## ClubRunner

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

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

| Club Attendance |                    |        |               |               |                     |
|-----------------|--------------------|--------|---------------|---------------|---------------------|
|                 |                    |        |               | Send re       | minder 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      |

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 correspondance 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.

