# ClubRunner

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## How do I input club attendance figures?

Zach W. - 2021-04-20 - Attendance

You have the option to enter and track your club's monthly attendance figure via your District Page.

- 1. First, login to your district website.
- 2. Next, click on the Attendance tab.
- 3. Now, click on the **Club Attendance** link.
- 4. You are now on the **Club Attendance** page, where you may view and edit the attendance reports from clubs in your district.

#### **Club Attendance**

	Send reminder to all club				
Club Name	Attendance Manager		Last Reminder	Last Reported	Action
Azure Metro	Secretary	Change	Never	Jul 2017	Input   Remind
Blue Village	Secretary	Change	Never	Never	Input   Remind

5. Click **Input** next to the desired club name in order to enter attendance specifics for that club.

#### **Club Attendance**

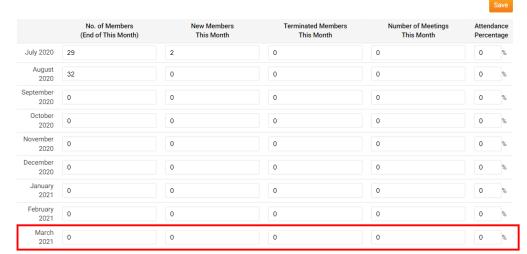
	Send reminder to all clubs					
Club Name	Attendance Manager		Last Reminder	Last Reported	Action	
Azure Metro	Secretary	Change	Never	Jul 2017	Input Remind	
Blue Village	Secretary	Change	Never	Never	Input   Remind	

6. You will see input boxes for several pieces of information: number of members and percentage of attendance. This will appear for each month so far in the year up until last month.

### Monthly Attendance of Azure Metro

Enter Previous Year Attendance

Please click save to submit your attendance data.



Save

### 7. Enter relevant attendance numbers and click **Save**.

### Monthly Attendance of Azure Metro

Enter Previous Year Attendance

Please click save to submit your attendance data.

No. of Members (End of This Month) Number of Meetings This Month New Members This Month Terminated Members This Month Attendance Percentage July 2020 29 August 2020 September 2020 October 2020 November 2020 December January 2021 February 2021 

