

Attendance Log

Revised 06 Aug 2018

Log on to eServices

Hover over **Reports** (left menu)

Click **Member Reports**

Select **Attendance Log** (reports drop-down)

Click **Word** (radio button)

Enter the meeting date

Enter the meeting time

Check All Members checkbox

Enter the meeting location

Enter the uniform

- First Tuesday is blues, corporate polo
- Second and third Tuesdays is ABUs, corporate utility, corporate polo
- Fourth is physical training attire

Enter the activity

- First Tuesday is Safety
- Second and third Tuesdays are AE and Leadership
- Fourth Tuesday is Fitness

Save As

Attendance_Log yyyy-mm-dd.docx – you will need to change the format to the most current version of Word

Print

If there only a heading on the last page, you may not want to print the last page.