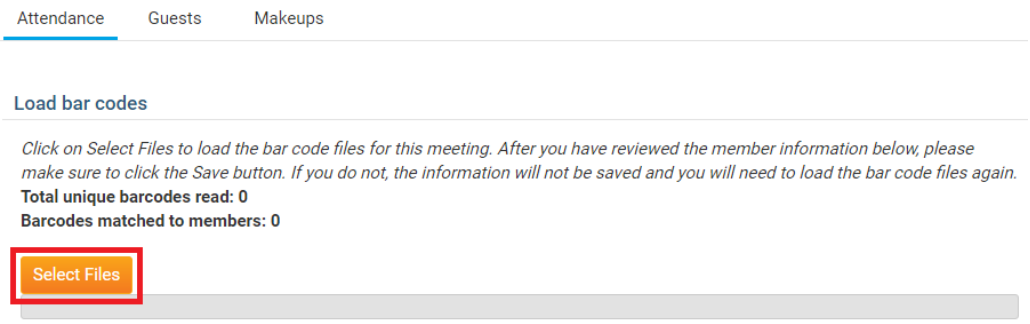
# How do I report scanned barcodes for a meeting?

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

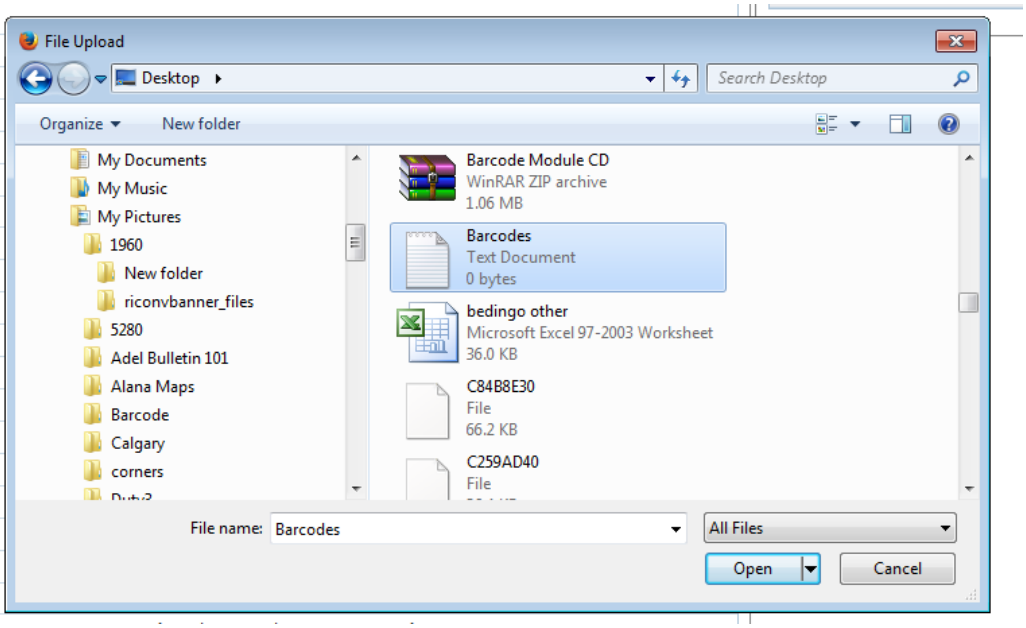
1. Within ClubRunner's **Member Area**, click the **Attendance** tab on the top menu bar, then click on **Meetings**.

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.

