

# ClubRunner

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## How do I view a monthly club report?

Zach W. - 2021-02-24 - 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.

1. 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.
5. 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.

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Print

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 16	59	57	1	1	3	0	0	71.04 %
08 16	59	57	0	0	4	0	0	77.11 %
09 16	59	57	0	0	0	0	0	0.00 %

7. To print this list out, click on the **Print** button on the right side.



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