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

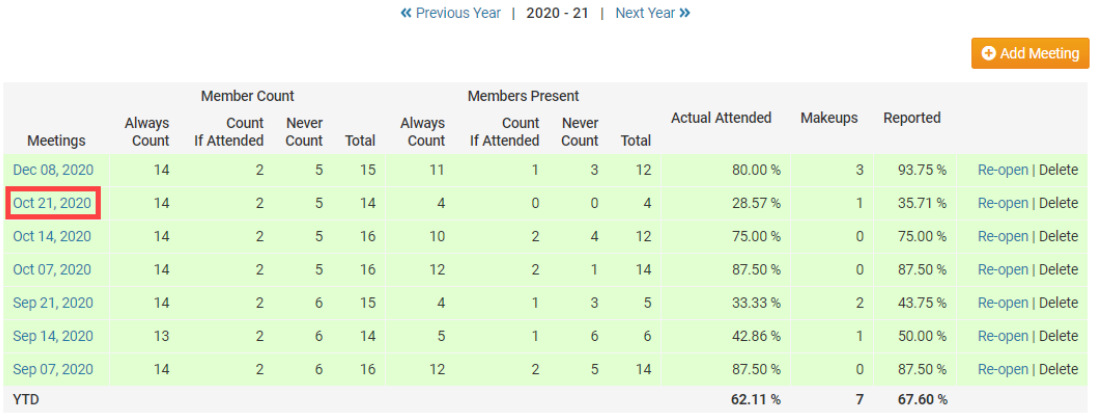
1. To access Attendance, you must log in to your Club website. At the top right of the screen you'll see the words **Member Login**. Click on this and enter your login details when prompted.

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.

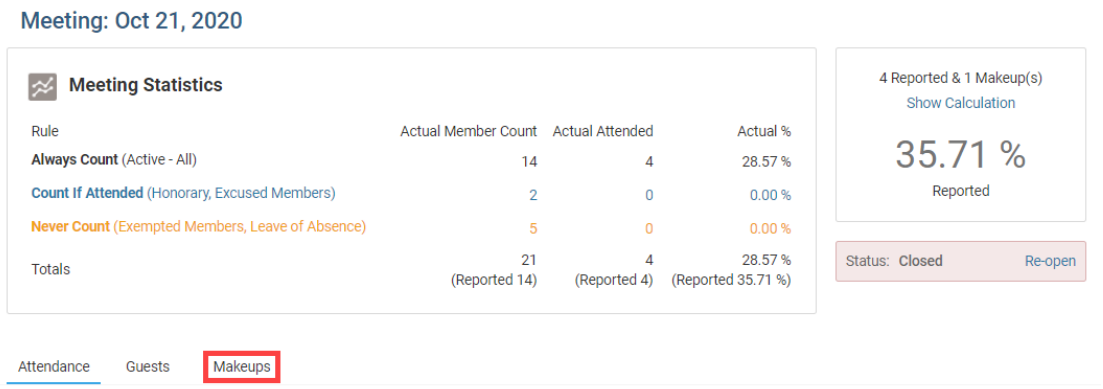
4. Next, click on the **Meetings** link.

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.



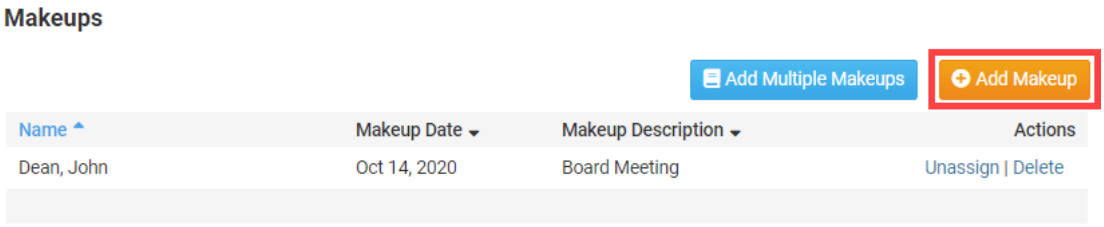
Meetings	Member Count: Always Count	Member Count: Count If Attended	Member Count: Never Count	Member Count: Total	Members Present: Always Count	Members Present: Count If Attended	Members Present: Never Count	Members Present: Total	Actual Attended	Makeups	Reported	
Dec 08, 2020	14	2	5	15	11	1	3	12	80.00 %	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.



