ClubRunner

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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.

District Membership & Attendance Report																
Select Month: March 2021											Printer Friendly Export CSV					
District 9996 Membership and Attendance Report For the Month of March 2021																
	NR			M		ATTENDANCE				Meetings						
		Membe	r Count	Terminated	New Members	March	Y	TD	%			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.

District Membership & Attendance Report

Select Month: March 2021 V



Printer Friendly | Export CSV

District 9996 Membership and Attendance Report For the Month of March 2021														
	NR	MEMBERSHIP								ATTENDANCE				
		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													

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.

District Memb	ership	& Atte	ndanc	e Report										
Select Month: March 2021										Printer Friendly Export CSV				
				District 9	996 Membe For the Mo	ership and A onth of Mar	Attendance ch 2021	Report						
	NR		MEMBERSHIP								ANCE			Meetings
		Membe	r Count	Terminated	New Members	March	Y	TD	%			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													
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