

Attendance Tracking Instructions for Regulars

Whether you are going to miss a number of League rounds during the season or just an occasional one, you can keep the League Coordinator informed using the attendance tracking system on the website. **Remember, it is assumed you are playing all League rounds unless informed otherwise!**

- (1) Go to the website page "Attendance for Regulars." You will see a section labeled "I will NOT play...." which contains a list of all scheduled League rounds.
- (2) Check the box for any round you will miss. You may make multiple selections.
- (3) Enter your first and last name, and click the "Submit to League Coordinator" box at the bottom of the page. You can do this as often as needed throughout the season.
- (4) **If you become available to play a round after submitting that you will not play, you must email or call the League Coordinator to change your status.**

You can always check your attendance submissions by clicking the "Attendance Summary" button on the "Attendance for Regulars" page.

Remember that you need to inform the League Coordinator by 12 Noon on Wednesday if you are not playing on Friday unless you are already shown off on the "Attendance Summary" sheet.

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