ClubRunner

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How do I report attendance for active and honorary members?

Zach W. - 2022-03-25 - Attendance

The **Attendance** module for ClubRunner can track meeting attendance information for both active and honorary club members.

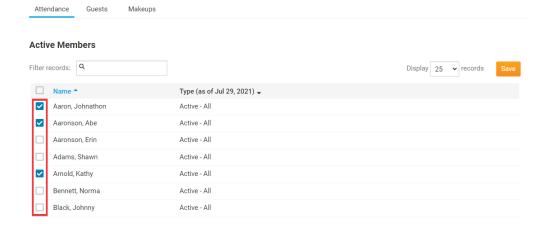
- 1. To access Attendance, you must log in to your club website. At the top right of the screen you'll see the words **Member Login**. Click on this and enter your login details when prompted.
- 2. You have now been returned to your club homepage. Click on Member Area.
- 3. You are now on the homepage, where you will see a number of tabs. Click on the Attendance tab.
- 4. Next, click on the **Meetings** link.
- 5. You will now see a list of all your current year meetings. Click on the **Meeting Date** for the meeting you would like to populate with attendance information.

Meetings

Member Count Members Present Count Never Jul 29, 2021 92 3 3.26 % Jul 22, 2021 92 3 1 95 3 1 88 92.63 % 92.63 % Close | Delete 85 Jul 08, 2021 93 94 81 82 87.23 % 88 56.22 %

« Previous Year | 2021 - 22 | Next Year »

The meeting details page should now open. To indicate that active members participated in the meeting, scroll down and under the **Active Members** section select the checkboxes of all the members that attended.



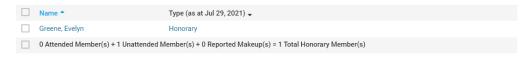
7. To indicate that honorary members participated in the meeting scroll all the way down the page and under the **Honorary Members** section select the checkboxes of all honorary members that attended.

Name ↑ Type (as at Jul 29, 2021) ↓ Greene, Evelyn Honorary 0 Attended Member(s) + 1 Unattended Member(s) + 0 Reported Makeup(s) = 1 Total Honorary Member(s)

8. When you done, click Save.

Honorary Members

Honorary Members





Related Content

- VIDEO: Attendance + Dues and Billing
- How do I print an attendance sheet or member list for attendance?