## ClubRunner

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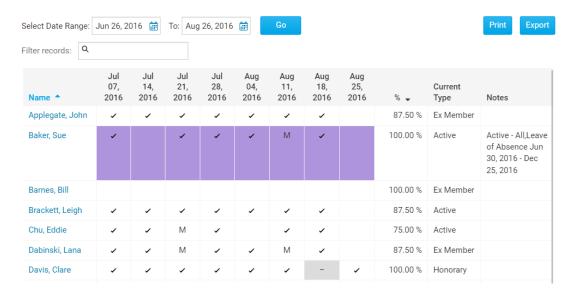
## How do I create a customized attendance report?

Zach W. - 2022-12-13 - 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.
  - o A checkmark under the meeting date means the member attended the meeting.
  - $\circ~$  An M means the member used a make-up for the meeting. If the space is blank, it means the member missed the meeting.
  - o [Empty] indicates that the member missed this meeting
  - $\circ\;$  Purple Indicates that the member was on a Leave of Absense during this meeting.
  - o Blue Indicates that the member is exempted or excused as of this meeting
  - o Gray indicates that the member was inactive during this meeting
  - $\circ$  This report also displays the percentage of the meetings and the member type.
- 7. 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**.
- 8. You could also print this report by clicking on the **Print** button on the right. Alternatively, click on **Export** to download a CSV copy of the report.

## **Customized Attendance Report**



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• VIDEO: Club Attendance with Zach W.