ClubRunner

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How do I add a meeting?

Zach W. - 2022-03-30 - 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.

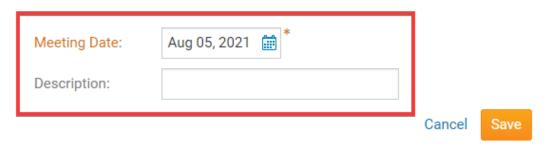
Meetings



On the Add New Meeting screen, enter the Meeting Date and the optional Description in the fields provided.

Add New Meeting (2021-22 year)

Meeting Properties



7. Once you are ready, click on the \boldsymbol{Save} button.

Add New Meeting (2021-22 year)

Meeting Properties

Meeting Date:	Aug 05, 2021 #	
Description:		
		Cancel

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

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