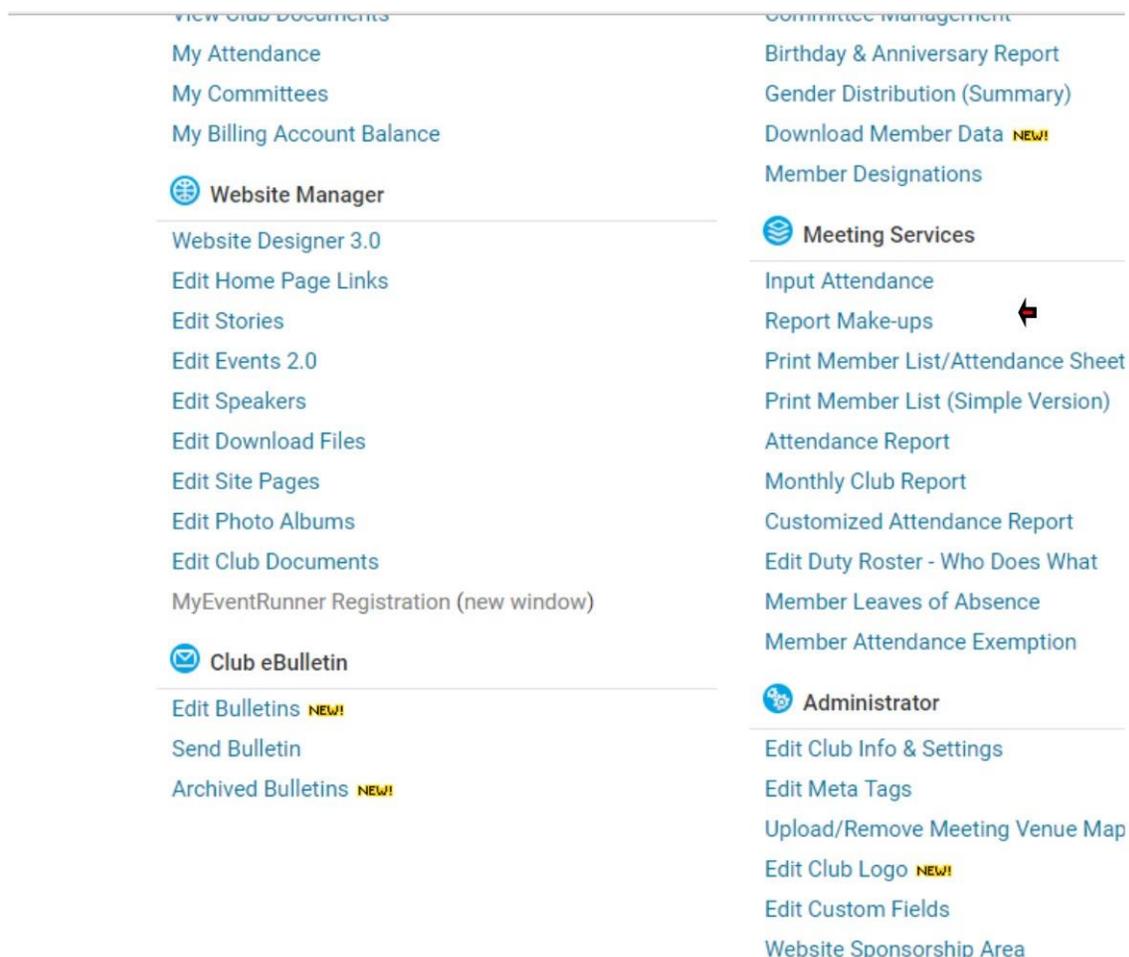


ADDING YOUR OWN MAKEUPS

1. To log in to your club website from the home screen, look at the top right of the screen, above the banner where you'll see the words **Member Login**. Click on this and enter your login details when prompted.
2. You have now been returned to your club homepage. Click on **Member Area**.
3. You are now on the Member Area homepage, where you will see a number of tabs. Click on the **Admin** tab.



You'll come to the Admin list.



Look for Meeting Services, Report Make-ups and click on that.

Adding a Single Makeup

1. To add a single makeup for a single member, click on the **Add Makeup** button.

Makeups

From: Dec 17, 2014  To: Jun 17, 2015 

Filter records:

| Name ▲ | Makeup Date ▼ | Makeup Description ▼ | Meeting Date ▼ | Actions |
|-----------------|---------------|----------------------------|----------------|---------------|
| Brackett, Leigh | Jan 15, 2015 | Attended meeting elsewhere | Jan 15, 2015 | Edit Delete |
| Kombluth, Cyril | Jan 13, 2015 | | Jan 15, 2015 | Edit Delete |
| Merril, Judith | Jan 13, 2015 | | Jan 15, 2015 | Edit Delete |

2. You are now taken to the **Add Member Makeup** screen. Select an existing member (yourself) from the dropdown field.

Select Member: *

Show Inactive Members

Makeup Date:  *

Description:

Makeup Type: Banked Auto-Assign Apply to a Meeting

x ▼ *

Only open meetings available.

3. By default the **Makeup Date** will populate with current date. However, you can change this by clicking on the Calendar icon and changing the date. This date indicates which date you performed the makeup.

Select Member: Baker, Sue *

Show Inactive Members

Makeup Date: Jan 08, 2015 *

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

4. You should enter a **Description** of 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

5. Next is the **Makeup Type** field. Here you have three options to choose from:

- **Banked:** Banking a makeup will save the makeup so the member can apply it later to a future meeting. (You should not use this in the Passport club, unless you have done all your makeups for the year. Most of the time use the other two buttons.)
- **Auto-Assign:** Will automatically assign the makeup to the oldest meeting. If the makeup cannot be applied because the member attended the meetings within the Meetings page, it will be saved as a banked makeup instead.
- **Apply to a Meeting:** Gives you the option to select the meeting that you want the makeup to apply to. Our system allows you to apply makeups for meetings, even if the meeting is closed.

Makeup Type:

Banked Auto-Assign Apply to a Meeting

Jan 08, 2015 x *

Only open meetings available.

Cancel

Save

Save & Add Another

6. Once you have entered the makeup details, click **Save** to add the makeup and return to the previous screen.

7. Click **Save & Add Another** if you wish to add another makeup.