

Manage Meeting in PAYRA

Meeting Attendance.

Updating the meeting attendance for district information is mandatory for the club. Please do this PAYRA. PAYRA will send the information to District Governor's office.

You have to update after each weeks meeting. Below is the instruction for updating meeting information in PAYRA

Once you login to PAYRA please click on the Manage Meeting and Meeting attendance as marked below

The screenshot shows the PAYRA website interface for Rotary District 3281. The user is logged in as Rtn. Mohammad Rafiqul Islam Rowly (1839595). The navigation bar includes links for District Role, Reports, Club Role, Logout, Manage Profile, Manage Membership, Manage Meeting (circled in green), Connect District, and Club View. The main navigation bar has Home, Meeting Attendance (circled in green), Makeup Attendance, Guest Speaker, and Change of Meeting. Below this is a form with fields for Meeting No, Meeting Date, and Sunshine Collection, and an Add button (circled in green).

Please enter the Meeting no (if you have). Select your meeting date from popup calendar, and put the sunshine collection amount and press ADD button. Now you will be taken to a new page as below:

The screenshot shows the meeting attendance management page. The meeting date is 08-07-2014. The table lists club members with their names and attendance status. A dropdown menu is open for the first member, showing options: Absent, Present, Leave, Excused, Makeup, and Present. The right side of the page shows summary statistics: Members on Role 67, Member Present 39, % of Attendance 58.21%, Member's Guest 0, Club's Guest 0, Visiting Rotarian 11, Sunshine Collection 740. There is also a table for adding visiting Rotarians or Club/Guests.

Name of Rotarian	Meeting Date	Attendance
Md. Nurul Alam,	08-07-2014	Absent
Md. Nurul Islam		Absent
Md. Rumman Yunus		Present
Md. Shafiqur Rahman		Leave
Md. Zakir Hossain		Excused
Mirza Hossain		Makeup
Mirza Quamrul Hasan		Present
Mohammad Kamal Uddin		Present
Mohammad Rafiqul Islam Rowly		Present
Mohammad Rezaur Razzak		Present
Mukut Subal Cruze		Present
Mustafa Zaman Abbasi,		Present
Nirpendra Chandra Pandit		Present
Prof. B.G. Bahar Anamika Huq Liliy		Present

Name	Club/Guest
K M Eneyetul Karim (Helal)	Aabahanikunja Dhaka
Md. Ashrafuzzaman Nannu	Dhaka Premier
Dr. Md. A.H. Zahidul Islam (ROMEL)	Uttara
Riffat Jahan Lisa	Uttara
Dr. Md. Shahadat Hossain	Uttara
Habibullah Khan	Ramna
Fawzia Naaz	Ramna
Mohammad Rafiqul Islam Rowly	Dhaka
Mohammad Khorshad Alam	Basundhara Dhaka
AKM N HUDA PINTOO	Dhaka Kawran Bazar

In left area you can see the name of your club member. You can pick & Select if the member were present/Absent/Leave/Excused/Makeup. On right side you can add the name of visiting Rotarian or Club/Members' guest.

For adding visiting Rotarian please select a club and list of that club member will be automatically populated in dropdown list. Select the member who is attending, then Press Add Button. You can add any number of visiting Rotarian.

When you add a visiting Rotarian PAYRA will send a mail to president and secretary of that club as below

Subject: Makeup attendance information from PAYRA

Rotary Club: info@payera.org

Dear President

Rtn. Mohammad Rafiqul Islam Rowly has attended the meeting of Rotary Club of Dhaka on 8th, July
Thank you.

This information is generated from PAYRA

PAYRA will also update data on makeup attendance of that particular member. The Club admin of the visiting Rotarian can see the name visiting Rotarian in Makeup attendance list.

Makeup Attendance:

Apart from visiting other club a member can get attendance by attending projects or other designated meeting. He may also attend meeting outside the country or district.

This information can be updated in PAYRA as below

The screenshot shows the PAYRA web application interface. At the top, there is a navigation menu with options: Home, Meeting Attendance, Makeup Attendance (selected), Guest Speaker, and Change of Meeting. The main content area displays a form for adding makeup attendance records. The form includes fields for Meeting No, Name of Rotarian (with a dropdown menu), Club /Project/ Event Name Attended, Attendance Date, and Makeup Date. Below the form is a table showing existing attendance records.

Meeting No	Name of Rotarian	Club /Project/ Event Name Attended	Attendance Date	Makeup Date
	Mohammad Rafiqul Islam Rowly	RC Chittagong Pioneer	27-01-2014	
	Mohammad Rafiqul Islam Rowly	Year Launching	01-07-2014	

Guest Speaker:

If you have guest speaker, please update the information in PAYRA. Your information will be added to District Speakers Databank. You need add information as below.

payra.rotary3281.org

Payra  Rotary District 3281

Rtn. Mohammad Rafiqul Islam Rowly(1839595), Member,Admin,DistrictGovernor

[District Role](#) | [Reports](#) | [Club Role](#) | [Logout](#)

[Manage Profile](#) | [Manage Membership](#) | [Manage Meeting](#) | [Connect District](#) | [Club View](#)

Home | Meeting Attendance | Makeup Attendance | **Guest Speaker** | Change of Meeting

Meeting No: Male

Speaker Name:

Speaker Profile:

Meeting Date:

Speech Subject/Title:

Search Tag:

Speech Rating: Good Very Good Excellent

Speech Text: No file chosen

Meeting No	Name of Speaker	Speech Subject	Meeting Date
	Ranjan Neogi	Payra	20-02-2014
	Rtn. Rezaur Razzak	Importance of Ramadan & Jakat	15-07-2014

Please Note, Search TAG, you should write the key word by which the speaker can be search. See the above screen. This speaker can be found when a search will request with Ramadan or Jakat or Islamic or religion.

Change of Meeting:

If a change of meeting is required if you update in PAYRA, PAYRA will communicate all members and all clubs the change information. Below is the screen for information entry.

payra.rotary3281.org

Payra  Rotary District 3281

Rtn. Mohammad Rafiqul Islam Rowly(1839595), Member,Admin,DistrictGovernor

[District Role](#) | [Reports](#) | [Club Role](#) | [Logout](#)

[Manage Profile](#) | [Manage Membership](#) | [Manage Meeting](#) | [Connect District](#) | [Club View](#)

Home | Meeting Attendance | Makeup Attendance | **Guest Speaker** | **Change of Meeting**

Meeting Date to be Changed or Canceled: Cancel?

New Meeting Date: Time: AM/PM

Venue for the Changed Meeting:

Notify Club Members Notify All in District

Meeting Date to be Changed or Canceled	New Meeting Date	Venue for the Changed Meeting	Notify Club Members	Notify All in District
21-02-2014	28-02-2014 18:30:00 pm		Yes	Yes
15-07-2014	15-07-2014 17:30:00 pm	Cadet College Club	Yes	No
22-07-2014	22-07-2014 17:30:00 pm	Cadet College Club	Yes	Yes