



## Weekly Attendance Functions - Overview & Instructions

Before you can use the **Weekly Attendance module**, you must first *click* the **UPGRADE** button located at the bottom of the *Premium Attendance Solution* screen, or just click the [[Upgrade Now](#)] link.

**IF** you are not sure that you want the **Weekly Attendance module** for your Club, you should at least **TRY** IT during the **FREE** period. THEN, you have the member's weekly attendance records (as history) to apply their "make-ups", if you continue using the **Weekly Attendance module**.

SO, to submit the **Weekly Attendance**, you first must ADD a "weekly meeting". The system already *knows* the day of the week that you meet, and defaults to the closest date of your club meeting (of course you may override its suggested date).

You can add the weekly meeting "on the fly", or in advance of your weekly meetings, whichever you prefer. To add a meeting "on the fly", just click **ON** either of the "**CheckIn Members NOW**" links...which you will notice, **these "links" are ONLY active on the DAY of your meeting**.

You have the option of doing a "**live**" check-in, using either the mouse or a barcode scanner, if your club meeting location provides you with an Internet connection. Otherwise, you can record the attendance Off-Line (using the Off-Line Attendance module), and then upload the attendance information **AFTER** the meeting, whenever you can access the the Internet (and [DaCdb](#)).

Also, it is a good idea to enter all of your **Excused/Exemptions** members into the "exceptions", and properly record the Member TYPE (**Active, Honorary, Leave of Absence, -or- Rule of 85**) before submitting your weekly attendance. You update the Member TYPE in the individual Member's record. Although, these can be entered after the weekly attendance submissions, and the system recalculates the member and club attendance percentages accordingly.

Once you have properly identified your Member Types and added any "excused exemptions" for members on Leave of Absence, then simply "check in" the members present that this meeting. The system does the rest! Calculates the percentage for the week, and updates the member's attendance record.

Another question that frequently arises, is the Meeting **STATUS** of **OPEN** versus **CLOSED**. There is virtually NO DIFFERENCE in how the system processes your attendance in either an Open or Closed status. This Status only facilitates NOT listing ALL your club meetings on the report screens, unless you want to see the CLOSED meetings. So, during a normal month's attendance reporting, you would have 3-4 meetings in an OPEN status. However, once you report the Monthly Attendance (in a single-click), the system changes those meetings to a CLOSED status.

You can easily enter **MAKE-UPS** for a Member using the associated function on the menu. You would first *select* the Member from the drop-down list of members in your club. Then, select the **missed meeting** presented on the screen, along with any **comments** you wish to record for this make-up. That's it.

And, there are multiple "*reports*" available...just select the one you want from the menu. To SEE a screenshot of each report, just [click here](#), and then move the mouse onto the "link" for that report.

Also, IF you want information on Bar Code **SCANNERS** or scanning considerations, see **Frequently Asked Questions** ([FAQ #44](#), under the **HELP** tab). And, you will need a BAR CODE Font Face (free) to print your bar code labels, which is also addressed in [FAQ #44](#).

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