## ClubRunner

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# How do I generate an attendance report for myself?

Omar S. - 2021-11-29 - My ClubRunner

Attendance for Abe Aaronson

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.

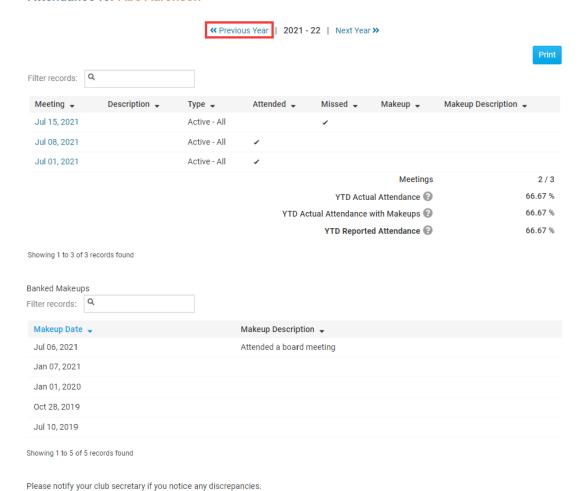
- 1. To access your attendance records, you must go to your club homepage and log in. Then, click on **Member Area** on the top right, under your club banner.
- 2. Along the top of the screen you will see several tabs. Click on the My ClubRunner tab.
- 3. You will see several items display. Click on 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.

#### « Previous Year | 2021 - 22 | Next Year » Filter records: Q Meeting 🗸 Description -Attended 🗸 Missed 🗸 Makeup 🗸 Makeup Description . Jul 15, 2021 Active - All Jul 08, 2021 Active - All Jul 01, 2021 Active - All Meetings 2/3 66.67 % YTD Actual Attendance 66.67 % YTD Actual Attendance with Makeups 🕝 YTD Reported Attendance 🔞 66.67 % Showing 1 to 3 of 3 records found Banked Makeups Filter records: Q Makeup Date 🖫 Makeup Description . Jul 06, 2021 Attended a board meeting Jan 07, 2021 Jan 01, 2020 Oct 28, 2019 Jul 10, 2019 Showing 1 to 5 of 5 records found

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**.

#### Attendance for Abe Aaronson



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.

### **Attendance for Abe Aaronson**

« Previous Year | 2021 - 22 | Next Year »



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