

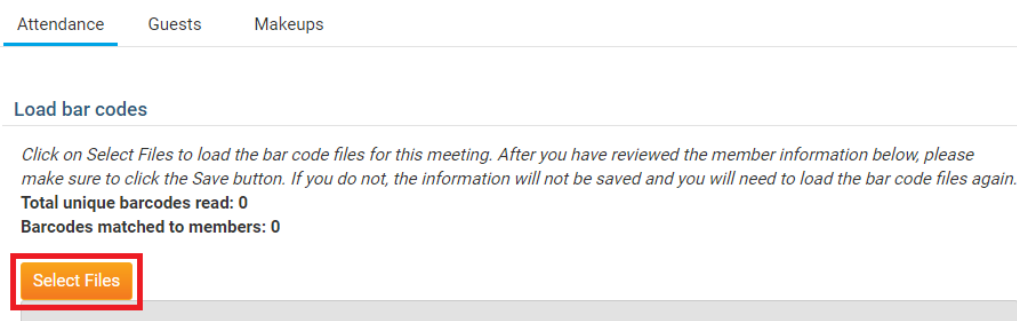
# ClubRunner

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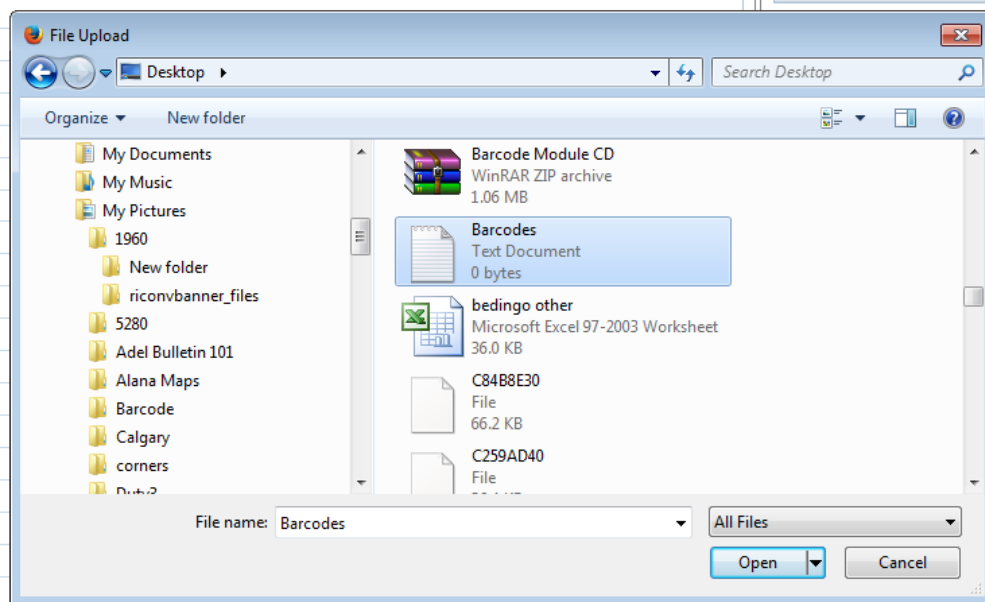
## How do I report scanned barcodes for a meeting?

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

<input type="checkbox"/>	Name ^	Type (as of Nov 18, 2017) v
<input checked="" type="checkbox"/>	Applegate, John	Active - All
<input checked="" type="checkbox"/>	Baker, Sue	Active - All
<input checked="" type="checkbox"/>	Brackett, Leigh	Rule of 85 Members Jul 16, 2015
<input type="checkbox"/>	Chu, Edward	Leave of Absence Nov 01, 2017 - Jan 01, 2018
<input checked="" type="checkbox"/>	D, Mickey	Active - All
<input checked="" type="checkbox"/>	Dean, John	Active - All