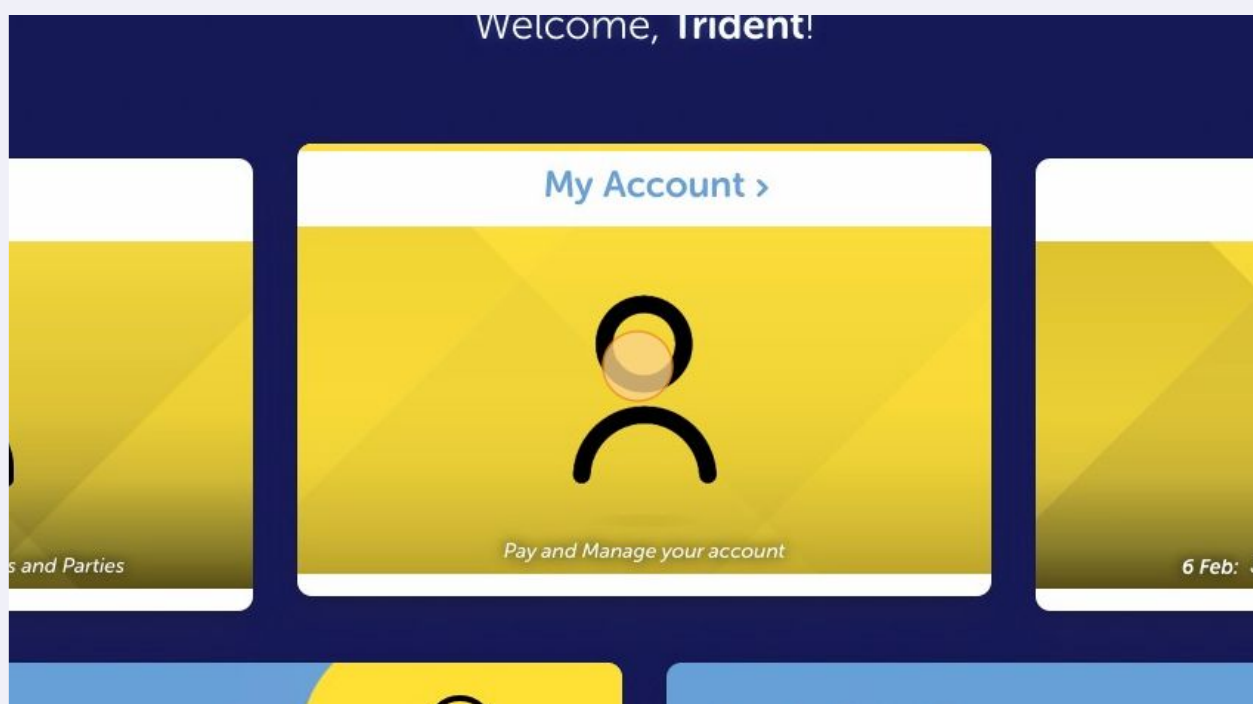


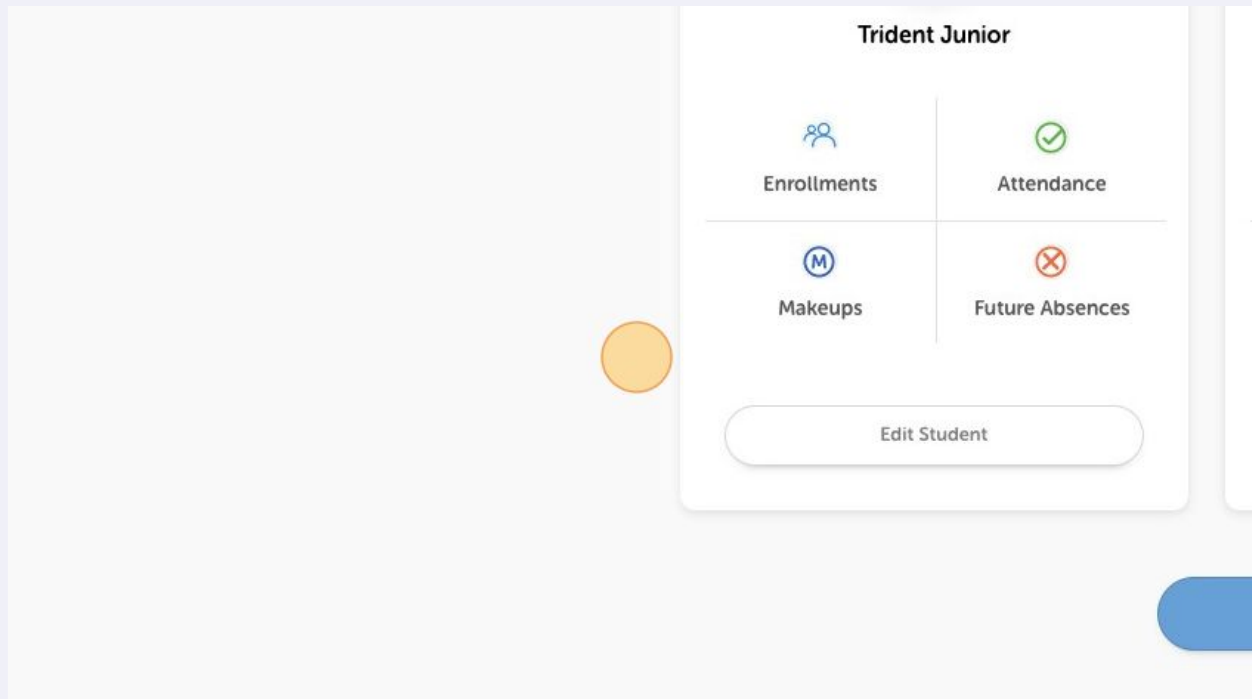
# Logging an Absence through the Customer Portal

