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).

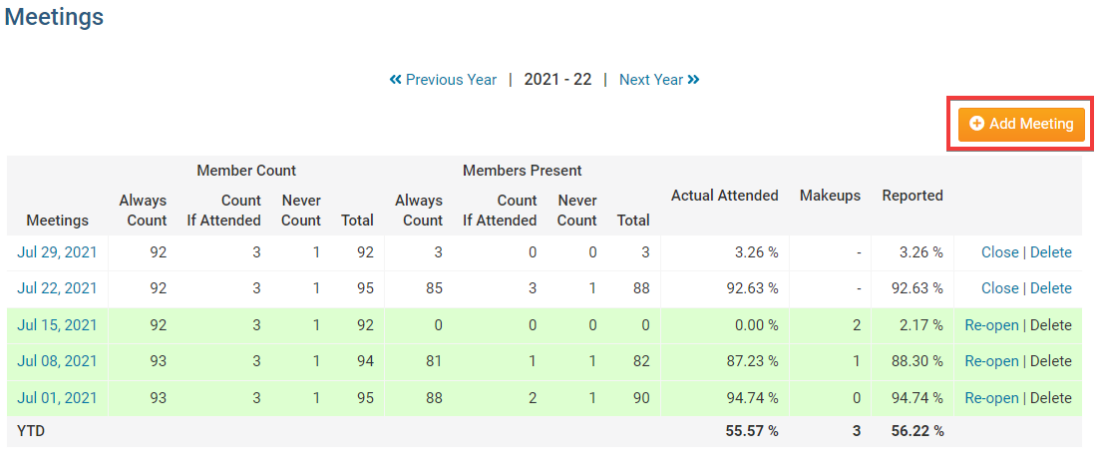
1. To access Attendance, you must log in to your club website. At the top right of the screen you'll see the words **Member Login**. Click on this and enter your login details when prompted.

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.

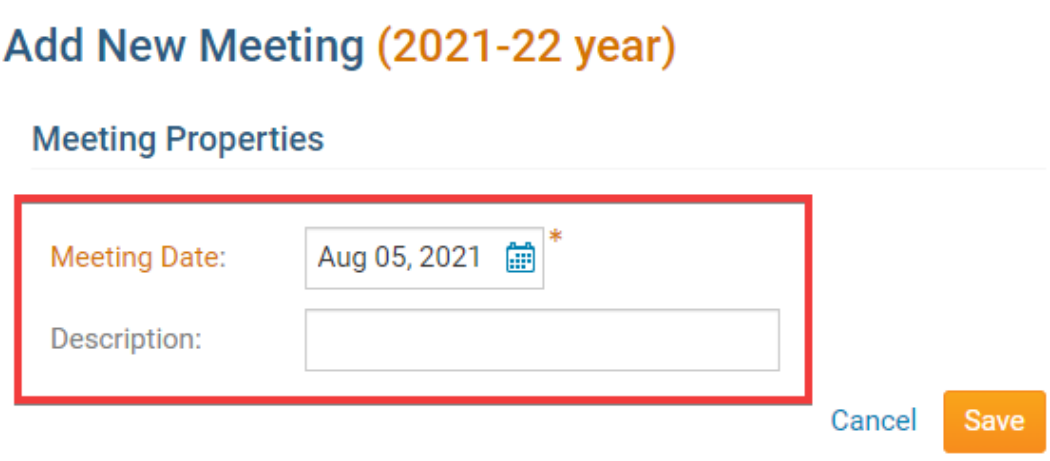
4. Next, click on the **Meetings** link.

5. You are now on the **Meetings** page. Click the **Add Meeting** button.

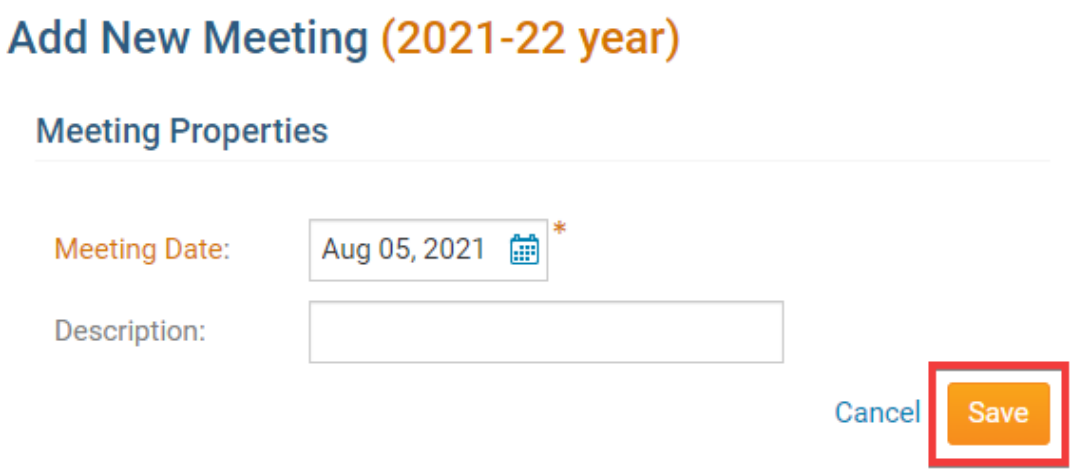


Meetings	Member Count: Always Count	Member Count: Count If Attended	Member Count: Never Count	Member Count: Total	Members Present: Always Count	Members Present: Count If Attended	Members Present: Never Count	Members Present: Total	Actual Attended	Makeups	Reported	
Jul 29, 2021	92	3	1	92	3	0	0	3	3.26 %	-	3.26 %	Close | Delete
Jul 22, 2021	92	3	1	95	85	3	1	88	92.63 %	-	92.63 %	Close | Delete
Jul 15, 2021	92	3	1	92	0	0	0	0	0.00 %	2	2.17 %	Re-open | Delete
Jul 08, 2021	93	3	1	94	81	1	1	82	87.23 %	1	88.30 %	Re-open | Delete
Jul 01, 2021	93	3	1	95	88	2	1	90	94.74 %	0	94.74 %	Re-open | Delete
YTD									**55.57 %**	**3**	**56.22 %**	

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



7. Once you are ready, click on the **Save** button.



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)