

ClubRunner

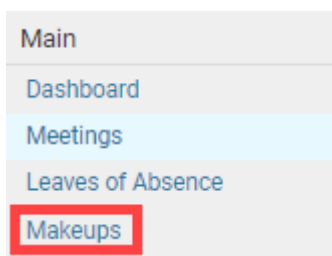
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How do I create a makeup?

Zach W. - 2021-02-23 - [Attendance](#)

The **Attendance** module can be used to create meeting makeups for club members, to ensure they get full credit for their attendance.

1. To access Attendance, you must log in to your club website. At the top right of the screen, above the banner, 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 homepage, where you will see a number of tabs. Click on the **Attendance** tab.
4. Next, click on the **Meetings** link.
5. On the left side of the screen, under the **Attendance** heading, click on the **Makeups** link. This brings you to the Makeups screen, where you may view a list of existing makeups, if any.



Adding a Single Makeup

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

Makeups

You are viewing a list of makeups that were entered for the date range below: ?

From: To:

Filter records:

<input type="checkbox"/>	Name ^	Makeup Date v	Makeup Description v	Meeting Date v	Actions
<input type="checkbox"/>	Brackett, Leigh	Oct 05, 2020	Happy Bucks	Banked	<input type="button" value="v"/>
<input type="checkbox"/>	Davis, Clare	Oct 02, 2020	Came to prior makeup meeting	Banked	<input type="button" value="v"/>
<input type="checkbox"/>	Draper, Judith	Oct 01, 2020	Volunteered at pancake breakfast	Banked	<input type="button" value="v"/>
<input type="checkbox"/>	<input type="button" value="Delete Selected"/>				

Showing all 3 records

☐ - Highlighted rows indicate assigned meetings that are closed.

2. You are now be taken to the **Add Member Makeup** screen. 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) have completed a makeup.

Add Member Makeup

Makeup Details

Select Member: Dean, John *

☐ Show Inactive Members

Makeup Date: Oct 05, 2020  *

Description:

Makeup Type: ☒ Banked ☐ Auto-Assign ☐ Apply to a Meeting

This makeup will be saved until you apply it to a meeting.


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 the member performed the makeup.

Add Member Makeup

Makeup Details

Select Member: Dean, John *

☐ Show Inactive Members

Makeup Date: Oct 05, 2020  *

Description:

Makeup Type: ☒ Banked ☐ Auto-Assign ☐ Apply to a Meeting

This makeup will be saved until you apply it to a meeting.

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

Makeup Date: *

Description:

Makeup Type: ☒ Banked ☐ Auto-Assign ☐ Apply to a Meeting

This makeup will be saved until you apply it to a meeting.

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.
- **Auto-Assign:** Will automatically assign the makeup to the oldest meeting based on the Rotary International two week rule or the rule in the the attendance settings. If the makeup cannot be applied because the member attended the meetings within the attendance rule, 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 to meetings, even if the meeting is closed.

Makeup Type: ☐ Banked ☐ Auto-Assign ☒ Apply to a Meeting

*

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

[Cancel](#) [Save & Add Another](#) [Save](#)

6. 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.

Makeup Type: ☐ Banked ☐ Auto-Assign ☒ Apply to a Meeting

*

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



[Cancel](#) [Save & Add Another](#) [Save](#)

Assigning Multiple Makeups

1. It is also possible to add makeups for several members at once. Click on the **Add Multiple Makeups** button to do this.

Makeups

You are viewing a list of makeups that were entered for the date range below: ?


From: Aug 05, 2020  To: Oct 05, 2020  [Update](#)

Filter records:

[Add Multiple Makeups](#) [Add Makeup](#)

<input type="checkbox"/> Name ^	Makeup Date ▼	Makeup Description ▼	Meeting Date ▼	Actions
<input type="checkbox"/> Brackett, Leigh	Oct 05, 2020	Happy Bucks	Banked	<input type="button" value="v"/>
<input type="checkbox"/> Davis, Clare	Oct 02, 2020	Came to prior makeup meeting	Banked	<input type="button" value="v"/>
<input type="checkbox"/> Draper, Judith	Oct 01, 2020	Volunteered at pancake breakfast	Banked	<input type="button" value="v"/>
<input type="checkbox"/> Delete Selected				


Showing all 3 records

 - Highlighted rows indicate assigned meetings that are closed.

- 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 the members performed the makeup. You must select a single date for all the member makeups.

Add Multiple Makeups

Settings

Set Makeup Date for All to: Oct 05, 2020  *

Set Description for All to:


Makeup Type: All makeups will be banked.

- Next, you may enter a description to apply to all the new makeups.

Note: In the case of **Multiple Makeups**, all makeups will be banked.

Add Multiple Makeups

Settings

Set Makeup Date for All to: Oct 05, 2020  *

Set Description for All to:

Makeup Type: All makeups will be banked.

- You will see a list of your active members. You may choose to include inactive members by clicking on the **Show Inactive Members** check box.

Filter records: ☐ Show Inactive Members Save

<input type="checkbox"/> Last Name ^	First Name v	Membership Type v
<input type="checkbox"/> Applegate	John	Active
<input type="checkbox"/> Baker	Sue	Active
<input type="checkbox"/> Brackett	Leigh	Active
<input type="checkbox"/> Chu	Edward	Active

5. Next, select the members to whom you wish to apply the makeups by clicking on the check box to the left of their names.

Filter records: ☐ Show Inactive Members Save

<input type="checkbox"/> Last Name ^	First Name v	Membership Type v
<input type="checkbox"/> Applegate	John	Active
<input type="checkbox"/> Baker	Sue	Active
<input type="checkbox"/> Brackett	Leigh	Active
<input type="checkbox"/> Chu	Edward	Active

6. When you're finished, click **Save**.

Filter records: ☐ Show Inactive Members Save

<input type="checkbox"/> Last Name ^	First Name v	Membership Type v
<input checked="" type="checkbox"/> Applegate	John	Active
<input checked="" type="checkbox"/> Baker	Sue	Active
<input checked="" type="checkbox"/> Brackett	Leigh	Active
<input type="checkbox"/> Chu	Edward	Active

Related Content

- [VIDEO: Club Attendance with Zach W.](#)
- [VIDEO: Attendance + Dues and Billing](#)
- [How do I view makeups?](#)
- [How do I change the makeup eligibility window?](#)