

# ClubRunner

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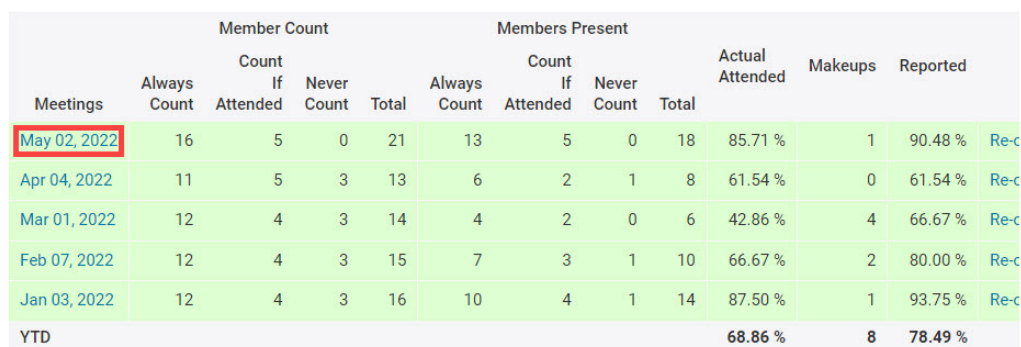
## How do I report attendance for guests?

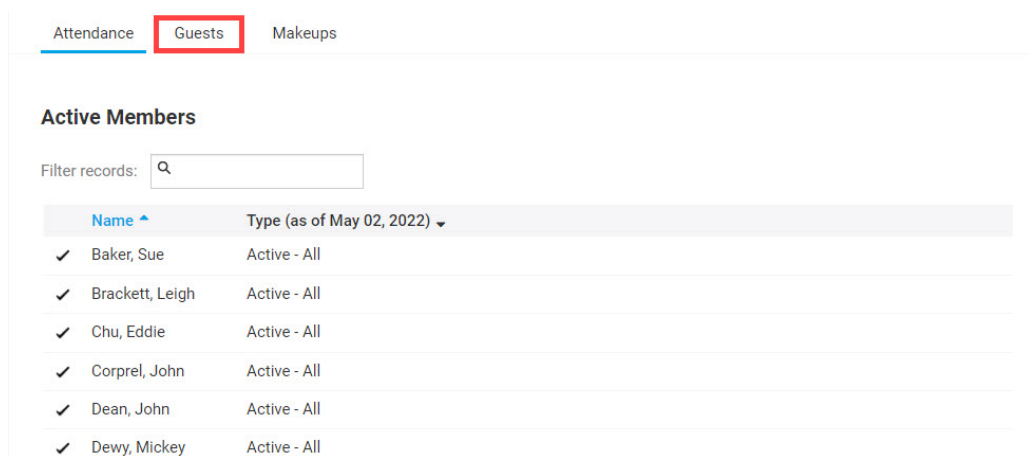
Zach W. - 2022-12-07 - [Attendance](#)

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				
May 02, 2022	16	5	0	21	13	5	0	18	85.71 %	1	90.48 %	Re-c
Apr 04, 2022	11	5	3	13	6	2	1	8	61.54 %	0	61.54 %	Re-c
Mar 01, 2022	12	4	3	14	4	2	0	6	42.86 %	4	66.67 %	Re-c
Feb 07, 2022	12	4	3	15	7	3	1	10	66.67 %	2	80.00 %	Re-c
Jan 03, 2022	12	4	3	16	10	4	1	14	87.50 %	1	93.75 %	Re-c
YTD									68.86 %	8	78.49 %	

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



Attendance **Guests** Makeups

### Active Members

Filter records:

Name ^	Type (as of May 02, 2022) v
<input checked="" type="checkbox"/> Baker, Sue	Active - All
<input checked="" type="checkbox"/> Brackett, Leigh	Active - All
<input checked="" type="checkbox"/> Chu, Eddie	Active - All
<input checked="" type="checkbox"/> Corprel, John	Active - All
<input checked="" type="checkbox"/> Dean, John	Active - All
<input checked="" type="checkbox"/> Dewy, Mickey	Active - All

- 8.