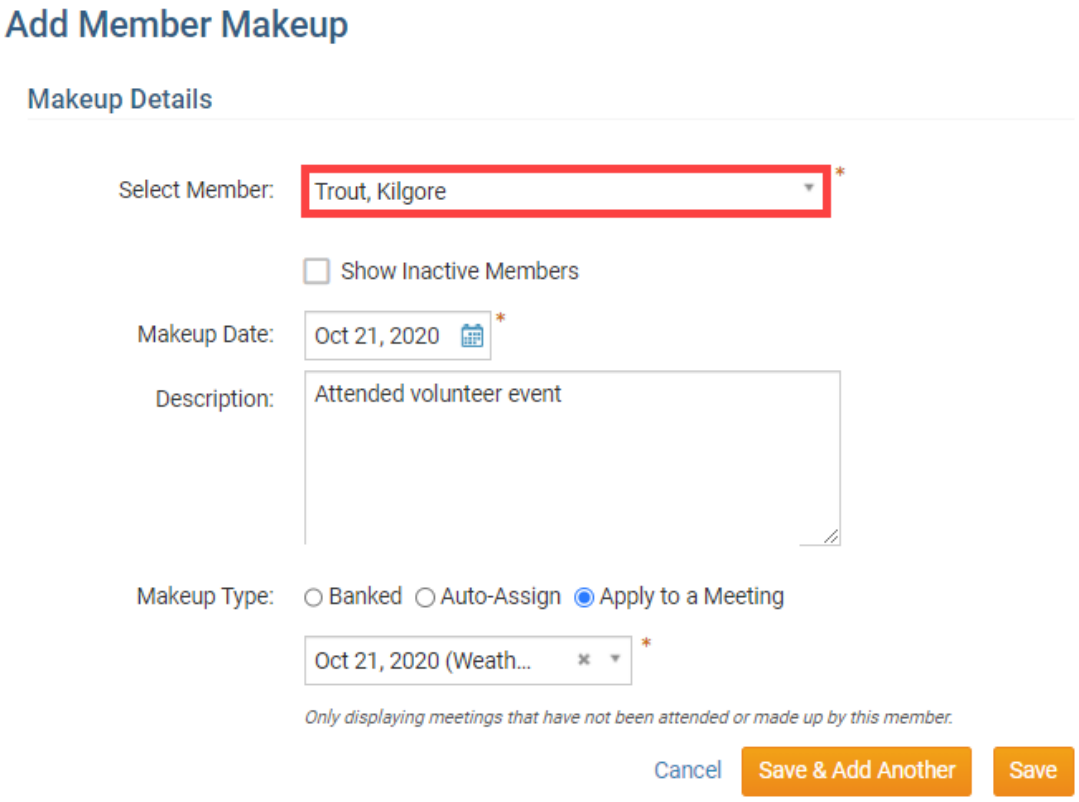
Create a Makeup

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



