

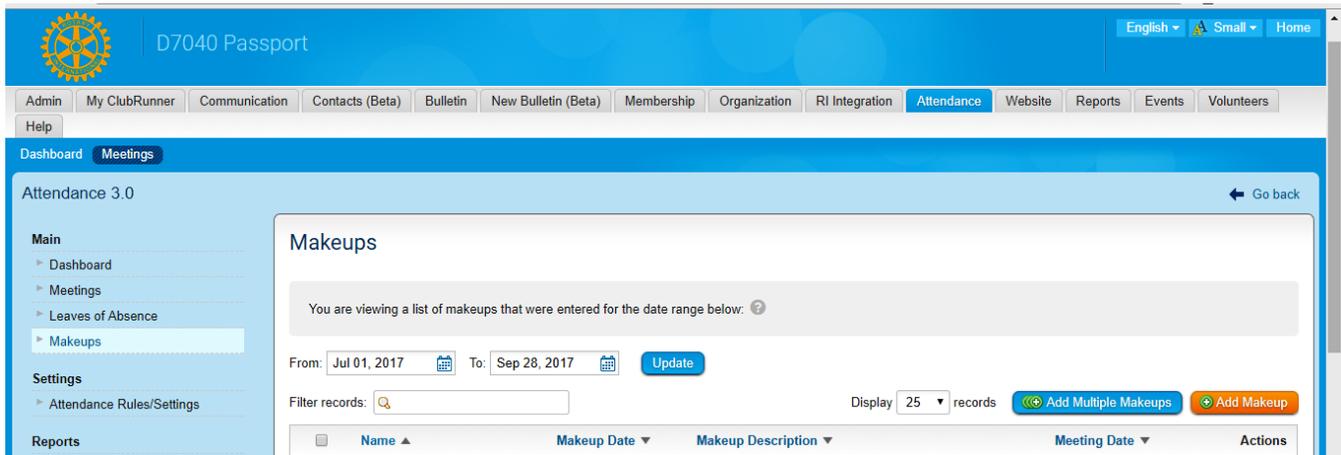
All of you have been given access so that you can enter your own makeups. You need to login at [www.d7040passport.org](http://www.d7040passport.org) and go to the member area. Do not click on Admin, just follow the heading line at the top that looks like what you see below and follow the instructions. Note: the Attendance tab does not have the 3.0 (Beta) anymore.

## How to Report Attendance for Make-ups

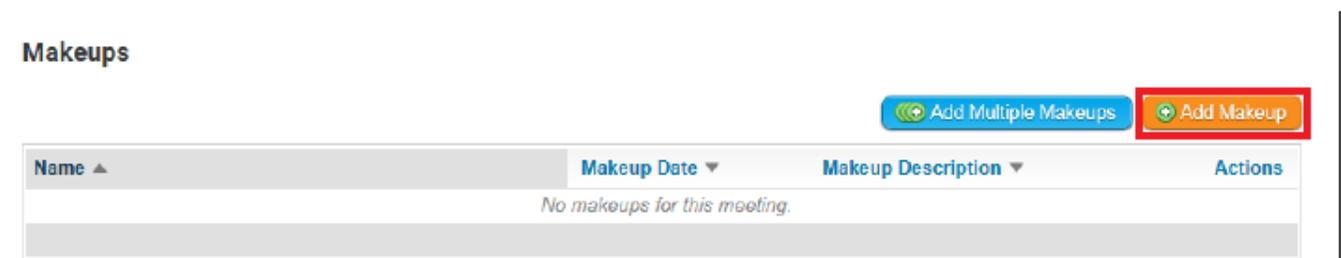
1. Click on the **Attendance 3.0 (tab)...Meetings (link)**



2. On the left you see a column called Main. Look for and click on Makeups. Do not click on Meetings or try to add anything in Meetings.



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!*

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, 2016

Only open meetings available.

