ClubRunner

How do I report attendance for active and honorary members?

Zach W. - 2025-10-02 - Attendance

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

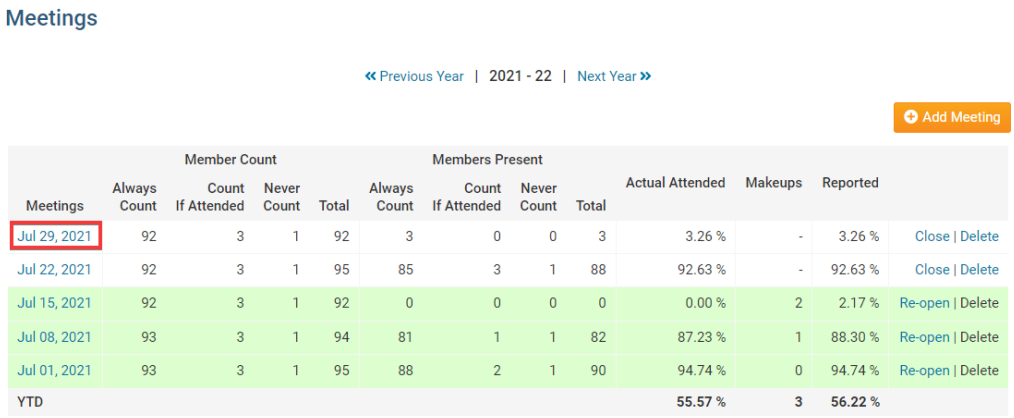
1. To access Attendance, you must log in to your club website. At the top right of the screen you'll see the words **Member Login**. Click on this and enter your login details when prompted.

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.

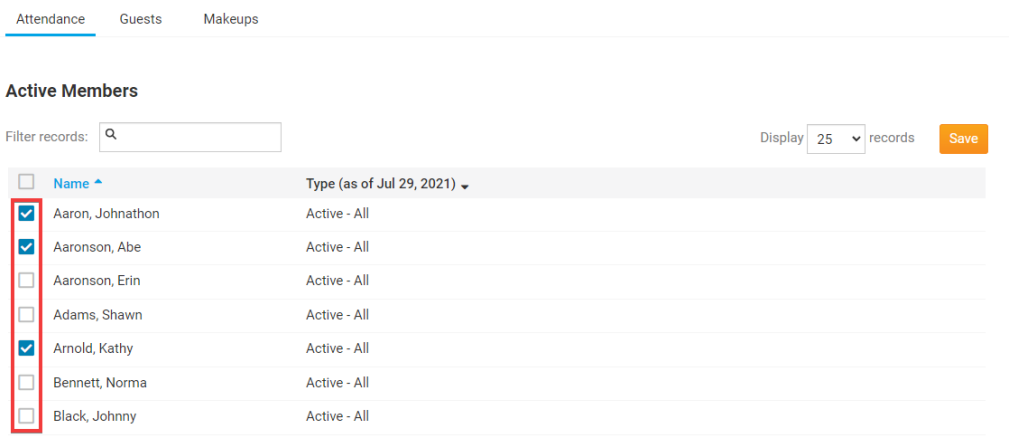
4. Next, click on the **Meetings** link.

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.

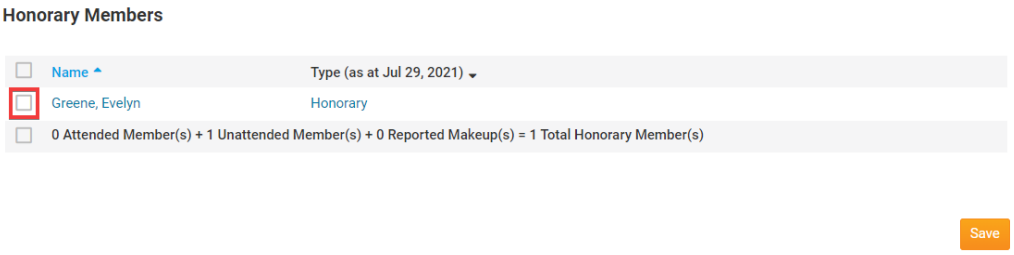


	Member Count				Members Present							
Meetings	Always Count	Count If Attended	Never Count	Total	Always Count	Count If Attended	Never Count	Total	Actual Attended	Makeups	Reported	
Jul 29, 2021	92	3	1	92	3	0	0	3	3.26 %	-	3.26 %	Close | Delete
Jul 22, 2021	92	3	1	95	85	3	1	88	92.63 %	-	92.63 %	Close | Delete
Jul 15, 2021	92	3	1	92	0	0	0	0	0.00 %	2	2.17 %	Re-open | Delete
Jul 08, 2021	93	3	1	94	81	1	1	82	87.23 %	1	88.30 %	Re-open | Delete
Jul 01, 2021	93	3	1	95	88	2	1	90	94.74 %	0	94.74 %	Re-open | Delete
YTD									**55.57 %**	**3**	**56.22 %**	

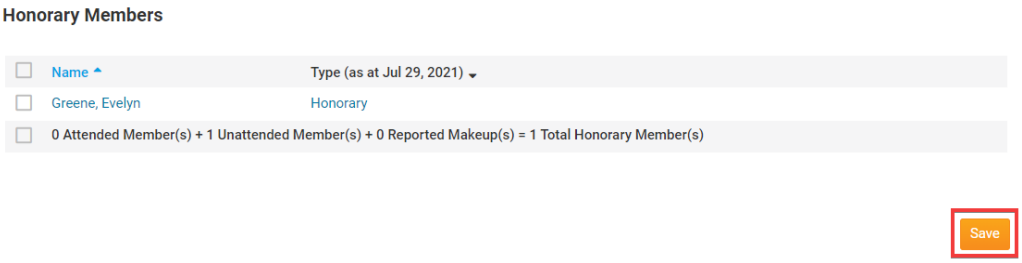
6. The meeting details page should now open. To indicate that active members participated in the meeting, scroll down and under the **Active Members** section select the checkboxes of all the members that attended.



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.



8. When you done, click **Save.**



Related Content

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