



HOW TO...

# RECORD A FUTURE ABSENCE

1

## LOGIN TO THE PARENT PORTAL

Visit <http://register.ourtribeathletics.com> and click on MY ACCOUNT

2

## SELECT FUTURE ABSENCES

Under your correct Athlete, select "Future Absences" - this will take you to a page with all current recorded future absences as well as options for new absences to be recorded.

3

## SELECT ABSENCE TYPE

You can create a future absence by DATE or by ENROLLMENT. If you will be gone for multiple classes or multiple days, select "BY DATE". If your Athlete will only miss a certain class on a certain day, select "BY ENROLLMENT."

4

## FOLLOW THE PROMPTS

Finish through the steps to record your Athlete's Absences. Absences can be recorded up to 90 days in advance.

5

## EXTRA INFO

- Make-up Tokens will not be granted in your account until AFTER the absence occurs. Make-Up classes can only be done AFTER a missed absence.
- Recording Future Absences helps free up space for others to enroll in make-up classes (and if everyone does this, it helps EVERYONE).
- Thank you for giving our Staff advance notice to plan for practices and classes.