# ClubRunner

Help Articles > District Help > District - Administration Guide > Attendance > How do I change a club's attendance manager?

# How do I change a club's attendance manager?

Zach W. - 2021-04-20 - <u>Attendance</u>

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.

- 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 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

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

## **Club Attendance**

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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 correspondance will be forwarded to him/her.



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.

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.

