

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.

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

	No. of Members (End of This Month)	New Members This Month	Terminated Members This Month	Number of Meetings This Month	Attendance Percentage
July 2020	<input type="text" value="29"/>	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/> %
August 2020	<input type="text" value="32"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/> %
September 2020	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/> %
October 2020	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/> %
November 2020	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/> %
December 2020	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/> %
January 2021	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/> %
February 2021	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/> %
March 2021	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="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	<input type="text" value="29"/>	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/> %
August 2020	<input type="text" value="32"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/> %
September 2020	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/> %
October 2020	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/> %
November 2020	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/> %
December 2020	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/> %
January 2021	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/> %
February 2021	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/> %
March 2021	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/> %

Save