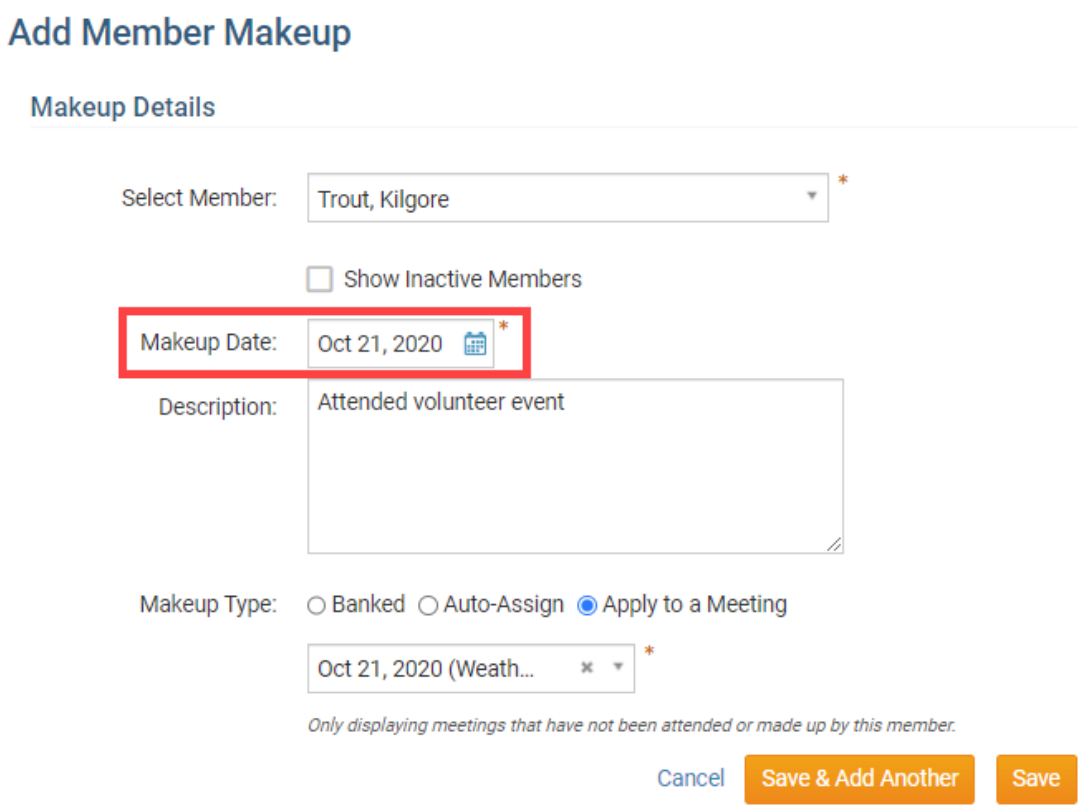
8. You are now be taken to the **Add Member Makeup** screen. Select an existing member from the drop-down field.

