ClubRunner

How do I generate an attendance report for myself?

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

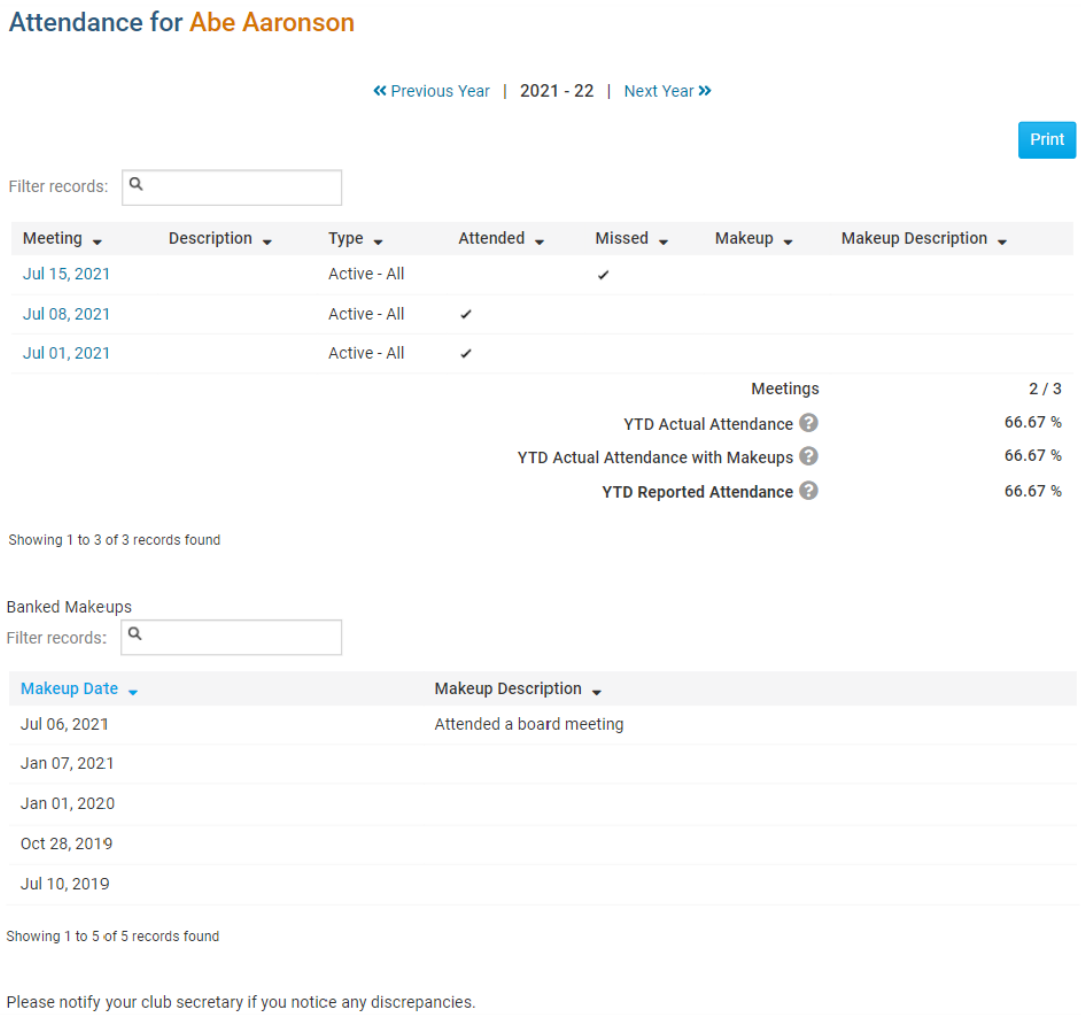
Clubs rely on the regular attendance of their members to operate smoothly. ClubRunner provides you with the ability to check your attendance and generate a report for club records, or your own use.

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.

