All of you have been given access so that you can enter your own makeups. You need to login at <u>www.d7040rotary.org</u> and go to the member area. Do not click on Admin, just follow the heading line at the top that looks like what you see below and follow the instructions. Note: the Attendance tab does not have the 3.0 (Beta) anymore.

## How to Report Attendance for Make-ups

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

Admin My ClubRunner	Communication	Bulletin	Contacts (Beta)	Membership	Organization	RI Integration	Attendance 3.0 (Beta)
Dashboard Meetings							

2. On the left you see a column called Main. Look for and click on Makeups.

<b>D</b> 704	Issport					
	nication Contacts (Beta) Bulletin New Bulletin (Beta) Membership Organization RI Integration Attendance Website Reports Events Volunteers					
Help						
Dashboard Meetings						
Attendance 3.0	🗲 Goback					
Main	Makeups					
Dashboard						
Meetings						
Leaves of Absence	You are viewing a list of makeups that were entered for the date range below. 🚱					
Makeups						
Settings	From: Jul 01, 2017 📾 To: Sep 28, 2017 📾 Update					
Attendance Rules/Settings	Filter records: 🔍 Display 25 🔻 records 🗰 Add Multiple Makeups 💽 Add Makeup					
Reports	□ Name ▲ Makeup Date ▼ Makeup Description ▼ Meeting Date ▼ Actions					

## 3. Next click on the Add Makeup (button)

Makeups		Contract Add Multiple Makeups	Add Makeup
Name 🔺	Makeup Date 🔻	Makeup Description 🔻	Actions
٨	lo makeups for this meeting	t	

Because we are adding our own makeups, we've skipped a step here, so do not worry about the fact that the next instruction is #5.

5. 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!* 

Contraction of the second s	Show Inactive Members an 06, 2015 📑 * Itended district planning meeting.
the second s	
Description: A	ttended district planning meeting.
Makeup Type:	Banked C Auto-Assign C Apply to a Meeting

6. 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.

Makeup Date:	Sep 07, 2014						
Description:	0	Se	p 🔽	20	)14 [	~	0
	Мо	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	- 5	6	7
	8	9	10	11	12	13	14
Makeup Type:	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	- 29	- 30					

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 × *

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.

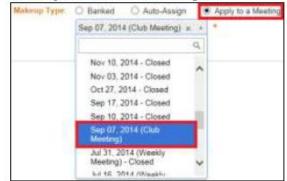
**Banked**: Banking a makeup will save a makeup to the member then they can apply it later to a meeting.

Makeup Type:	Banked	O 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.



**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.



Apply to a meeting should always be your preferred choice, unless you have already gone to May 28, 2018, in which case you have completed your 40 attendance credits. You should keep going after that so that we can see the activities of our members.

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.