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

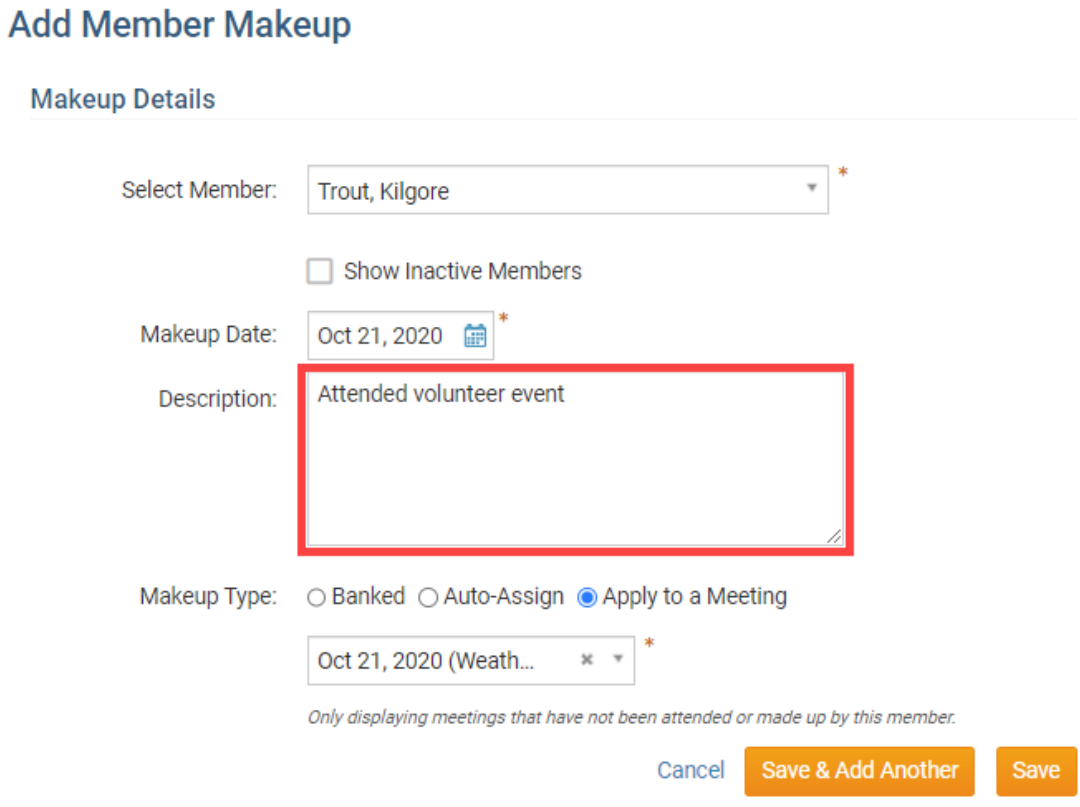


9. By default the **Meeting Date** will populate with the date of the meeting you selected. However, you can change this by clicking on the Calendar icon and changing the date. This date indicates which date the member performed the makeup.

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



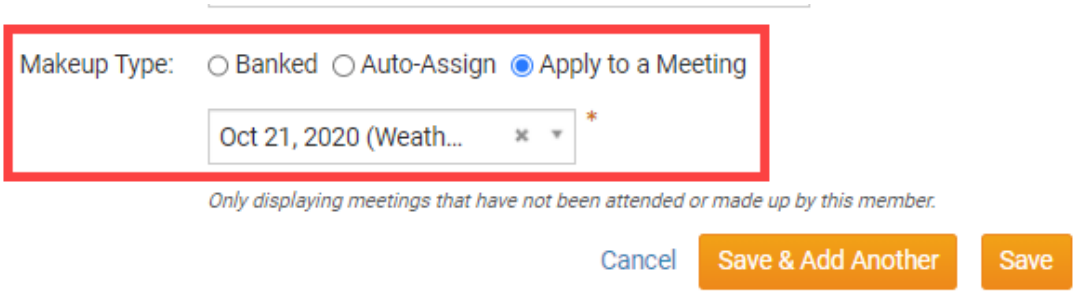
10. If you wish, you may enter a **Description** of the makeup.



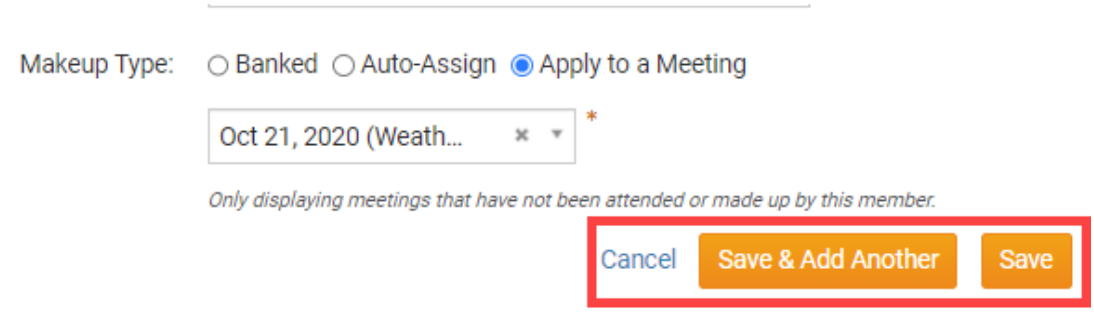
11. Next is the **Makeup Type** field. Here you have three options to choose from:

- **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.



