How do I generate a monthly attendance report?

Zach W. - 2021-04-20 - Attendance

ClubRunner makes tracking membership and attendance easy, even at the district level. As part of this functionality a monthly report is available to the district that displays all club's member counts as of the end of last year and this month, along with the current month's attendance percentage.

1. To generate a monthly attendance report, you must first log in to your district website. Click **Member Login** at the top right and enter your details.

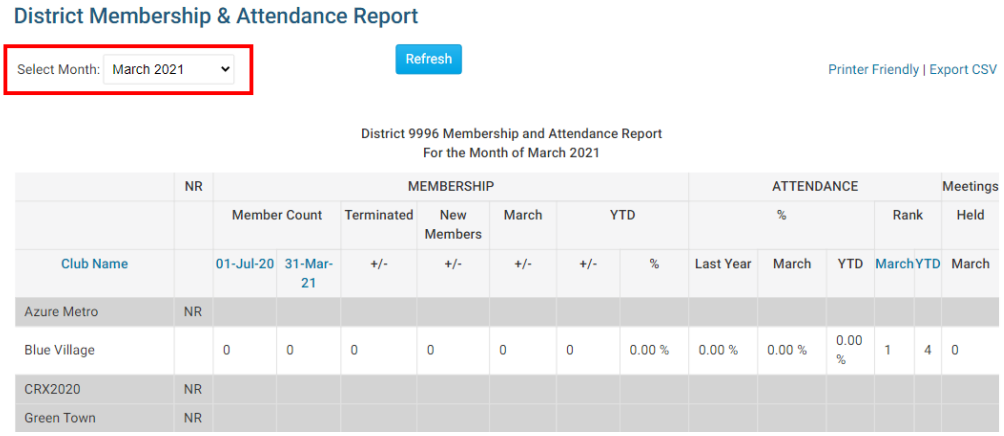
2. You are now logged in. To access the District Administration page, click on **Member Area** on the top right.

3. Next, click on the **Attendance** tab.

4. Now, click on the **Club Attendance** link on the left.

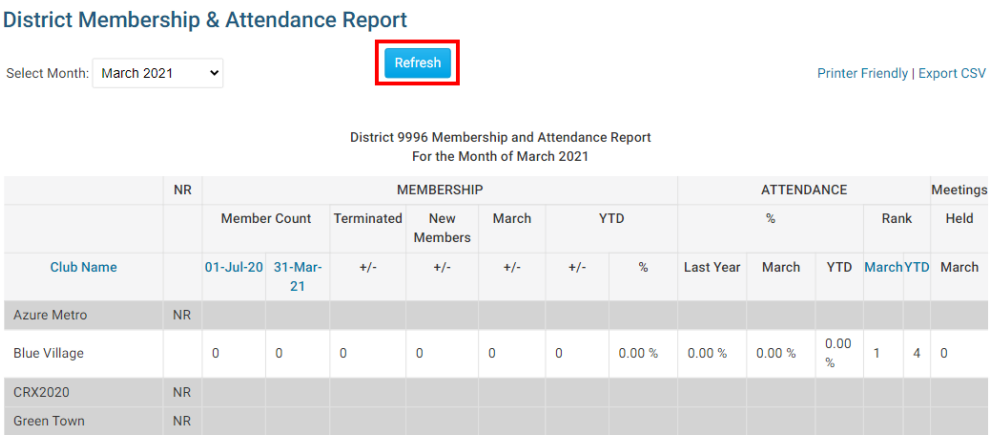
5. Select the **Monthly Report** link under the **Attendance** heading on the left side of the screen.

6. This brings you to the **District Membership & Attendance Report** page. To view attendance from a given month, simply choose it from the **Select Month** drop down menu. The view defaults to the current month.



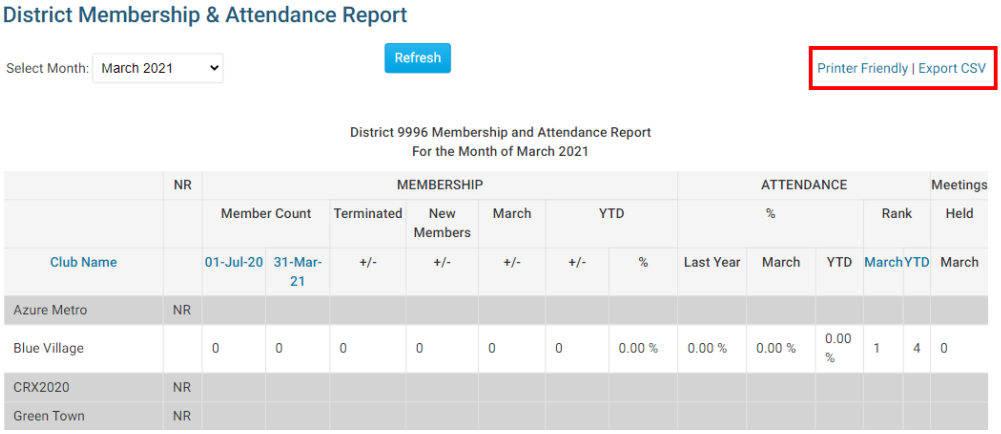
	NR	MEMBERSHIP							ATTENDANCE					Meetings
		Member Count		Terminated	New Members	March	YTD		%			Rank		Held
Club Name		01-Jul-20	31-Mar-21	+/-	+/-	+/-	+/-	%	Last Year	March	YTD	March	YTD	March
Azure Metro	NR													
Blue Village		0	0	0	0	0	0	0.00 %	0.00 %	0.00 %	0.00 %	1	4	0
CRX2020	NR													
Green Town	NR													

7. Once you have selected the desired month, click the **Refresh** button. The page will repopulate with results from that month.



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Azure Metro	NR													
Blue Village		0	0	0	0	0	0	0.00 %	0.00 %	0.00 %	0.00 %	1	4	0
CRX2020	NR													
Green Town	NR													

8. Click on the **Printer Friendly** link if you wish to create a hard copy of the attendance report. Click on **Export CSV** if you want to create a database file of the information to view in another application.



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