

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.

Attendance Guests Makeups

Load bar codes

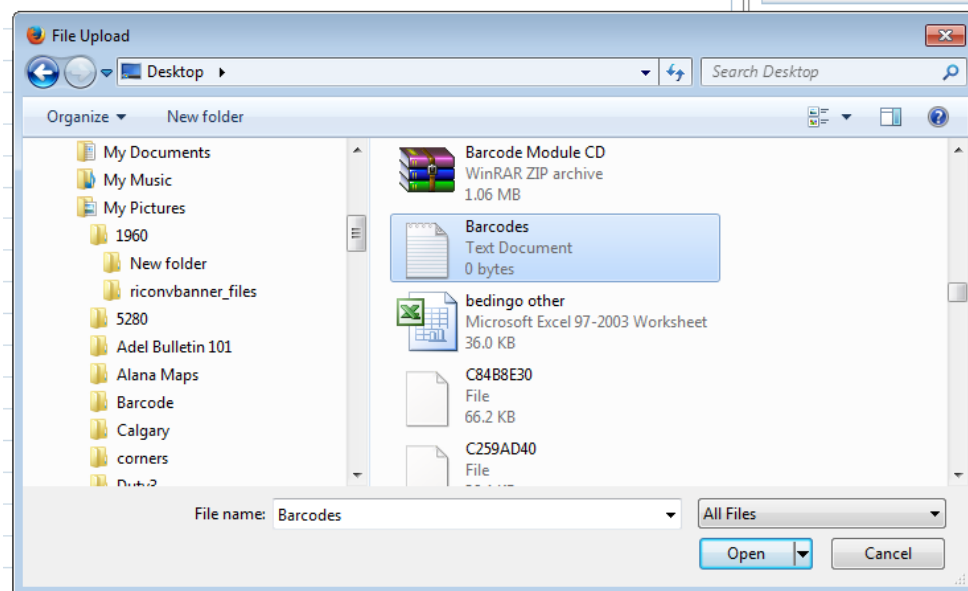
Click on Select Files to load the bar code files for this meeting. After you have reviewed the member information below, please make sure to click the Save button. If you do not, the information will not be saved and you will need to load the bar code files again.

Total unique barcodes read: 0

Barcodes matched to members: 0

Select Files

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