

How do I change a club's attendance manager?

Zach W. - 2021-04-20 - Attendance

The attendance manager for each club is the person who will be inputting the club's attendance. This is defaulted to the Club Secretary, but can be changed to any member of the club.

Note: The club attendance contact must have an email address connected to his or her profile, so that they receive all correspondence.

1. To assign the attendance manager for a club, you must first log in to your district website. Click **Member Login** at the top right and enter your details.
2. You are now logged in. To access the District Administration page, click on **Member Area** on the top right.
3. You are now on the **District Administration** page. Click on the **Attendance** tab.
4. Next, click the **Club Attendance** link.
5. You are now on the **Club Attendance** page. All the clubs in your district are listed, along with their **Attendance Managers**, if any.

Club Attendance

[Send reminder to all clubs](#)

Club Name	Attendance Manager		Last Reminder	Last Reported	Action
Azure Metro	Secretary	Change	Never	Jul 2017	Input Remind
Blue Village	Secretary	Change	Never	Never	Input Remind
Green Town	Cyril Kornbluth	Change	Never	Dec 2020	Input Remind
Orange City	Secretary	Change	Never	Never	Input Remind

6. Select the relevant club, and then click **Change** under the **Attendance Manager** heading to select a new attendance manager.

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7. Next, select an attendance manager from the club membership, using the drop down menu.

Assign Attendance Manager

Club Secretary (name not found) is the current person responsible for attendance.

The club secretary usually is the person responsible for reporting attendance.

Should this responsibility have been delegated to a different person - Please select the person so that all correspondence will be forwarded to him/her.

Club Name Azure Metro

Select From Alice Campbell ▼

Select

8. When you have made your choose, click Select. You have now assigned an **Attendance Manager** for this club.

Assign Attendance Manager

Club Secretary (name not found) is the current person responsible for attendance.

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Should this responsibility have been delegated to a different person - Please select the person so that all correspondence will be forwarded to him/her.

Club Name Azure Metro

Select From Alice Campbell ▼

Select