ClubRunner

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 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

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

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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

Please click save to submit your attendance data.

Save

	No. of Members (End of This Month)	New Members This Month	Terminated Members This Month	Number of Meetings This Month	Attendance Percentage	
July 2020	29	2	0	0	0	%
August 2020	32	0	0	0	0	%
September 2020	0	0	0	0	0	%
October 2020	0	0	0	0	0	%
November 2020	0	0	0	0	0	%
December 2020	0	0	0	0	0	%
January 2021	0	0	0	0	0	%
February 2021	0	0	0	0	0	%
March 2021	0	0	0	0	0	%

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.

Save

	No. of Members (End of This Month)	New Members This Month	Terminated Members This Month	Number of Meetings This Month	Attendance Percentage	
July 2020	29	2	0	0	0	%
August 2020	32	0	0	0	0	%
September 2020	0	0	0	0	0	%
October 2020	0	0	0	0	0	%
November 2020	0	0	0	0	0	%
December 2020	0	0	0	0	0	%
January 2021	0	0	0	0	0	%
February 2021	0	0	0	0	0	%
March 2021	0	0	0	0	0	%

Save