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

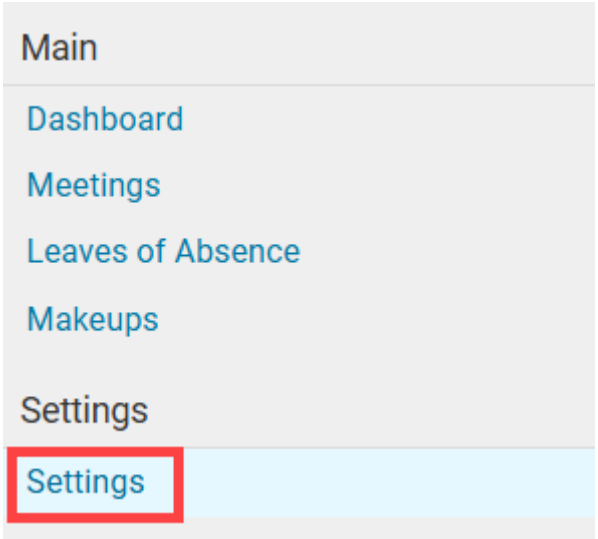
Any changes made to these rules apply only to **Open Meetings.**

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