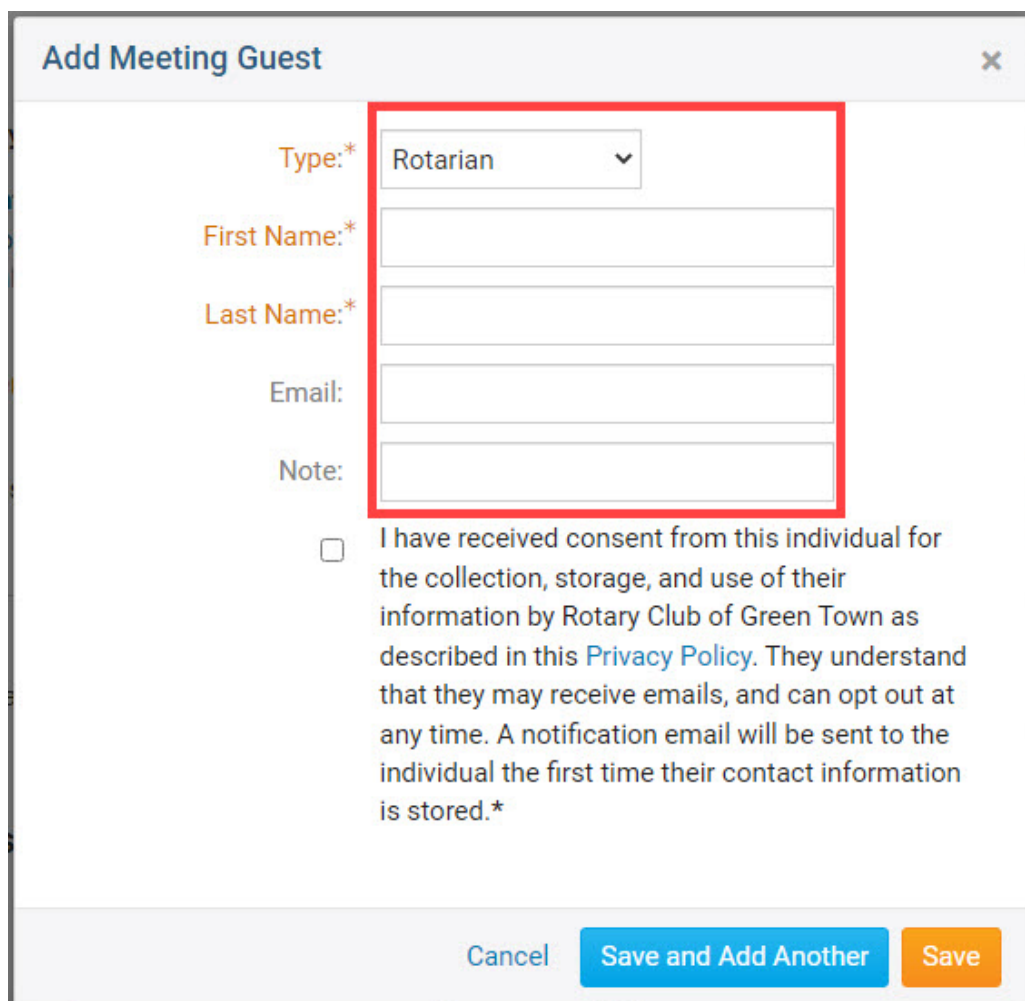
9. On the next screen, click the **Add Guest** button.

Attendance   Guests   Makeups

## Guests

 Add Guest

10. 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.



The image shows a pop-up window titled "Add Meeting Guest" with a close button (X) in the top right corner. The form contains the following fields:

- Type:\***: A dropdown menu with "Rotarian" selected.
- First Name:\***: A text input field.
- Last Name:\***: A text input field.
- Email:**: A text input field.
- Note:**: A text input field.

Below the form is a checkbox with the following text: "I have received consent from this individual for the collection, storage, and use of their information by Rotary Club of Green Town as described in this [Privacy Policy](#). They understand that they may receive emails, and can opt out at any time. A notification email will be sent to the individual the first time their contact information is stored.\*"

At the bottom of the window are three buttons: "Cancel", "Save and Add Another", and "Save".

11. 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.

### Add Meeting Guest ✕

Type:\* Rotarian ▼

First Name:\* John

Last Name:\* Wick

Email: john.wick@gmail.com

Note: John is interested in volunteer oppo

I have received consent from this individual for the collection, storage, and use of their information by Rotary Club of Green Town as described in this [Privacy Policy](#). They understand that they may receive emails, and can opt out at any time. A notification email will be sent to the individual the first time their contact information is stored.\*

Cancel Save and Add Another Save

12. Upon adding the meeting guest, there will be a final confirmation check you need to sign off on. Note that if an email address has been entered, the Guest will be notified they have been added as a Guest Contact to the club's database.

## Add Meeting Guest



Type:\* Rotarian

First Name:\* John

Last Name:\* Wick

Email: john@wick.com

Note:

I have received consent from this individual for the collection, storage, and use of their information by Team Sandbox 1 as described in this [Privacy Policy](#). They understand that they may receive emails, and can opt out at any time. A notification email will be sent to the individual the first time their contact information is stored.\*

Cancel

Save and Add Another

Save