ClubRunner

How do I customize active member rules?

Zach W. - 2021-02-24 - Attendance

With attendance in ClubRunner you now have the ability to edit how Active Members should be recorded in the overall count of a meeting.

Note:** Any changes made to these rules apply only to **Open Meetings.

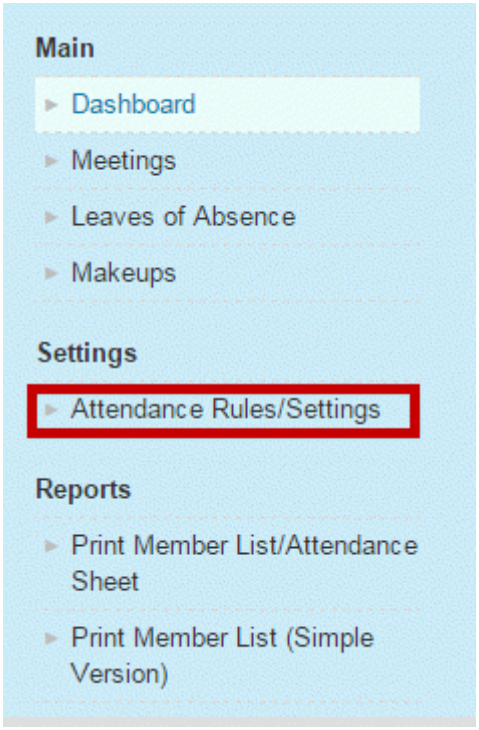
1. To access Attendance, you must log in to your club website. At the top right of the screen you'll see the words **Member Login**. Click on this and enter your login details when prompted.

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 **Settings**, click on the **Attendance Rules and Settings** link.



6. You are now on the Attendance Rules and Settings screen. Scroll down and locate **Active - All** under the **Membership Types** header. To change these rules, click the **Edit** link.

7. You now have the option to edit your club's Active Member attendance rules. Select the rule radio

button that works best for your club. Your options are:

- **Always Count**: This Membership type will always show and be counted for attendance.
- **Count if Attended** : This member will show on the attended list and will not go against membership totals if a meeting is missed.
- **Never Count**: These members are not part of attendance or counted for attendance.



8. Click **Save** to keep your new rule. Click **Cancel** to discard it.



9. Your new rule is now in place and will appear on the **Attendance Rules and Settings** page. To restore the rules setting to the default, click on the **Restore Defaults** link under the **Action** column.