1 Navigate to <https://app.iclasspro.com/portal/trident/dashboard>

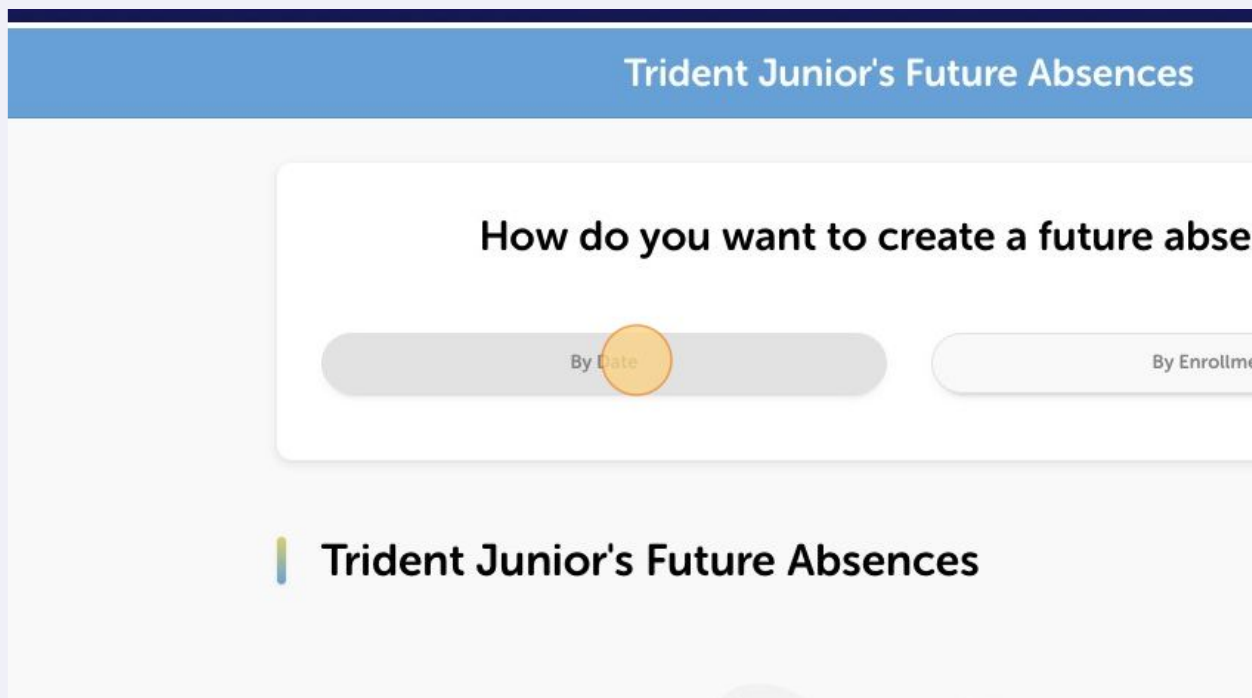
2 Click "My Account"



3 Click "Future Absences" button on your gymnast's profile



4 Click "By Date"



5 Select the appropriate answer to the question

## Trident Junior's Future Absence by Date

Will this absence span multiple days?

Yes

No

Submit

6 Click the calendar icon

When will this take place?



Expected absences must be submitted at least 1 hour in advance to be marked excused.

All Day

Submit

**7** Select the appropriate date for the absence

09/06/2022

June 2022

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Submit

**8** Leave an optional comment if you desire i.e. Sick, COVID-19, away, etc

09/06/2022

All Day

Leave an optional comment:

|

Submit

9 Click "Submit"

A screenshot of a web form for submitting an absence request. At the top, there is a date input field containing "09/06/2022" and a calendar icon. Below it is a checked checkbox labeled "All Day". Underneath is a text area with the label "Leave an optional comment:" and the text "Sick". At the bottom of the form is a blue button with the text "Submit" in a white circle.

10 Click "Close" and wait to receive a confirmation email with a Makeup Token from us