Cancel Save Save & Add Another

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.*

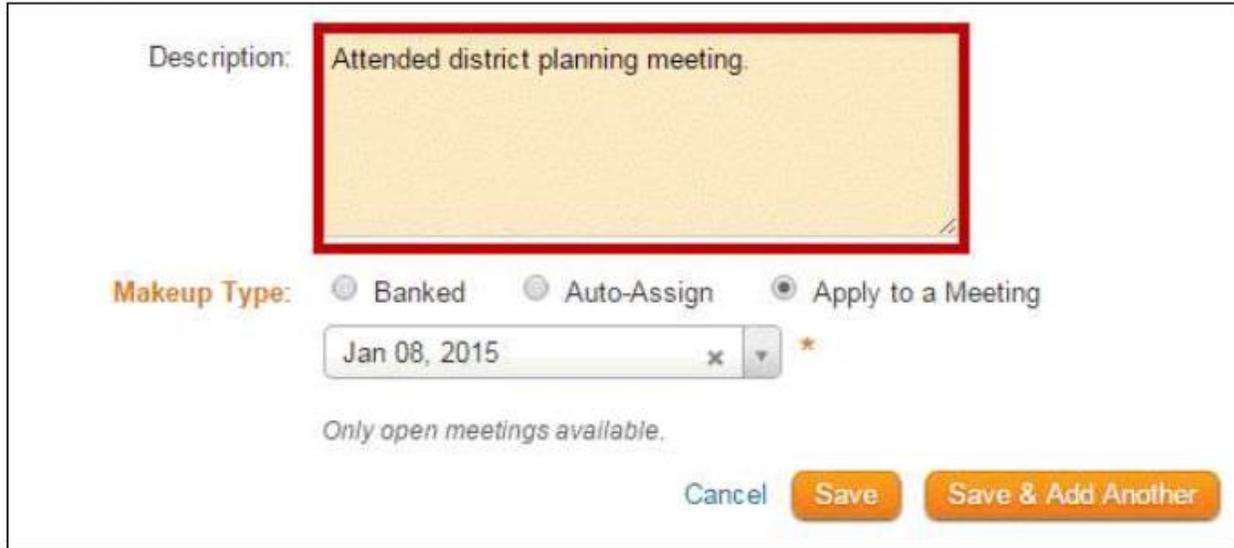
Makeup Date: Sep 07, 2014

Description:

Makeup Type:

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

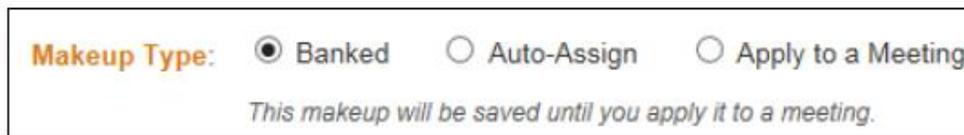
7. *\*Optional* – You can enter a **description** of the make-up. Perhaps indicate where the member did the makeup.



The screenshot shows a form with a 'Description' field containing the text 'Attended district planning meeting.' Below this is the 'Makeup Type' section with three radio button options: 'Banked', 'Auto-Assign', and 'Apply to a Meeting'. The 'Apply to a Meeting' option is selected. A date dropdown menu is set to 'Jan 08, 2015' with a star icon to its right. Below the date is the text 'Only open meetings available.' At the bottom right are three buttons: 'Cancel', 'Save', and 'Save & Add Another'.

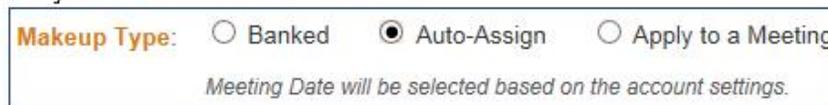
8. Next is the **Makeup Type** field. Here you have three options to choose from: Banked, Auto-Assign, & Apply to a Meeting. Select an option.

**Banked:** Banking a makeup will save a makeup to the member then they can apply it later to a meeting.



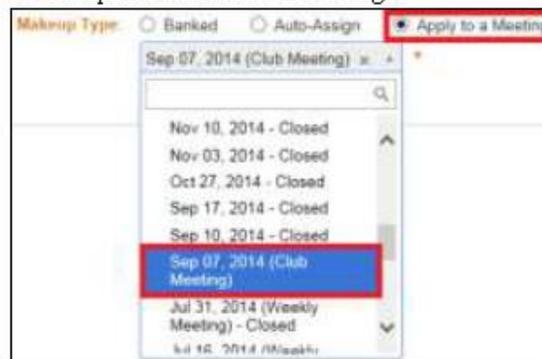
The screenshot shows the 'Makeup Type' section with three radio button options: 'Banked', 'Auto-Assign', and 'Apply to a Meeting'. The 'Banked' option is selected. Below the options is the text 'This makeup will be saved until you apply it to a meeting.'

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



The screenshot shows the 'Makeup Type' section with three radio button options: 'Banked', 'Auto-Assign', and 'Apply to a Meeting'. The 'Auto-Assign' option is selected. Below the options is the text 'Meeting Date will be selected based on the account settings.'

**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.



The screenshot shows the 'Makeup Type' section with three radio button options: 'Banked', 'Auto-Assign', and 'Apply to a Meeting'. The 'Apply to a Meeting' option is selected. Below the options is a dropdown menu showing a list of meetings. The selected meeting is 'Sep 07, 2014 (Club Meeting)'. Other meetings in the list include 'Nov 10, 2014 - Closed', 'Nov 03, 2014 - Closed', 'Oct 27, 2014 - Closed', 'Sep 17, 2014 - Closed', 'Sep 10, 2014 - Closed', 'Jul 31, 2014 (Weekly Meeting) - Closed', and 'Jul 16, 2014 (Weekly Meeting) - Closed'.

Apply to a meeting should always be your preferred choice, unless you have already gone to May 26, 2020, 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.

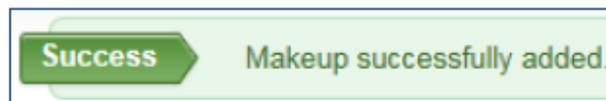
9. Once an option has been selected you have **two** options to save:

**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.



If you choose to go through the Admin list when you first sign in, look for Meeting Services in the right-hand column and click on "Report Make-up". It will take you to the same area as #5 and just go from there.