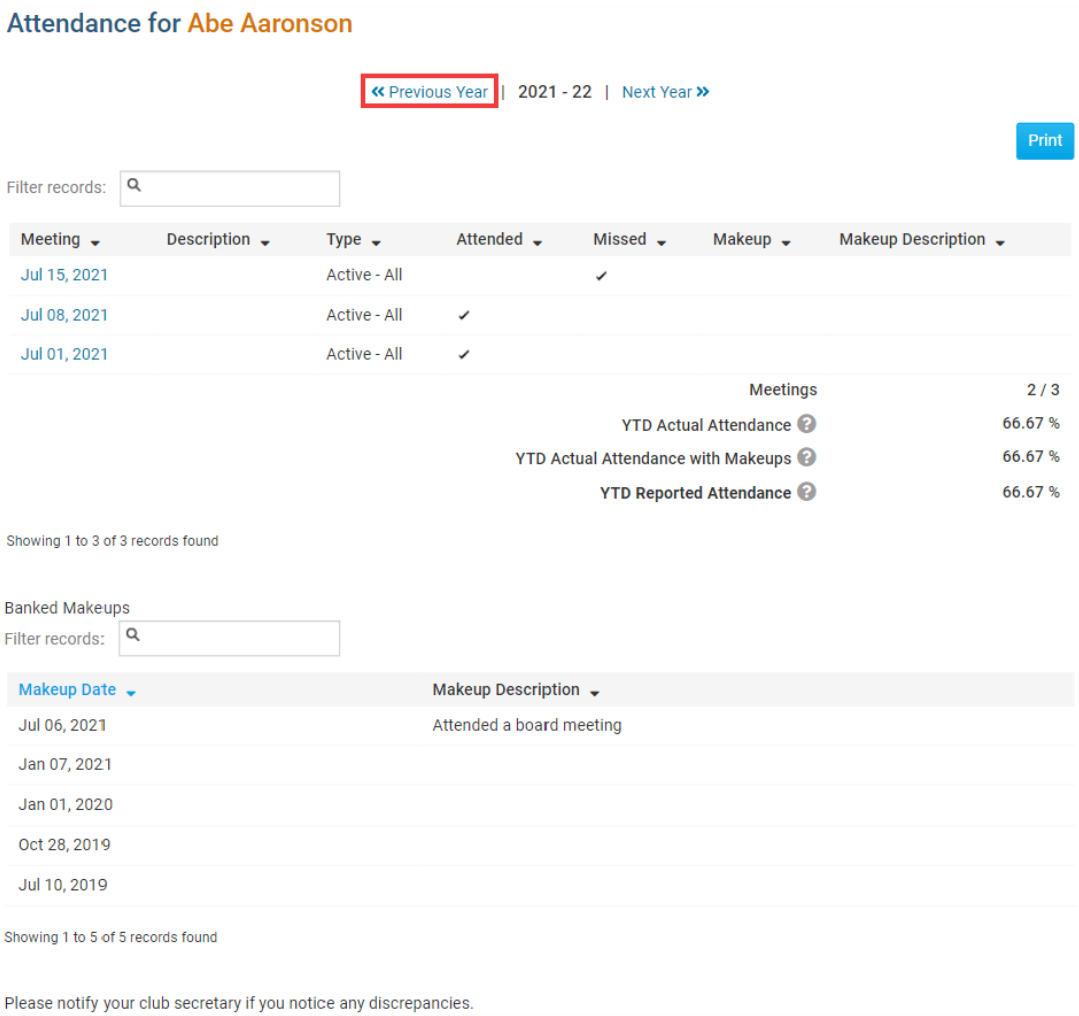
2. Along the top of the screen you will see several tabs. Click on the **My ClubRunner** tab.

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.



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



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 »

Print

Filter records:

Meeting	Description	Type	Attended	Missed	Makeup	Makeup Description
Jul 15, 2021		Active - All		✔		
Jul 08, 2021		Active - All	✔			
Jul 01, 2021		Active - All	✔			

Meetings	2 / 3
YTD Actual Attendance	66.67 %
YTD Actual Attendance with Makeups	66.67 %
YTD Reported Attendance	66.67 %

Showing 1 to 3 of 3 records found

Banked Makeups

Filter records:

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.