

# ClubRunner

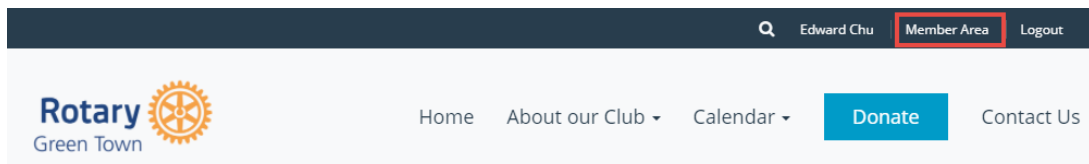
Help Articles > Club Help > Club - Members' Guide > My ClubRunner > How do I generate an attendance report for myself?

## How do I generate an attendance report for myself?

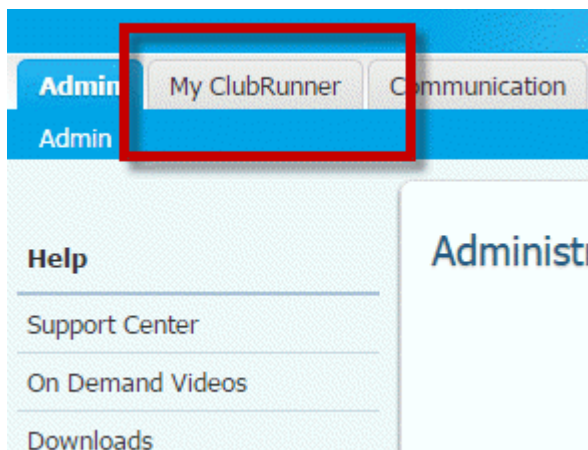
Omar Solomah - 2021-01-19 - My ClubRunner

Clubs rely on the regular attendance of their members to operate smoothly. ClubRunner provides you with the ability to check your attendance and generate a report for club records, or your own use.

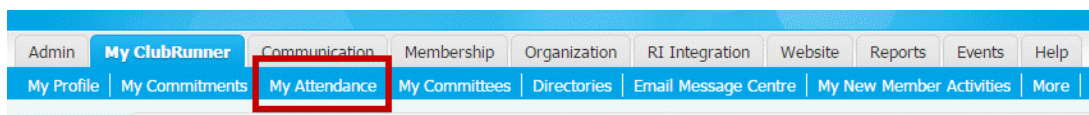
1. To access your attendance records, you must go to your club homepage and log in. Then, click on **Member Area** on the top right, under your club banner.



2. Along the top of the screen you will see several tabs. Click on the **My ClubRunner** tab.



3. You will see several items display. Click on **My Attendance**.



4. You are now viewing **My Attendance Report**. On this screen, you see a list of meetings you've attended in the current year.

## Attendance for Mary Jane

« Previous Year | 2017-18 | Next Year »

Print

Filter records:

Meeting	Description	Type	Attended	Missed	Makeup	Makeup Description
Nov 09, 2017		Active - All	✓			
Aug 11, 2017		Active - All	✓			
Aug 04, 2017		Active - All	✓			
Jul 28, 2017		Active - All		✓		
Jul 21, 2017		Active - All	✓			
Jul 14, 2017		Active - All	✓			
Jul 07, 2017		Active - All	✓			
Meetings:						6 / 7
YTD Actual Attendance <sup>[1]</sup> :						85.71 %
YTD Actual Attendance with Makeups <sup>[2]</sup> :						85.71 %
YTD Reported Attendance <sup>[3]</sup> :						85.71 %

Showing 1 to 7 of 7 records found

### Banked Makeups

Makeup Date	Makeup Description
Member does not have any banked makeups.	

Please notify your club secretary if you notice any discrepancies.

5. If you want to see your attendance for the previous year, click on **Previous Year**.

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6. If you wish to print out the information, click on the printer icon at the right. This will activate your computer's printer and open a print setup window.

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« Previous Year | 2017-18 | Next Year »

Print

Filter records:

Meeting ▼	Description ▼	Type ▼	Attended ▼	Missed ▼	Makeup ▼	Makeup Description ▼
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