

# ClubRunner

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## How do I report attendance for guests?

Zach W. - 2021-02-24 - [Attendance](#)

In addition to tracking active and honorary members' attendance, the **Attendance** module can also keep track of club guests.

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 are now on the **Meetings** page, where you will view a list of all your current year meetings. To add attendance for a guest, click on the **Meeting Date** of the relevant meeting.

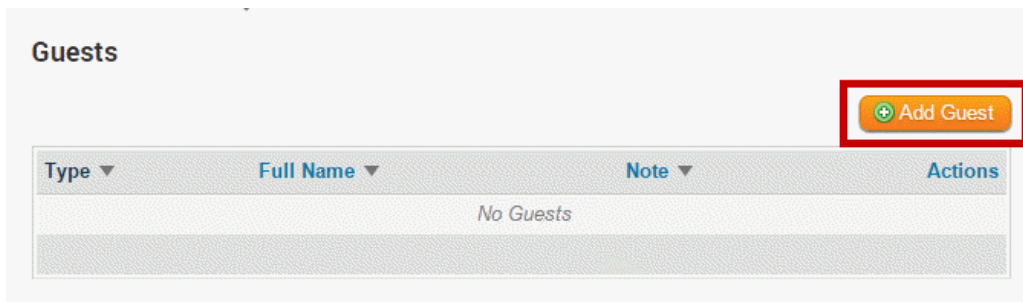
Meetings	Member Count				Members Present				Actual Attended	Makeups	Reported	
	Always Count	Count If Attended	Never Count	Total	Always Count	Count If Attended	Never Count	Total				
Jan 08, 2015	12	0	0	12	0	0	0	0	0.00 %	0	0.00 %	Close   Delete
Nov 10, 2014	3	0	0	3	3	0	0	3	100.00 %	0	100.00 %	Close   Delete

6. Now, scroll down. Above the **Active Members** heading you will see three tabs. Click on the **Guests** tab to add a guest.

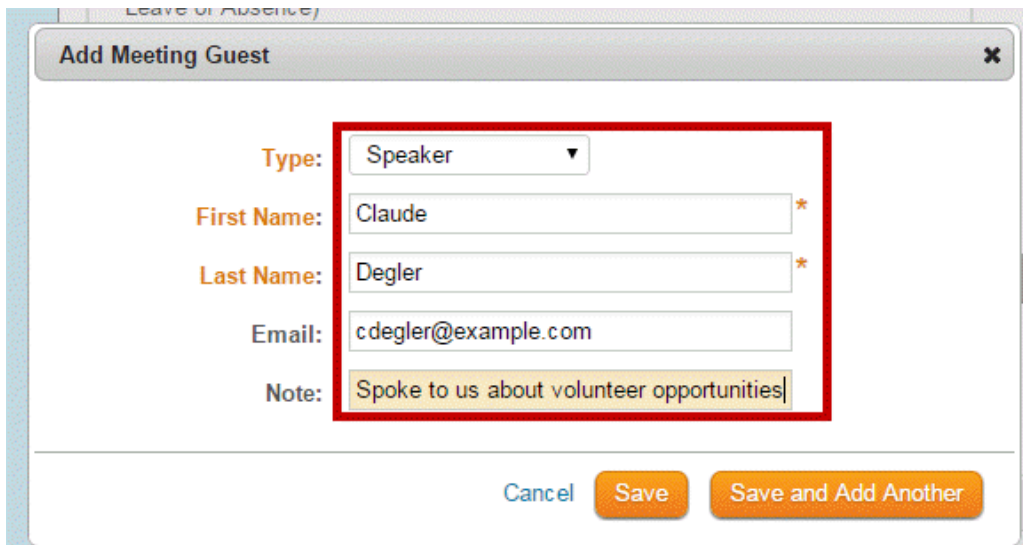
The screenshot shows the 'Active Members' section of the ClubRunner interface. At the top, there are three tabs: 'Attendance', 'Guests', and 'Makeups'. The 'Guests' tab is highlighted with a red box. Below the tabs, the heading 'Active Members' is displayed. Underneath the heading, there is a search bar with a magnifying glass icon and a 'Show' dropdown menu set to '25' entries, followed by a 'Save' button. Below the search bar, there is a table with the following columns: 'Name' (with an upward arrow) and 'Type (as of Jan 08, 2015)' (with a downward arrow). The table contains three rows of data:

Name ▲	Type (as of Jan 08, 2015) ▼
<input type="checkbox"/> Baker, Sue	Regular - Active
<input type="checkbox"/> Barnes, Bill	Regular - Active
<input type="checkbox"/> Jackson, Eva	Regular - Active

7. On the next screen, click the **Add Guest** button.



8. Use the pop-up window that appears to fill in details of the guest. The **Type** field allows you to set whether the guest is a member of another Rotary club, the guest of a member, or a speaker from outside the club.



9. Click **Cancel** to discard the guest details, or **Save** to keep them. Click **Save and Add Another** if you need to add an additional guest.

