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.

6.

8.

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.

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	
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 %	

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

Att	endance Guests	Makeups
Act	ive Members	
Filter	r records: Q	
	Name 📤	Type (as of May 02, 2022) 🗸
1	Baker, Sue	Active - All
1	Brackett, Leigh	Active - All
~	Chu, Eddie	Active - All
1	Corprel, John	Active - All
1	Dean, John	Active - All
1	Dewy, Mickey	Active - All

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 cub, the guest of a member, or a speaker from outside the club.

Add Meeting Guest		×
Туре:*	Rotarian 🗸	
First Name:*		
Last Name:*		
Email:		
Note:		
	I have received consent from this individu the collection, storage, and use of their information by Rotary Club of Green Tow described in this Privacy Policy. They und that they may receive emails, and can op any time. A notification email will be sent individual the first time their contact infor is stored.*	ual for n as lerstand t out at t to the rmation
	Cancel Save and Add Another	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		×
Туре:*	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.*	t I
	Cancel Save and Add Another Sav	/e

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		×
Туре:*	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 Sav	/e