

# 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 clubs](#)

Club Name	Attendance Manager		Last Reminder	Last Reported	Action
Azure Metro	Secretary	<a href="#">Change</a>	Never	Jul 2017	<a href="#">Input</a>   <a href="#">Remind</a>
Blue Village	Secretary	<a href="#">Change</a>	Never	Never	<a href="#">Input</a>   <a href="#">Remind</a>

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

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Blue Village	Secretary	<a href="#">Change</a>	Never	Never	<a href="#">Input</a>   <a href="#">Remind</a>

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**.

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[Save](#)

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[Save](#)