## ClubRunner

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## How do I print an attendance sheet or member list for attendance?

Zach W. - 2023-03-17 - Attendance

The Attendance module allows you to print member lists and attendance sheets to create a hard copy for your club files.

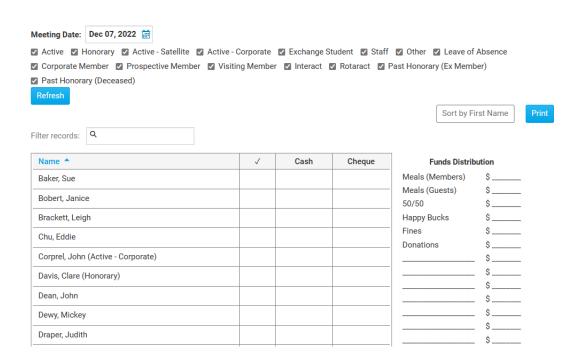
- To access Attendance, you must log in to your club website. At the top right of the screen, above the banner, you'll see the words **Member Login**. Click on this and enter your login details when prompted.
- 2. You have now been returned to your club homepage. Click on **Member Area**.
- 3. You are now on the homepage, where you will see a number of grey tabs near the top. Click on the **Attendance** tab.
- 4. Next, click on the **Meetings** link, on the blue menu bar.
- 5. On the left side of the screen, under the heading **Reports**, there are two different printable attendance sheets.
  - Print Member List/Attendance Sheet This is a detailed sheet which has
    columns for Cash and Check. It also has extra fields on the right for meals,
    50/50, happy bucks, fines, and more.
  - Print Member List (Simple Version) This is a basic attendance list. To save paper you could use this list.

Print Member List/Attendance Sheet

If you click on **Print Member List / Attendance Sheet**, you will see how the attendance sheet looks. It provides a list of active and honorary club members sorted in alphabetical order by last name.

- Meeting Date This allows you to pick the date of the meeting.
- Membership Types This will allow you to hide or show members which belong to different membership types. (Active, Honorary, Other, etc.)
- **Refresh** If you change the above fields, you will have to click refresh to reload the page to display the data.
- Sort by First Name This allows you to sort the list by first name.

• **Print** - This allows you to print the attendance sheet.



Print Member List (Simple Version)

If you click on Print **Member List (Simple Version)**, you will see how this attendance sheet looks. It provides a list of active and honorary club members sorted in alphabetical order by last name.

- Meeting Date This allows you to pick the date of the meeting.
- **Single Column/Double Column** This changes the list to a single or double column. It is recommended to use the double column to save paper.
- **Refresh** Refreshes the page to display the changes you selected from the options.
- **Membership Types** This will allow you to hide or show members which belong to different membership types. (Active, Honorary, Other, etc.)
- **Sort by First Name** This allows you to sort the list by first name.
- **Print** This allows you to print the attendance sheet.



## **Related Content**

• How do I report attendance for active and honorary members?