## ClubRunner

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How do I print out barcodes for the attendance?

Zach W. - 2024-01-11 - Barcode Module

In order for barcodes to appear in their correct format, the barcode font must be installed prior to this step.

- 1. Log in to the admin page on your ClubRunner website and click on the **Attendance** tab on the top menu bar. Next, click on **Manage Barcodes (Add-on)** link.
- 2. Click the **Refresh** button to update any changes to the Barcodes.
- 3. Click the **BarCodes.doc** to download the barcode document.
- 4. **Open** or **Save** the document to your computer.

**Note:** The Barcode file is formatted to fit on the <u>Avery 8160 label template</u>.

**Related Content** 

• How do I view barcodes in ClubRunner?