

## How do I create a customized attendance report?

Zach W. - 2021-03-17 - Attendance

With the Attendance, you can create a monthly list of attendance totals for closed meetings. You can also print a hard copy of this data.

1. To access the Attendance area, 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 **Dashboard** link.
5. On the left side of the screen, under the heading **Reports**, click on **Customized Attendance Report**.
6. This displays every meeting with the selected date and a list of every member. You could filter the report by typing in the **Filter records** field.
  - A check-mark under the meeting date means the member attended the meeting.
  - An **M** means the member used a make-up for the meeting. If the space is blank, it means the member missed the meeting.
  - [Empty] indicates that the member missed this meeting
  - Purple Indicates that the member was on a Leave of Absence during this meeting.
  - Blue Indicates that the member is exempted or excused as of this meeting
  - Gray indicates that the member was inactive during this meeting

This report also displays the percentage of the meetings and the member type.

By default the Customized Attendance Report displays the last two months of meetings. To change this please edit the **Select Date Range** and select a new start and end date, then click **Go**. You could also print this report by clicking on the **Print** button on the right.

## Customized Attendance Report

Select Date Range: Jun 26, 2016 To: Aug 26, 2016 [Go](#)

[Print](#)

Filter records:

Name ▲	Jul 08, 2016	Jul 15, 2016	Jul 22, 2016	Jul 29, 2016	Aug 05, 2016	Aug 12, 2016	Aug 19, 2016	% ▼	Current Type	Notes
Baker, Sue	✓		✓	✓	✓	M	✓	85.71 %	Active	
Brackett, Leigh	✓	✓	✓	✓	✓	✓	✓	100.00 %	Active	Exempted Members Jul 16, 2015
Harris, Clare	✓	✓	✓	✓	✓	✓		100.00 %	Active	Leave of Absence Jul 14, 2015 - Ongoing
Kornbluth, Cyril	✓	✓	✓	✓	✓	✓	✓	100.00 %	Active	
Kuang, Ni	✓	✓	✓	✓	✓	✓	✓	100.00 %	Active	
Lankton, Greer	✓	✓	M	✓	✓	M	✓	100.00 %	Active	
Merril, Judith	✓	✓	✓	✓	✓		✓	85.71 %	Active	
Moore, Catherine	✓	✓	✓	✓	✓	✓	✓	100.00 %	Active	
Pohl, Fred	✓	✓	M	✓		✓	✓	85.71 %	Active	
Smith, Edward	✓	✓	M	✓		✓	✓	85.71 %	Active	
Smith, John	✓	✓	✓	✓	✓	✓	✓	100.00 %	Active	
Stapledon, Olaf	✓	✓	✓	✓	✓	✓		85.71 %	Active	
Trout, Kilgore	✓	✓	✓	✓	✓	✓	M	100.00 %	Active	
Total: 15 members										

Showing 1 to 15 of 15 records found

Note: ✓ indicates that the member attended this meeting.  
M indicates that the member has a makeup assigned to this meeting.  
[Empty] indicates that the member missed this meeting.  
Purple indicates that the member was on Leave of Absence during this meeting.  
Blue indicates that the member is Exempted or Excused as of this meeting.  
Gray indicates that the member was inactive during this meeting.