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Using the "Leaving Early/Late" Feature

For those of you who are required to record the reason your members are leaving the club early or late, the following steps will guide you through the process of recording that information.

1. From the Main Menu click on Organization Information/Standards, enter your name and click I Understand.
2. Go to the Activities tab.
3. On the bottom right, click the Leaving Early/Late button.
4. Create a Code and Description for each reason that you need to show for leaving early and for leaving late.
5. Close this screen.
6. Still in the Activities tab, choose General Attendance or the activity that you would like to record information for leaving Early or Late.
7. Turn on the check for Track why Members leave this Activity for Early or Late and fill in the time that would be considered Early or Late.

8. Close out of Organization Information.
9. Click Activities and schedule your activity, this activity must be scheduled for In/Out.
10. The time to track Member leaving Before or After will be filled in.

11. Open Quick Entry and check your members in as usual.
12. When you check your members out, you will answer Yes, Ok to Proceed and a screen will pop up asking you to fill in the Reason for leaving Early or Late.

13. Choose the Reason from the dropdown, click Continue and they will be checked out.

14. In Quick Entry, use the Quick Entry Hardcopy report and check the box in the lower right to "Display Reason member left Activity Early/Late"

15. Click Preview to view the list of the members and the Reason Left Early/Late

Vision's Membership Registration
Quick Entry Hardcopy - Attendance
Activity Unit: 01 - Downtown Unit
From 7/6/2018 To 7/6/2018

Member Name	Member #	Memb Type	Activity	Date	Time In	Time Out	Elapsed Time (hrs)	Is Est.	Left Early/Late?	Reason Left Early/Late
Aaron, Brandy	1	Summer Only	General Attendance	07/06/18	6:43 p	8:22 p	1:39		Late	Parent was sick
Aaron, Greg	2	Summer Only	General Attendance	07/06/18	1:16 p	2:01 p	0:44			
Aaron, Theresa	3	Summer Only	General Attendance	07/06/18	11:51 a	5:31 p	5:40			
Adams, Barabara	4	Regular	General Attendance	07/06/18	5:52 p	8:22 p	2:30		Late	Parent was stuck in traffic
Anderson, Eric	71	Summer Only	General Attendance	07/06/18	4:13 p	7:07 p	2:53			
Archer, Ernie	5	Summer Only	General Attendance	07/06/18	9:55 a	8:12 p	10:17		Late	Member's Family Emergency
Archer, Stephen	6	Summer Only	General Attendance	07/06/18	10:27 a	8:23 p	9:56		Late	Parent was stuck in traffic
Avila, Marcos	7	Summer Only	General Attendance	07/06/18	1:05 p	4:27 p	3:21			