

# ClubRunner

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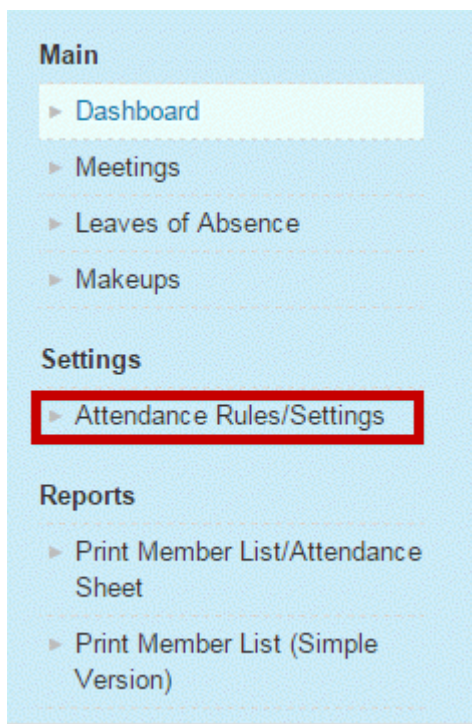
## How do I customize exempt and excused settings?

Zach W. - 2021-03-17 - Attendance

You can use the Attendance module to set up exclusions and exemptions for attendance as needed.

**Note:** These settings are for permanent exemptions and exclusions, if it's a temporary one we recommend [Reporting a Leave of Absence](#)

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 **Attendance Rules/Settings**.



6. You are now on the **Attendance Rules and Settings** page. Under the heading

**Exempted/Excused Status**, select the rule you wish to edit. Click **Edit** under the actions column.

**Exempted/Excused Status\***

| Name   | Always Count | Count If Attended | Never Count | Actions                    |
|--|--------------|-------------------|-------------|----------------------------|
| Excused Members  |              | ✓                 |             | Members <b>Edit</b> Delete |
| Exempted Members   |              |                   | ✓           | Members   Edit   Delete    |
| *Overrides Membership Types rules, but overridden by Leaves of Absence |              |                   |             |                            |

7. Click the following options that are suited for attendance:

- **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.

**Name:**

Rule:  Always Count  Count If Attended  Never Count

[Cancel](#) [Save](#)

8. Next, click **Save** to keep the rule, or **Cancel** to discard it.

Rule:  Always Count  Count If Attended  Never Count

[Cancel](#) [Save](#)

9. You are now returned to the **Attendance Rules and Settings** page. To assign a given member to a rule, click on the **Members** link next to the given rule.

**Exempted/Excused Status\***

| Name   | Always Count | Count If Attended | Never Count | Actions                        |
|--|--------------|-------------------|-------------|--------------------------------|
| Excused Members  |              | ✓                 |             | <b>Members</b> Edit   Delete   |
| Exempted Members   |              |                   | ✓           | <b>Members</b>   Edit   Delete |
| *Overrides Membership Types rules, but overridden by Leaves of Absence |              |                   |             |                                |


10. Click on the **Add Member** button if you wish to assign a single member to a given rule, and **Add Multiple Members** if you wish to add more than one.

| Last Name ▲                | First Name ▼ | Effective Date | Actions |
|----------------------------|--------------|----------------|---------|
| <i>No members assigned</i> |              |                |         |

[Add Multiple Members](#) [Add Member](#)

11. Select the member(s) to whom you wish the setting to apply using the drop down menu, and then select the date on which the excuse or exemption is in force. Then, click **Save**.

Select Member:

Effective Date:   \*

[Cancel](#) [Save](#)