ClubRunner

How do I assign makeups in a meeting?

Zach W. - 2021-03-17 - Attendance

The **Attendance** module can be used to track makeup attendance for Club members, to ensure they get full credit for their attendance.

This guide covers both creating and assigning a makeup to a meeting for a member, and how to automatically assign all available banked makeups to meeting.

Jump To:

- Create a Makeup for a member
- Auto-Assign all available Makeups to a Meeting

1. To access Attendance, you must log in to your Club website. At the top right of the screen 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** near the top right.

3. You are now in the member area, where you will see a number of tabs. Click on the **Attendance** tab.

4. Next, click on the **Meetings** link.

5. You are now on the **Meetings** page, where you will view a list of all your current year meetings. Click on the **Meeting Date** of the relevant meeting.

« Previous Year | 2020 - 21 | Next Year **»**

⊕ Add Meeting

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					
Dec 08, 2020	14	2	5	15	11	1	3	12	80.00 %	3	93.75 %	Re-open	Delete
Oct 21, 2020	14	2	5	14	4	0	0	4	28.57 %	1	35.71 %	Re-open	Delete
Oct 14, 2020	14	2	5	16	10	2	4	12	75.00 %	0	75.00 %	Re-open	Delete
Oct 07, 2020	14	2	5	16	12	2	1	14	87.50 %	0	87.50 %	Re-open	Delete
Sep 21, 2020	14	2	6	15	4	1	3	5	33.33 %	2	43.75 %	Re-open	Delete
Sep 14, 2020	13	2	6	14	5	1	6	6	42.86 %	1	50.00 %	Re-open	Delete
Sep 07, 2020	14	2	6	16	12	2	5	14	87.50 %	0	87.50 %	Re-open	Delete
YTD									62.11 %	7	67.60 %	

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

Meeting: Oct 21, 2020

📈 Meeting Statistics

Rule	Actual Member Count	Actual Attended	Actual %
Always Count (Active - All)	14	4	28.57 %
Count If Attended (Honorary, Excused Members)	2	0	0.00 %
Never Count (Exempted Members, Leave of Absence)	5	0	0.00 %
Totals	21 (Reported 14)	4 (Reported 4)	28.57 % (Reported 35.71 %)

4 Reported & 1 Makeup(s)
Show Calculation

35.71 %
Reported

Status: **Closed**   Re-open

Attendance   Guests   **Makeups**

Create a Makeup

7. Next, click the **Add Makeup** button.

Makeups

Name ▲	Makeup Date ▾	Makeup Description ▾	Actions
Dean, John	Oct 14, 2020	Board Meeting	Unassign | Delete

8. You are now be taken to the **Add Member Makeup** screen. Select an existing member from the drop-down field.

Note: Please click on the 'Show Inactive Members' checkbox if you need to indicate that an ex-member (terminated) did a makeup.

Add Member Makeup

Makeup Details

Select Member: [Trout, Kilgore ▼] *

☐ Show Inactive Members

Makeup Date: [Oct 21, 2020 📅] *

Description: [Attended volunteer event]

Makeup Type: ○ Banked ○ Auto-Assign ● Apply to a Meeting

[Oct 21, 2020 (Weath... ✕ ▼] *

Only displaying meetings that have not been attended or made up by this member.

Cancel   **Save & Add Another**   **Save**

9. By default the **Meeting Date** will populate with the date of the meeting you selected. 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.

Note: Rotary International's standard Club constitution laws states that makeups have to be within 14 days of the meeting.

Add Member Makeup

Makeup Details

Select Member: Trout, Kilgore *

☐ Show Inactive Members

Makeup Date: Oct 21, 2020 📅 *

Description: Attended volunteer event

Makeup Type: ○ Banked ○ Auto-Assign ● Apply to a Meeting

Oct 21, 2020 (Weath... ✕ ▾ *

Only displaying meetings that have not been attended or made up by this member.

Cancel   **Save & Add Another**   **Save**

10. If you wish, you may enter a **Description** of the makeup.

Add Member Makeup

Makeup Details

Select Member: Trout, Kilgore *

☐ Show Inactive Members

Makeup Date: Oct 21, 2020 📅 *

Description: Attended volunteer event

Makeup Type: ○ Banked ○ Auto-Assign ● Apply to a Meeting

Oct 21, 2020 (Weath... ✕ ▾ *

Only displaying meetings that have not been attended or made up by this member.

Cancel   **Save & Add Another**   **Save**

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

- **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.

Makeup Type: ○ Banked ○ Auto-Assign ● Apply to a Meeting

Oct 21, 2020 (Weath...   ✕ ▾   *

Only displaying meetings that have not been attended or made up by this member.

Cancel   Save & Add Another   Save

12. Once you have entered the makeup details, click **Save** to add the makeup and return to the previous screen. Click **Save & Add Another** if you wish to add another makeup for the member. Click **Cancel** to cancel the makeup.

Makeup Type: ○ Banked ○ Auto-Assign ● Apply to a Meeting

Oct 21, 2020 (Weath...   ✕ ▾   *

Only displaying meetings that have not been attended or made up by this member.

Cancel   Save & Add Another   Save

Auto-Assign Banked Makeups for the Meeting

13. To apply all banked makeups which qualify for this meeting please click on the orange "Auto-Assign Makeups for All Members" button on the Makeups page. If one or more members have a banked makeup which could be used towards this meeting, it will automatically apply it.

Note: We recommend always hitting this button to auto-assign banked makeups. If this button is greyed out, this means there are no qualified banked makeups that can be assigned to this meeting.

Attendance   Guests   Makeups

Makeups

Filter records: [   ]   Add Multiple Makeups   Add Makeup

Name ▲	Makeup Date ▾	Makeup Description ▾	Actions
Dean, John	Oct 14, 2020	Board Meeting	Unassign | Delete
Trout, Kilgore	Oct 21, 2020	Attended volunteer event	Unassign | Delete

Showing all 2 records

Apply Makeups for Missed Members

Filter records: [   ]   ❓ Auto-Assign Makeups for All Members

Name ▲	Type ▾	Qualified Banked Makeups for this Meeting ▾	Actions
Applegate, John	Active - All	0/0	Add Makeup
Brackett, Leigh	Exempted Members Jul 16, 2015	0/1	Add Makeup
Corprel, John	Active - All	0/0	Add Makeup
Davis, Clare	Honorary	0/2	Add Makeup

14. Once all banked makeups are applied to the meeting the button will be greyed out.

Apply Makeups for Missed Members

Filter records: [   ]   ❓ Auto-Assign Makeups for All Members

Name ▲	Type ▾	Qualified Banked Makeups for this Meeting ▾	Actions
Applegate, John	Active - All	0/0	Add Makeup
Brackett, Leigh	Exempted Members Jul 16, 2015	0/1	Add Makeup
Corprel, John	Active - All	0/0	Add Makeup
Davis, Clare	Honorary	0/2	Add Makeup

Related Content

- VIDEO: Attendance + Dues and Billing
- How do I view makeups?
- How do I change the makeup eligibility window?