

ClubRunner

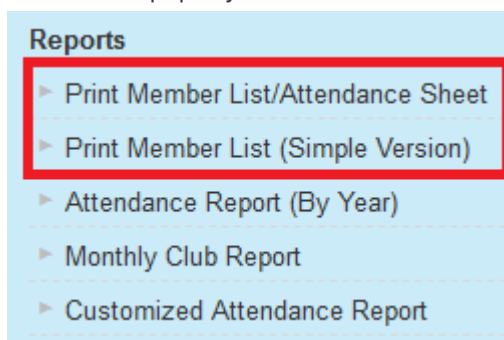
Help Articles > Club Help > Club - Administration Guide > Attendance > How do I print an attendance sheet or member list for attendance?

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

Zach W. - 2021-02-24 - Attendance

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

1. 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.

- **Active & Honorary** - This will hide or show the active and honorary members.
- **Other Users** - This will hide or show other users.
- **Refresh** - If you change the above fields, you would 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.

Meeting Date:  Active & Honorary Other Users

Filter records: <input type="text" value=""/>				Funds Distribution	
Name ▲	✓	Cash	Cheque		
Applegate, John				Meals (Members)	\$ _____
Baker, Sue				Meals (Guests)	\$ _____
Brackett, Leigh				50/50	\$ _____
Chu, Edward				Happy Bucks	\$ _____
D, Mickey				Fines	\$ _____
Davis, Clare (Honorary)				Donations	\$ _____
Dean, John				_____	\$ _____
Draper, Judith				_____	\$ _____
Jane, Mary				_____	\$ _____
Kornbluth, Cyril				_____	\$ _____
Kuang, Ni				_____	\$ _____
Moore, Catherine				_____	\$ _____
Pohl, Fred				_____	\$ _____
Smith, Jose					
Stapledon, Olaf				Grand Total:	\$ _____
Trout, Kilgore				Total Cash:	\$ _____
Woods, Zach				Total Cheques:	\$ _____
				Funds Collected:	\$ _____

				Signed:	

				Signed:	

Showing all 17 records

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 recommend to use the double column to save paper.
- **Refresh** - Refreshes the page to display the changes you selected from the options.
- **Active & Honorary** - This will hide or show the active and honorary members.
- **Other Users** - This will hide or show other users.
- **Sort by First Name** - This allows you to sort the list by first name.
- **Print** - This allows you to print the attendance sheet.

Meeting Date:  Single Column Double Column

[Refresh](#)

Active & Honorary Other Users

[Sort by First Name](#)

[Print](#)

Name	✓
Applegate, John	
Baker, Sue	
Brackett, Leigh	
Chu, Edward	
D, Mickey	
Davis, Clare (Honorary)	
Dean, John	
Draper, Judith	
Jane, Mary	
Kornbluth, Cyril	
Kuang, Ni	
Moore, Catherine	
Pohl, Fred	
Smith, Jose	
Stapledon, Olaf	
Trout, Kilgore	
Woods, Zach	
GUESTS:	