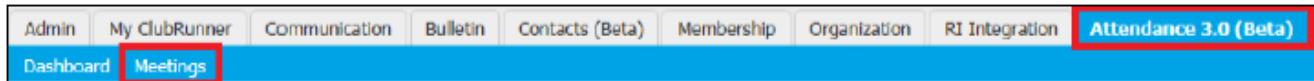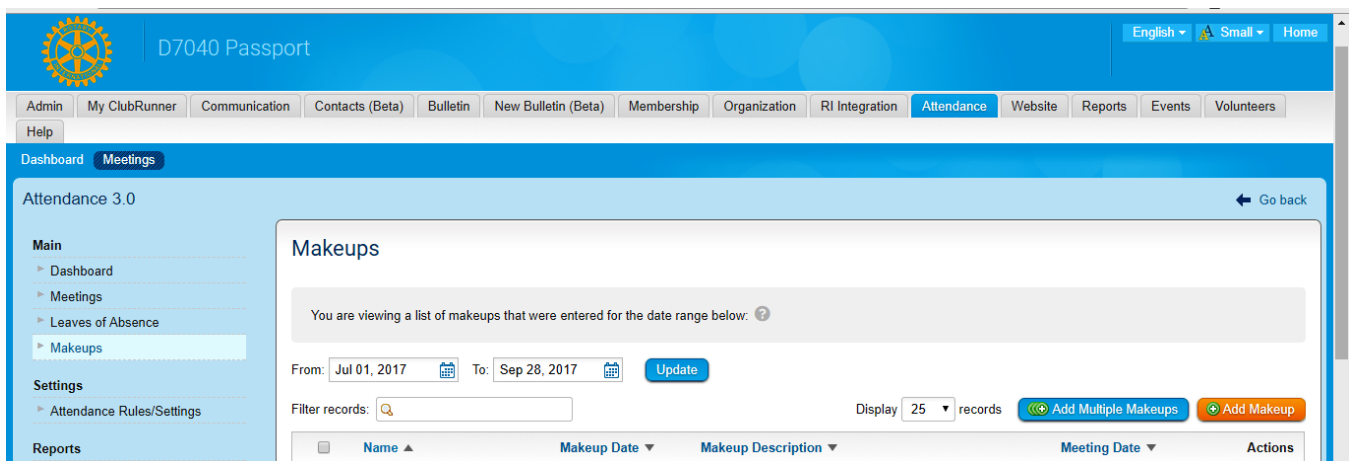All of you have been given access so that you can enter your own makeups. You need to login at www.d7040rotary.org and go to the member area. Do not click on Admin, just follow the heading line at the top that looks like what you see below and follow the instructions. Note: the Attendance tab does not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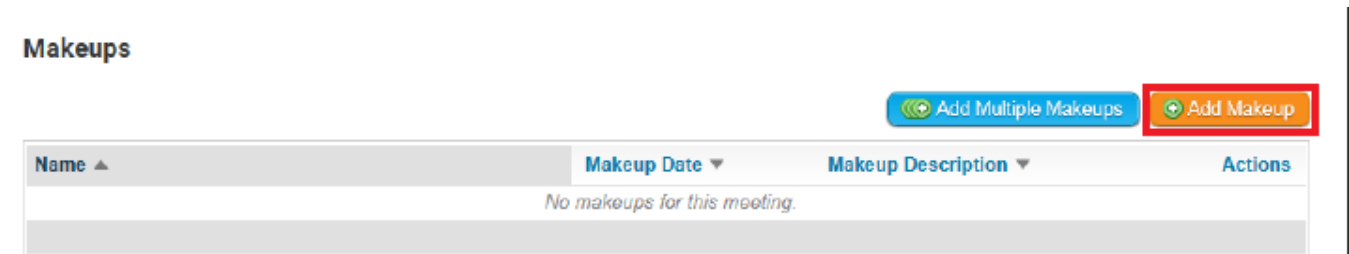
How to Report Attendance for Make-ups

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.

3. Next click on the Add Makeup (button)

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!*

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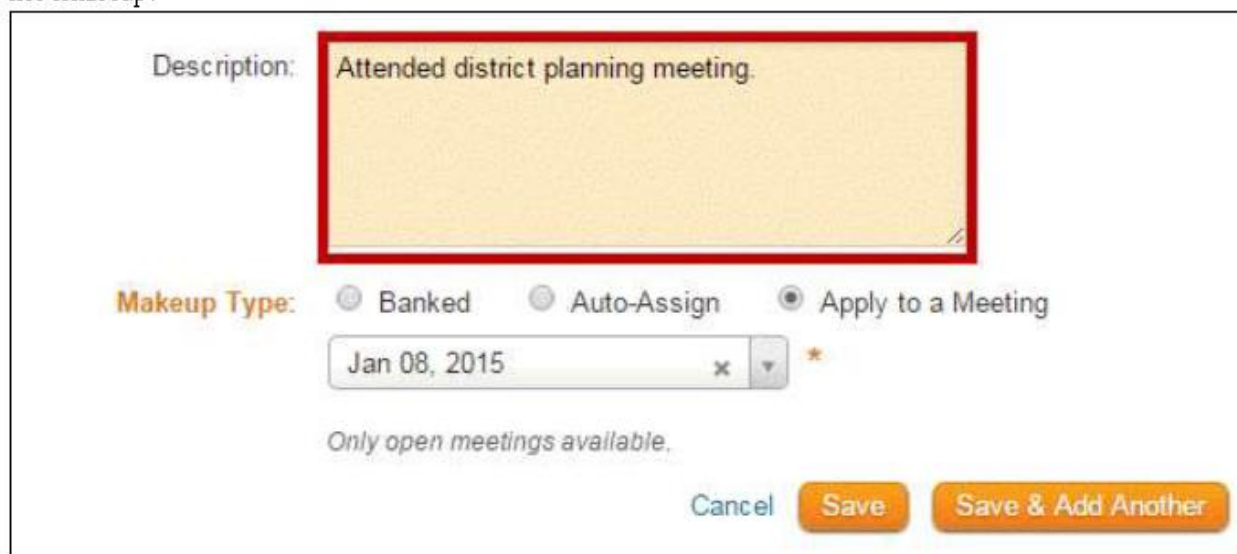
7. *Optional* – You can enter a **description** of the make-up. Perhaps indicate where the member did the makeup.

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.
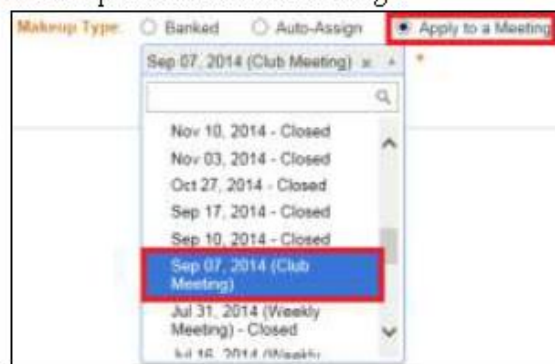

   Auto-Assign: Will automatically assign a banked makeup (if any exist) to the oldest meeting based on the Rotary International two week rule.

   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.