ClubRunner

How do I customize the leave of absence rules?

Zach W. - 2023-02-23 - Attendance

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

Note

Any changes made to the Leave of Absence Rules apply only to **Open Meetings.**

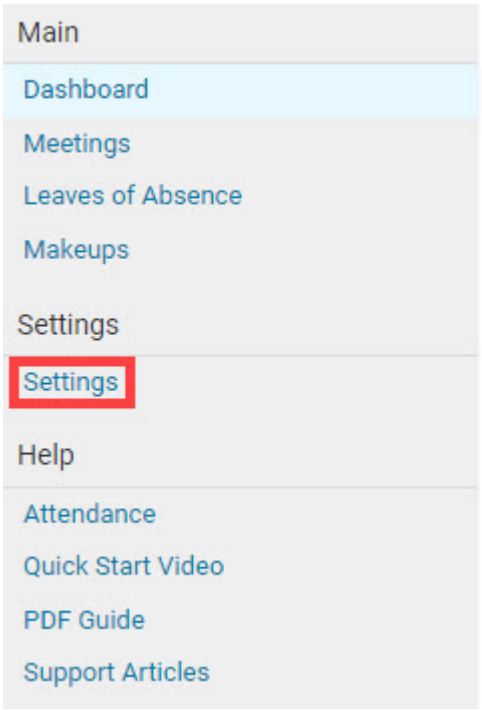
1. To access Attendance, you must log in to your club website. At the top right of the screen you'll see the words **Member Login**. Click on this and enter your login details when prompted.

2. You have now been returned to your club homepage. Click on **Member Area**.

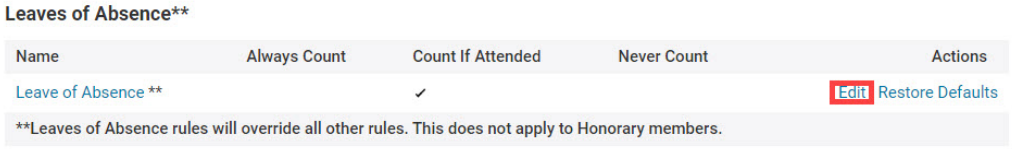
3. You are now on the homepage, where you will see a number of tabs. Click on the **Attendance** tab.

4. Next, click on the **Dashboard** link.

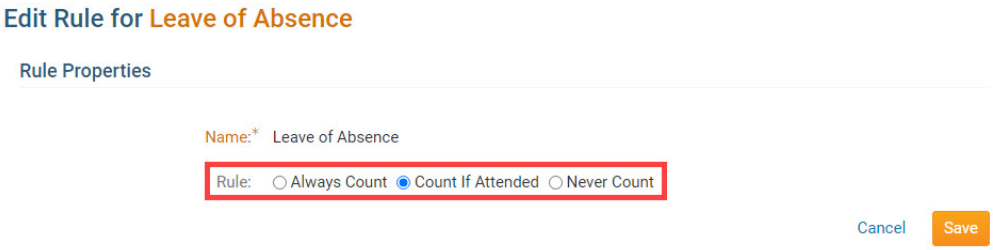
5. On the left side of the screen, under the heading **Settings**, click on **Attendance Rules/Settings**.



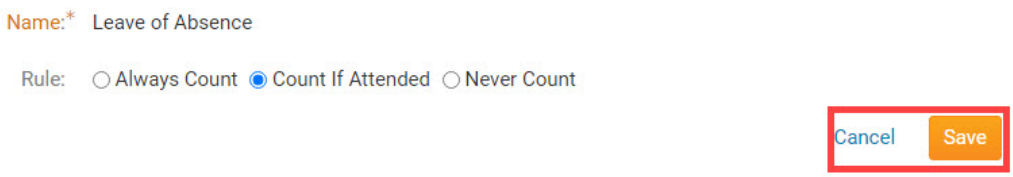
6. You are now on the Attendance Rules and Settings screen. Scroll down and locate **Leaves of Absence** section. To change these rules, click the **Edit** link.



7. You now have the option to edit your club's Leave of Absence rules. Select the rule radio button that works best for your club when it pertains to Leave of Absence. 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.

Note

To restore the rules setting to the default, click on the **Restore Defaults** link under the **Action** column.

