ClubRunner

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.

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.

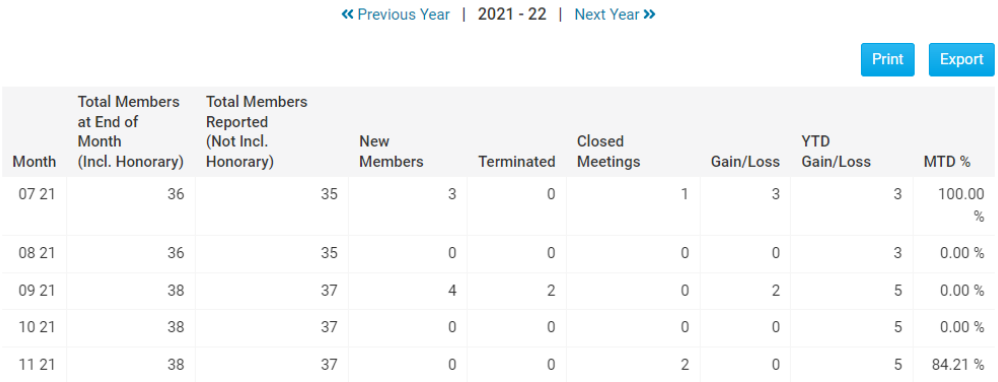
2. You have now been returned to your club homepage. Click on **Member Area**.

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.



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.

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Print Export

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