

ClubRunner

[Help Articles](#) > [Club Help](#) > [Club - Administration Guide](#) > [Attendance](#) > [How do I customize honorary member attendance rules?](#)

How do I customize honorary member attendance rules?

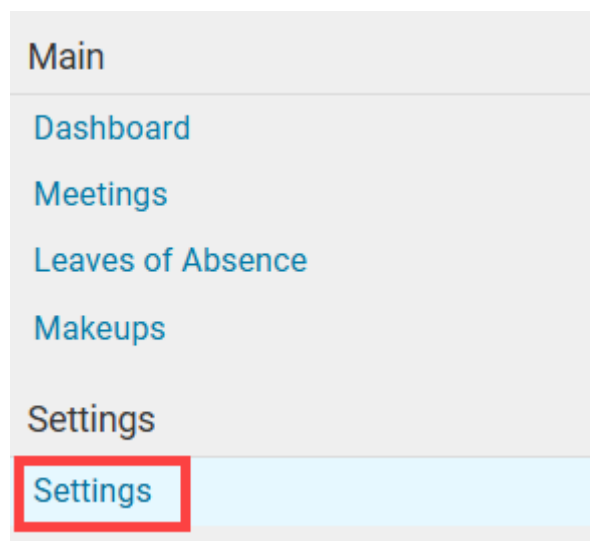
Marina N.B. - 2024-09-26 - [Attendance](#)

With attendance in ClubRunner you now have the ability to edit how Honorary 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 customize the honorary member attendance rules, you must first log in to your club website. To do this please click the **Member Login** link near the top right after visiting the club's homepage.
2. After logging in, you will be brought to the Member Area. Click on the **Attendance** tab in the navigation menu.
3. Next, click on the **Dashboard** link.
4. On the left side of the screen, click on the **Settings** link.



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

Membership Types

Name	Always Count	Count If Attended	Never Count	Actions
Active - All	✓			Edit Restore Defaults
Honorary		✓		Edit Restore Defaults

1. You now have the option to edit your club's Honorary 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.

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

Edit Rule for Honorary

Rule Properties

Name:* Honorary

Rule: ☐ Always Count ☒ Count If Attended ☐ Never Count

[Cancel](#)

[Save](#)

1. 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.

Membership Types

Name	Always Count	Count If Attended	Never Count	Actions
Active - All	✓			Edit Restore Defaults
Honorary		✓		Edit Restore Defaults