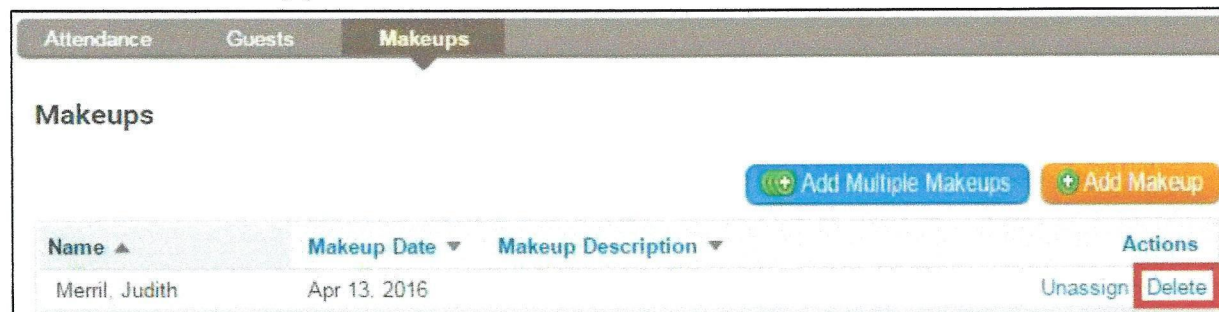
2. You should now see all of your current year meetings. Click on the **Meeting Date** for the meeting that has the makeup you would like to delete.

Meetings	Member Count				Members Present				Actual Attended	Makeups	Reported	
	Always Count	Count If Attended	Never Count	Total	Always Count	Count If Attended	Never Count	Total				
Jan 08, 2015	12	0	0	12	0	0	0	0	0.00 %	0	0.00 %	Close Delete
Nov 10, 2014	3	0	0	3	3	0	0	3	100.00 %	0	100.00 %	Close Delete

3. Next click on the **Makeups (tab)** to see a list of makeups for that meeting.



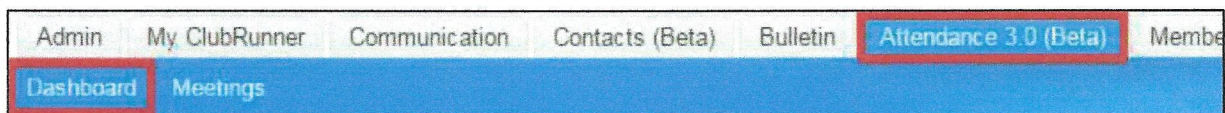
4. Find the makeup you wish to delete and on the same row under Actions click **Delete**.



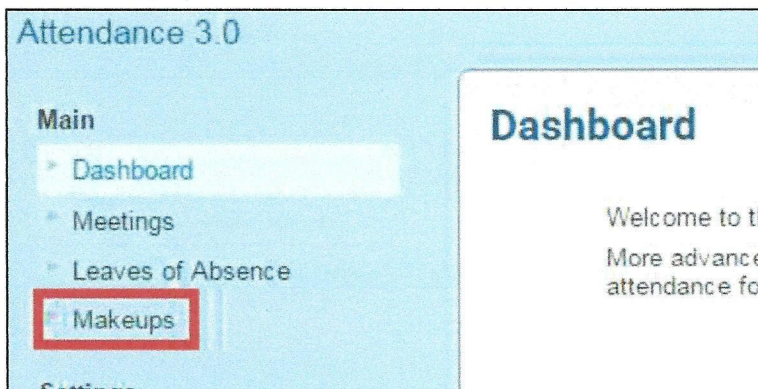
- You will get a dialog message box pop up asking if it is ok to delete the makeup. Click **Ok** to delete. *Note: This will permanently delete the makeup from the member's makeup list.*

You can also delete the **Makeup** in the **Makeups** area. Find the instructions below:

- Click on the **Attendance 3.0 (tab)...****Dashboard (link)**.

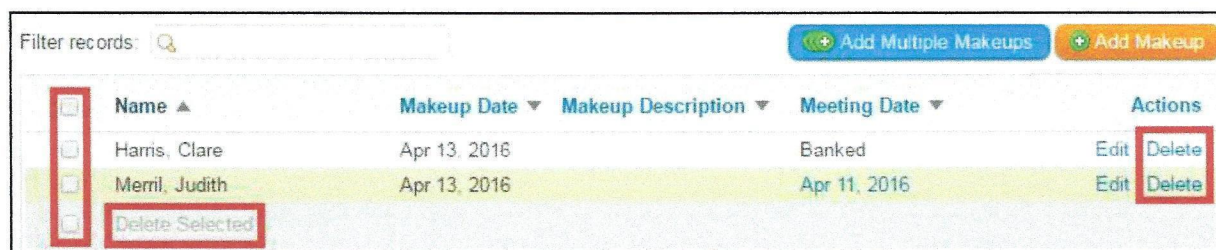


- Click on **Makeups**.



- You are now on the Makeups page. Find the makeup that needs to be removed or deleted. On the right, below Actions click **Delete** on the same row as the one you want to delete.

*Note: If you need to delete multiple makeups click on the checkboxes beside the member's name, and then click **Delete Selected**.*



- You will get a dialog message box pop up asking if it is ok to delete the makeup. Click **OK** to delete.