



## Monthly Chapter Attendance Procedure

Part of the service of *AmSpirit Business Connections* is to assist any active Chapter in keeping track of meeting attendance. To prepare a monthly attendance report follow these instructions:

- 1) Log onto the *AmSpirit Business Connections* website ([www.amspirit.com](http://www.amspirit.com)) and click on the “Member Services” and then the “Administrative Services” toggles.
- 2) Select the “Download Attendance Form” from the menu and then click on “Download Current Attendance Form.”
  - One suggestion is to right-mouse click on “Download Current Referral Input Form” and select “Save Target As”. Then save this appropriately on the local system, where it can be accessed directly.
  - NOTE: A message may appear asking whether or not macros should be enabled. If so, click YES.
  - If you get an error message about macros not being enabled, try the following:
    - § Open Microsoft Excel;
    - § From the menu select “Tools”, then “Macros”, and then “Security”;
    - § Select a security level of Medium and click “OK”;
    - § Close Microsoft Excel and click on the “Download Referral Form” link;
    - § When prompted click “YES” to enable Macros
- 3) Click on the drag down Chapter name menu under where it says “Select Chapter” and select the appropriate Chapter name.
- 4) IMPORTANT: Click the Refresh button once the appropriate Chapter name appears – this will pull in current information. NOTE: The information that appears is the official current active membership.
- 5) Either print this form or save it for recording Chapter attendance throughout the month.
  - Be sure to enter the appropriate attendance for each member on a weekly basis.
  - For the appropriate week, mark X for present, U for Unexcused Absence, or E for Excused Absence by the member’s name.
- 6) On a monthly basis, share this information with the other Chapter Officers and the Area Director at the Monthly Board Meeting.

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