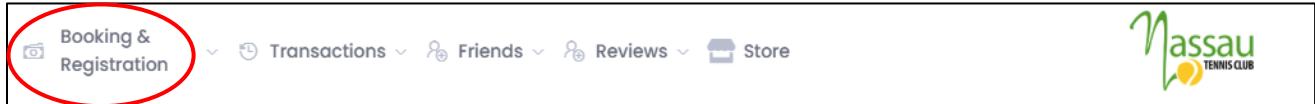


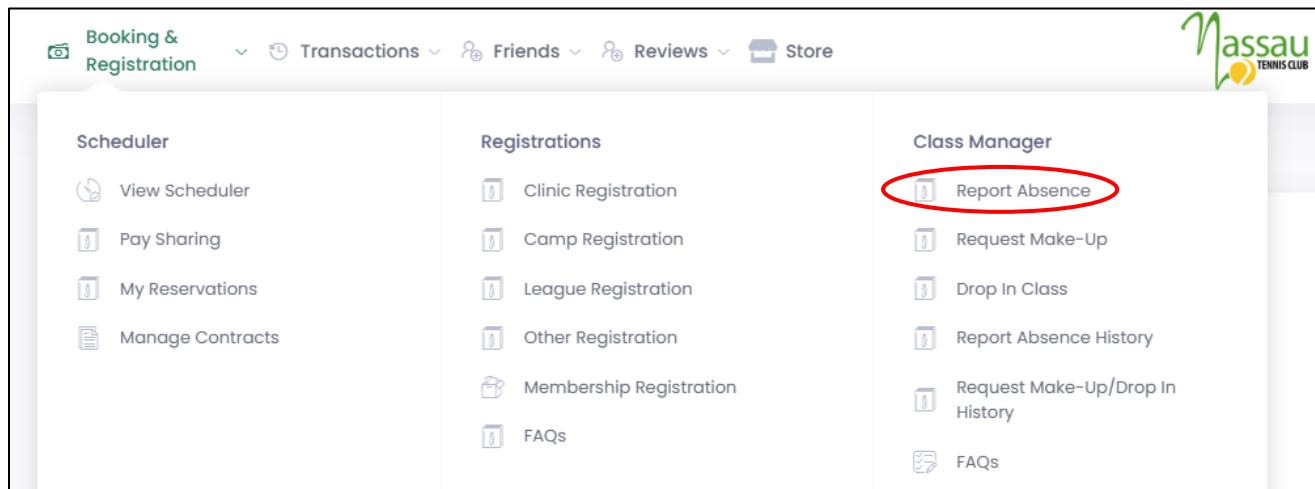
## Nassau Racquet and Tennis Club: Online Absence Reporting

Below you will find a step-by-step guide on how to report an absence through our website.

1. Log into our Customer Website: (<https://nassau.allclubaccess.com/Customer/Login>)
2. Select 'Booking & Registration'



3. Select "Report Absence":



4. Select the appropriate **Participant**, and the date(s) you are expecting to miss
  - a. Note: the available classes to report absent will populate when the **Participant** is selected

A screenshot of the 'Report Activity Absence' form. The form has a title bar that says 'Report Activity Absence' and a breadcrumb trail: 'Registration - Class Manager - Report Absence'. Below the title bar, there is a text box that says: 'Complete the form below to report a future class absence. ⚠️ 24 Hour(s) Notice required for Make-up eligibility. Make-ups are not guaranteed. (Absence filled by paying substitute may result in partial refund)'. Below this text box, there are two input fields: 'Participant' and 'Date to be Missed'. The 'Participant' field is a dropdown menu with 'Select' as the current selection. The 'Date to be Missed' field is a text input field. A 'Cancel' button is located at the bottom right of the form.