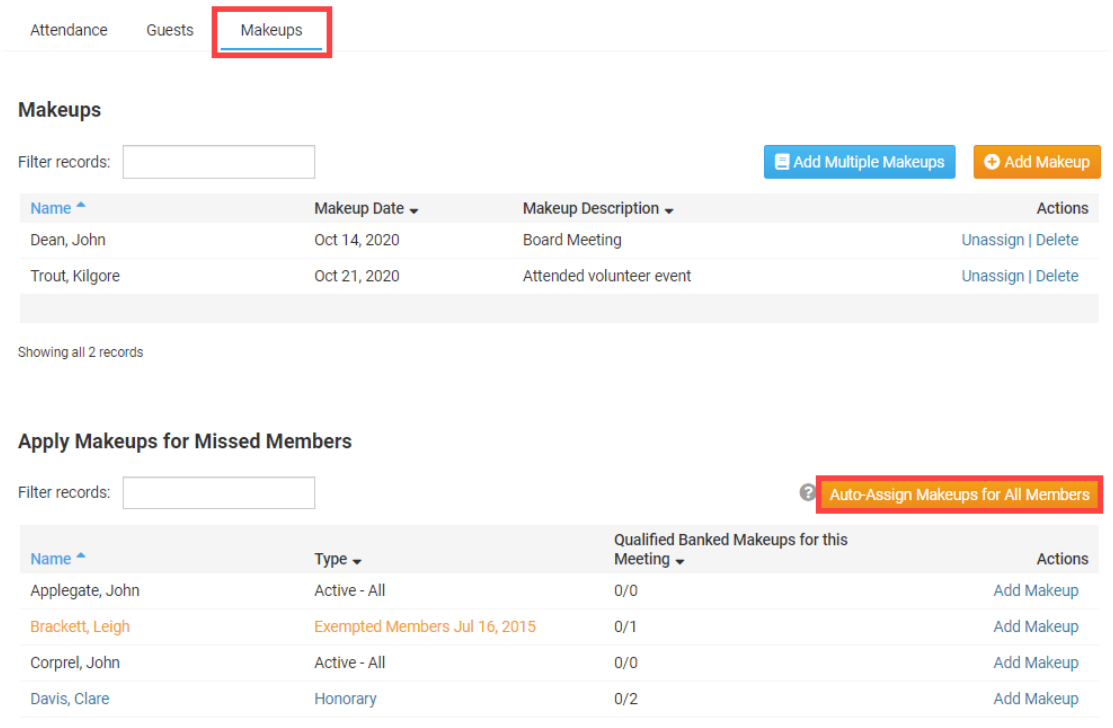
12. Once you have entered the makeup details, click **Save** to add the makeup and return to the previous screen. Click **Save & Add Another** if you wish to add another makeup for the member. Click **Cancel** to cancel the makeup.



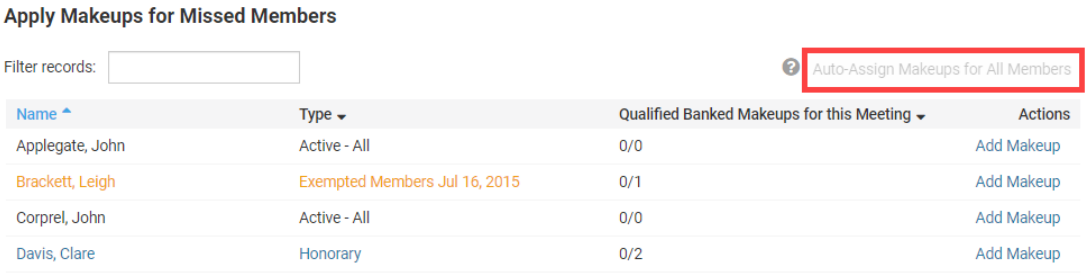
Auto-Assign Banked Makeups for the Meeting

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.



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



Related Content

- How do I view makeups?
- How do I change the makeup eligibility window?