

ClubRunner


Help Articles > Club Help > Club - Administration Guide > Attendance > How do I add a meeting?

How do I add a meeting?

Zach W. - 2021-03-17 - Attendance

The **Attendance** module for ClubRunner can be used to track all your attendance details, and automatically forwards this information to your district (if your District has ClubRunner).

1. To access Attendance, you must log in to your club website. At the top right of the screen you'll see the words **Member Login**. Click on this and enter your login details when prompted.
2. You have now been returned to your club homepage. Click on **Member Area**.
3. You are now on the homepage, where you will see a number of tabs. Click on the **Attendance** tab.
4. Next, click on the **Meetings** link.
5. You are now on the **Meetings** page. Click the **Add Meeting** button.




Meetings	Member Count				Members Present				Actual Attended	Makeups	Reported	
	Always Count	Count If Attended	Never Count	Total	Always Count	Count If Attended	Never Count	Total				
Nov 10, 2014	3	0	0	3	3	0	0	3	100.00 %	0	100.00 %	Close Delete
Nov 03, 2014	3	0	0	3	3	0	0	3	100.00 %	0	100.00 %	Close Delete

6. On the **Add New Meeting** screen, enter the **Meeting Date** and the optional **Description** in the fields provided. Then, click on **Save**.

Add New Meeting (2014-15 Year)

Meeting Properties

Meeting Date: Jan 8, 2015 *

Description: Normal Weekly Meeting

7. The meeting has now been successfully added to your list of current year attendance meetings.

Note: When you have more than 5 meetings open, you will see a helpful reminder message appear on your Meetings list page to let you know that due to the number of open meetings, they will not appear in any reports or calculations

Related Content

- [How do I set meeting responsibilities? \(Duty Roster\)](#)
- [VIDEO: Attendance + Dues and Billing](#)
- [VIDEO: Club Attendance with Zach W.](#)