## ClubRunner

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## How do I view a monthly club report?

Zach W. - 2022-12-13 - Attendance

With the Attendance module, you can create a monthly list of attendance totals for closed meetings. You can also print a hard copy of this data.

- To access the Attendance module, 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 **Dashboard** link.
- On the left side of the screen, under the heading Reports, click on Monthly Club Report.
- 6. You are brought to a page displaying a monthly club attendance report for meetings.

« Previous Year   2021 - 22   Next Year »												
							Print	Export				
Month	Total Members at End of Month (Incl. Honorary)	Total Members Reported (Not Incl. Honorary)	New Members	Terminated	Closed Meetings	Gain/Loss	YTD Gain/Loss	MTD %				
07 21	36	35	3	0	1	3	3	100.00				
08 21	36	35	0	0	0	0	3	0.00 %				
09 21	38	37	4	2	0	2	5	0.00 %				
10 21	38	37	0	0	0	0	5	0.00 %				
11 21	38	37	0	0	2	0	5	84.21 %				

7. To print this list out, click on the **Print** button on the right side. Alternatively, click on **Export** to download a CSV version of this report.

## « Previous Year | 2021 - 22 | Next Year »

Print Export

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09 21	38	37	4	2	0	2	5	0.00 %
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