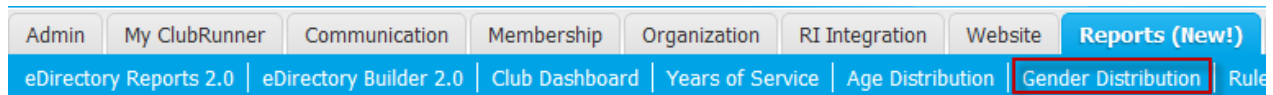## i.   Introduction

Welcome to the ClubRunner Gender Distribution report tool. This tool will provide you with the reports and charts that are based on the gender of your club members. **Please note the Gender Distribution report is only available for subscribers that have upgraded to ClubRunner Version 2.0.**
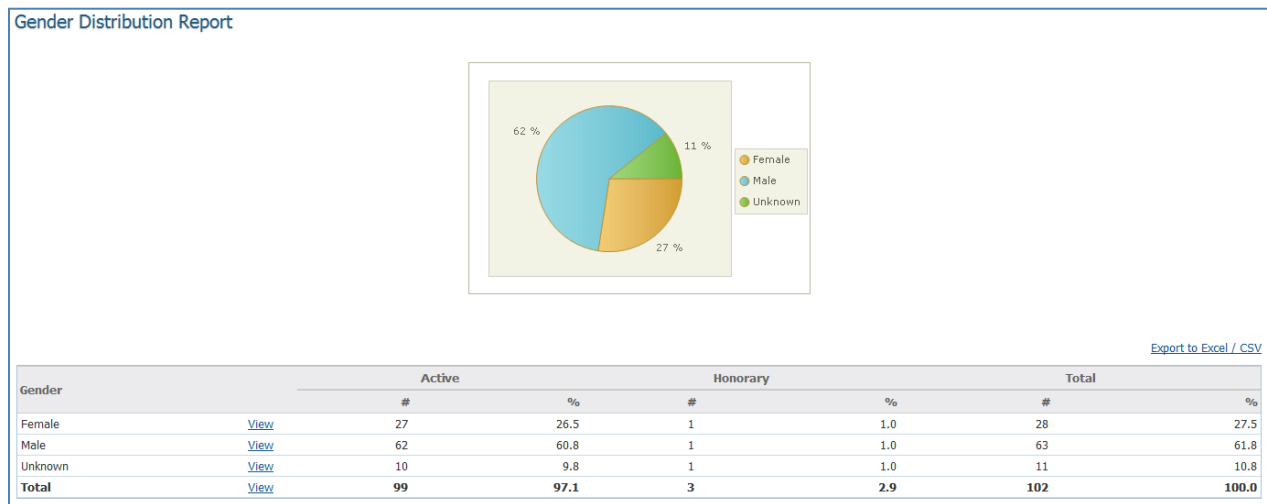
1. Locating the Gender Distribution Report Tool

 To use the Gender Distribution Report tool, you must first locate the Gender Distribution Report link on your admin page. Within the District and Club version of ClubRunner, the Gender Distribution Report can be found on the horizontal menu bar. Click the **Reports** tab and then select **Gender Distribution Report**.

2. Viewing and Exporting the Gender Distribution Report

When you load up the Gender Distribution Report, you will find a pie chart. The pie chart displays information on the gender distribution amongst your club members in graphical form. The gender of member is based on the data provided in the gender field of the member profile.

Gender Distribution Report

Export to Excel / CSV

Gender		Active		Honorary		Total	
		#	%	#	%	#	%
Female	View	27	26.5	1	1.0	28	27.5
Male	View	62	60.8	1	1.0	63	61.8
Unknown	View	10	9.8	1	1.0	11	10.8
Total	View	**99**	**97.1**	**3**	**2.9**	**102**	**100.0**

Below the pie chart, you will find a breakdown of gender group based on Active and Honorary Members. If you wish, you can have the report exported to Excel. To export your results to an excel spreadsheet, click on the link called "**Export to Excel / CSV"**.

ii.   Support and Training

Visit our **Support Center** at http://clubrunner.helpserve.com to access all resources available, including submitting a support ticket, searching the knowledgebase, downloading helpful "how-to" documents and viewing on-demand demos. The following is a list of all the various resource guides available to you.

Knowledgebase	**Downloads**
This is where you will find access to hundreds of articles answering frequently asked questions on how to do virtually everything on ClubRunner.	This area contains useful documents referenced within this guide, including the Member Cheatsheet, access rights matrix, presentation agenda, and more.
On-Demand Videos	**Webinar Training**
For frequently asked questions on how to do certain things on ClubRunner, we have recorded video tutorials available for you to view.	We hold several webinars every week on the various modules of ClubRunner. These are open to any member of your club, and we recommend that you send your board members to attend.
Submit a Ticket	**Community**
For technical support, use our Support Center to submit a ticket, or send an email to support@clubrunner.ca. Our turnaround time for email tickets is 2 business days.	Start a conversation with other ClubRunner customers on best practices, tips and tricks, feature enhancements and more. The discussion forum is a great place to learn how other customers are utilizing ClubRunner to manage their club website.

For the latest ClubRunner updates, follow us on: