How do I input club attendance figures?

Zach W. - 2021-04-20 - Attendance

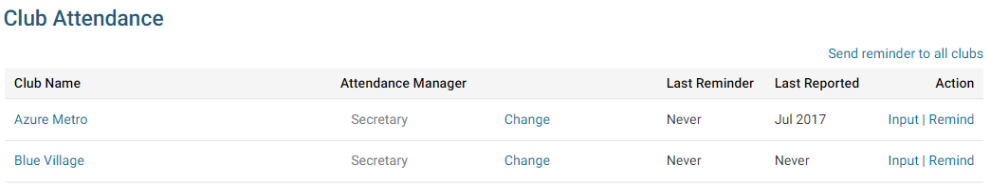
You have the option to enter and track your club's monthly attendance figure via your District Page.

1. First, login to your district website.

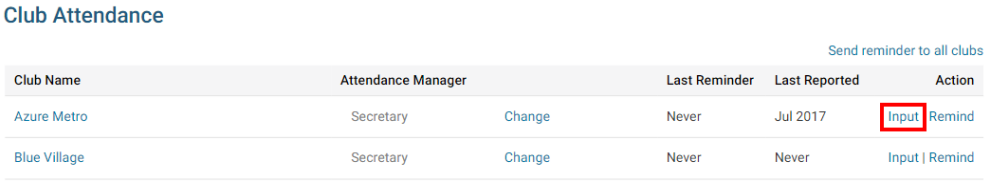
2. Next, click on the **Attendance** tab.

3. Now, click on the **Club Attendance** link.

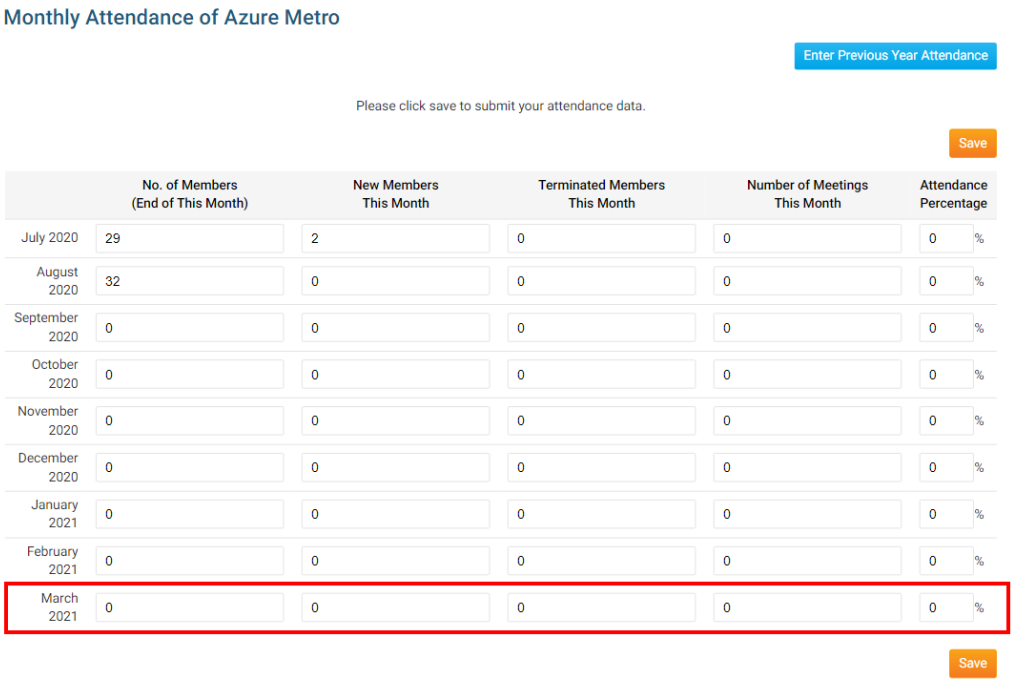
4. You are now on the **Club Attendance** page, where you may view and edit the attendance reports from clubs in your district.



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



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.



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

