ClubRunner



# 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.

    - A checkmark 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 Absense 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.

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

Select Date Range: Jun 26, 2016 To: Aug 26, 2016 Go Print Export

Filter records:

| Name | Jul 07, 2016 | Jul 14, 2016 | Jul 21, 2016 | Jul 28, 2016 | Aug 04, 2016 | Aug 11, 2016 | Aug 18, 2016 | Aug 25, 2016 | % | Current Type | Notes |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Applegate, John | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | 87.50 % | Ex Member | |
| Baker, Sue | ✓ | | ✓ | ✓ | ✓ | M | ✓ | | 100.00 % | Active | Active - All,Leave of Absence Jun 30, 2016 - Dec 25, 2016 |
| Barnes, Bill | | | | | | | | | 100.00 % | Ex Member | |
| Brackett, Leigh | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | 87.50 % | Active | |
| Chu, Eddie | ✓ | ✓ | M | ✓ | | ✓ | ✓ | | 75.00 % | Active | |
| Dabinski, Lana | ✓ | ✓ | M | ✓ | ✓ | M | ✓ | | 87.50 % | Ex Member | |
| Davis, Clare | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | – | ✓ | 100.00 % | Honorary | |