



# HOW TO... MAKE UP A CLASS

# 1

## UNDERSTAND OUR MAKE UP POLICY

- Make-ups are only allowed for Tumbling, Jump, and Flyer Flex Classes
- Make-ups are NOT allowed for Intro, Cheer Basics, AirTime, Stunt Strength, or Team Practices
- Make-ups can ONLY be allowed AFTER a missed class occurs. You can record future absences in our system to help create make-up space for others
- Athlete must be CURRENTLY ENROLLED to use a make-up token.

# 2

## MISS YOUR NORMAL CLASS

After your Athlete misses a Class and is marked as ABSENT in our attendance system, a "Make-Up Token" will be automatically created and added to your Parent Portal Account. Tokens CANNOT be added before an absence.

# 3

## LOGIN TO THE PARENT PORTAL

Visit <http://register.ourtribeathletics.com>, log in, and select "MY ACCOUNT"

Find the student(s) for the make-up and click on MAKE-UPS. This will show you a list of all available make-up tokens. Tokens expire 8 days after absence.

# 4

## CLICK USE MAKE-UP TOKEN

After clicking, you can search by available day and class options. ONLY classes with space will be available for make-up. Once you find the class you'd like and click on it, follow the prompts to use your token.

# 5

## EXTRA INFO

- If you miss your make-up class, you will NOT receive an additional make-up token.
- Make-ups are an extra bonus we give our customers, but they are not always guaranteed based on availability and classes.
- Unused make-up tokens will EXPIRE and will NOT be available for use. Keep in mind the make-up class MUST be within 8 days of absence.