ClubRunner

# How do I report scanned barcodes for a meeting?

Zach W. - 2021-02-24 - Barcode Module

1. Within ClubRunner's **Member Area**, click the **Attendance** tab on the top menu bar, then click on **Meetings**.

2. Click the **Date** of the meeting you wish to apply the barcodes to.

3. Under the area called **Load Bar Codes**, click on the **Select Files** button.
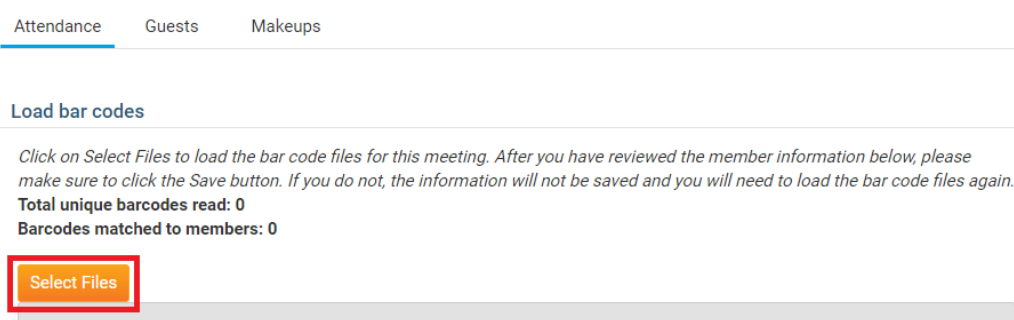
4. Select the file from the Barcode Scanner or computer and click the **Open** Button.
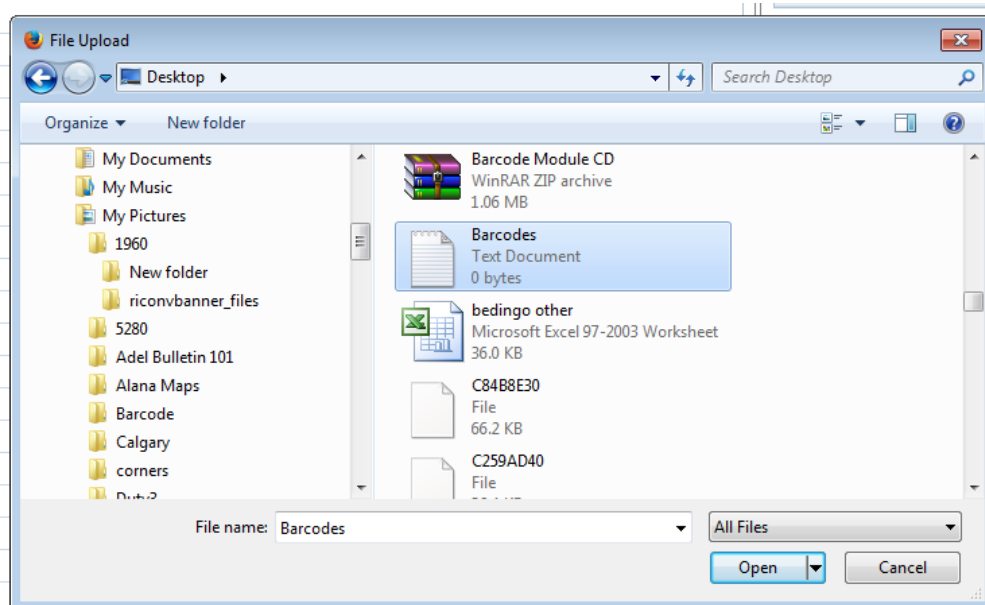
5. Once the file has loaded up and the name on the list are checked off, click the **Save** button to finalize the attendance totals.

   Note: If a member's badge number recorded by the Barcode Scanner does not match the badge number listed in a member's profile, their names will not be checked off as attended.

   Ensure that any remaining attendance data has been uploaded to ClubRunner before updating a

member's badge number.

Attendance   Guests   Makeups

Active Members

Filter records: [   ]   **Save**

	Name ▲	Type (as of Nov 18, 2017) ▾
☑	Applegate, John	Active - All
☑	Baker, Sue	Active - All
☑	Brackett, Leigh	Rule of 85 Members Jul 16, 2015
☐	Chu, Edward	Leave of Absence Nov 01, 2017 - Jan 01, 2018
☑	D, Mickey	Active - All
☑	Dean, John	Active - All