

How to Run the Committee Meeting Attendance Report

You must Login to your member portal, <https://savannaharearealtors.com/member-portal/>

1. Select the refresh button to the right of Committees
2. Select "Committee Meeting Attendance History" tab
3. Enter Beginning and Ending dates then Update
4. Then Print

The screenshot shows the member portal interface. On the left, there is a sidebar with the email address `loriv@savannahboardofrealtors.com` and a "My Schedule" button. Below it, a message states "You have no upcoming meetings or events." The main content area features logos for **homesnap**, **Realist**, **Supra**, **NATIONAL ASSOCIATION of REALTORS**, **Georgia REALTORS**, and **GREC**. There are sections for "Upcoming Courses" (with "All" and "No upcoming classes") and "Upcoming Events" (with "All"). A "Balance" section shows a **\$0.00** Office MLS Balance with "Pay Now" buttons. A vertical menu on the right includes "December Vendor Table", "2018 Silver Sponsor", "2018 Platinum Sponsor", "2018 Gold Sponsor", "Committees" (highlighted with a red arrow), "Affiliate Committee", "Annual Dues Collection Workgroup", "AWARDS", "C/E Training Workgroup", and "GAR Certified Facilitators".

The second part of the screenshot shows the "Committee Meeting Attendance History" report generation screen. It has tabs for "Committee History" and "Committee Meeting Attendance History" (the latter is selected with a red arrow). Below the tabs are input fields for "Beginning Date" (01/01/2018) and "Ending Date" (12/31/2018), both with calendar icons, and a green "Update" button (also with a red arrow). Below these fields is a confirmation message: "This report is confirmation that you attended the following Committee Meetings and/or Events: You acknowledge that it is your responsibility to track your attendance. You MUST PRINT this report and include with your DSS packet." A disclaimer follows: "To be eligible for membership in the SAR Distinguished Sales Society, an applicant (among other things) must hold Primary REALTOR® membership by the end of the qualifying year, and attend at least two (2) SAR or SMLC committee meetings (must be on time and remain for the duration) with a dollar volume of million; and/or SAR or SMLC committee sanctioned projects or activities." A thank you note and the Savannah Area REALTORS® logo are also present.

The report title is "Committee Meeting History - Lori Versele" with a "Report Date Range: 01/01/2018 - 12/31/2018". The data is presented in a table:

Member	Committee	Committee Description	Meeting Date	Attended	Excused
15995	AWARD	AWARDS	11-14-2018	Y	
15995	SAR-3	SAR INSTITUTE	06-01-2018	Y	
15995	SAR-3	SAR INSTITUTE	10-29-2018	Y	

At the bottom left, there is a "Print" button (with a red arrow) and a copyright notice: "© 2018 MMSL All rights reserved." At the bottom right, there is a "Privacy Policy" link.