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.

<pre></pre>							
							Print
Filter records:	Q						
Meeting 💂	Description 👻	Туре 🗸	Attended 💂	Missed 🗸	Makeup 🚽	Makeup Description	-
Jul 15, 2021		Active - All		1			
Jul 08, 2021		Active - All	1				
Jul 01, 2021		Active - All	1				
					Meetings		2/3
	YTD Actual Attendance 😨						
YTD Actual Attendance with Makeups 🚱							66.67 %
				YTD Reported	Attendance 🚱		66.67 %
Showing 1 to 3 of	3 records found						
Banked Makeup	S						
Filter records:	Q						
Makeup Date	•	Ν	Makeup Description	•			
Jul 06, 2021		A	Attended a board me	eeting			
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								
Previous Year 2021 - 22 Next Year >>								
							Print	
Filter records:	Q							
Meeting 💂	Description 🚽	Туре 👻	Attended 💂	Missed 🚽	Makeup 🚽	Makeup Description	•	
Jul 15, 2021		Active - All		1				
Jul 08, 2021		Active - All	-					
Jul 01, 2021		Active - All	~					
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YTD Actual Attendance 🚱							66.67 %	
			YTD Actu	al Attendance v	vith Makeups 🔞		66.67 %	
				YTD Reported	d Attendance 🔞		66.67 %	
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Banked Makeu	ps							
Filter records:	Q							
Makeup Date	÷		Makeup Description	-				
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Jan 07, 2021								
Jan 01, 2020								
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Showing 1 to 5 of	5 records found							

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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.

Attendance for Abe Aaronson

		Previou	us Year 2021 - 2	2 Next Year	»		
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