

# Attendance Logs

## Instructions for Secretariat:

**Step 1:** Enter the GNSO Council meeting date text block below (e.g, 1 August 2013). As soon as you hit <Enter> your page will automatically be created with the prefix "GNSO Council Attendance-".

Error rendering macro 'add-page-form'

For input string: "Page named 'IGM Nov 2013-Oct 2014' is not accessible."

**Step 2:** Click <Save> at the bottom of the next page immediately, but **DO NOT** attempt to enter any information into the fields at this time.

**Step 3:** Now that your new page has been created, click <Edit Contents> on the top of menu bar (please **DO NOT** click <Edit>).

**Step 4:** When you are finished, remember to <Save> the page (see bottom of the screen).

- **IMPORTANT:** You will see an error message in the Percent column alerting that the {eval-data} macro expression cannot be evaluated. You may **IGNORE** this warning. As soon as you enter the data and hit the <Save> button, the expressions evaluate properly and the errors disappear! I hope that, in a future Scaffolding version, this problem will be fixed; but, for now, it is only a nuisance and does not affect the operation of the template.
- Finally, don't forget to <Save> your page when finished entering the attendance data. *(Note: as before, it may help you to either print out the prior meeting report or open it in another window/tab, so that you can easily see the prior cumulative totals).*



Immediately following the last formal session of each Council, please ask the Administrator to complete the following actions:

1. Create the next Year folder (e.g., IGM Nov 2013-Oct 2014)
2. Revise the macro on the [Attendance Logs](#) page so that all new pages will be placed in that next year folder automatically.
3. Update the template to (a) change the Term/Year indicator for each Councilor who is remaining, and (b) add any newly elected Councilors.