

ClubRunner

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[NOVA] How do I customize attendance rules?

Michael M. - 2026-06-09 - [Attendance](#)

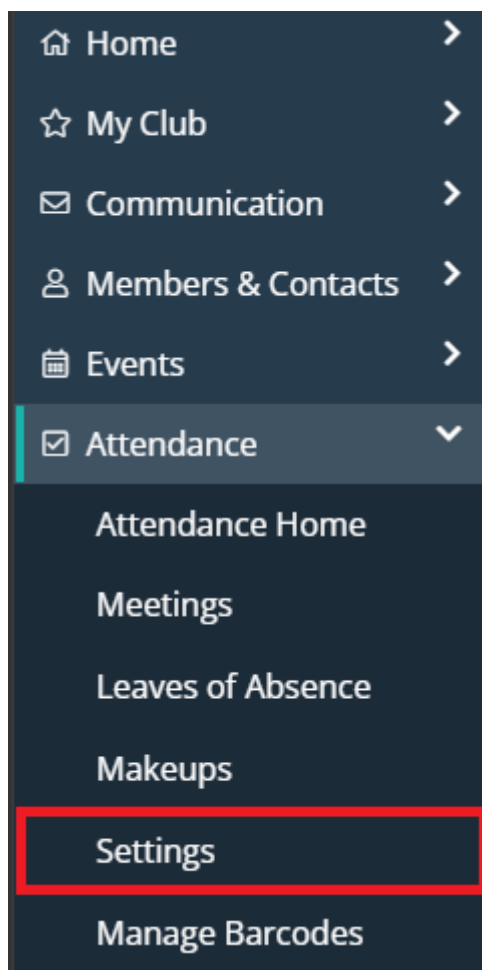
In ClubRunner you have the ability to choose how attendance for particular members should be recorded in the overall count of a meeting, as well as how makeups may be applied.

This support article will show you how to edit the various settings for the Attendance module.

Note

Any changes made to these rules apply only to Open Meetings.

1. Log in to your account through your club homepage, then click on **Member Area** on the top right-hand corner under your club banner. [Alternatively, click here to go directly to the ClubRunner login page.](#)
2. In the left-hand menu navigation, click the arrow beside **Attendance** and then click **Settings**.



3. The first option you'll see is to edit the Makeup Eligibility Window. This allows the club to set how many

days before and after a meeting that a makeup can be assigned. If a makeup was done outside of this range, then it would not be able to be applied to meetings in the range.

You can change the number of days before or after the meeting date to allow makeups. If you click the checkbox option "Limit makeup eligibility to the Rotary year it was reported for" then the makeups will only be valid for the current Rotary year. Click **Save Changes** when finished.

Makeup Eligibility Window

Rotary International standard Club Bylaws set the makeup window to 14 days before or after the meeting date. If your club has amended its Club Bylaws to increase the makeup window you may modify it below.

Number of days before or after a meeting that a makeup can be assigned.

Maximum value is 366 days, which allows a makeup to be eligible for up to one year before or after a meeting.

Limit makeup eligibility to the Rotary year it was reported for.

When enabled, this setting works with the makeup eligibility window to prevent a makeup from being applied outside of the Rotary year it was reported for. [?](#)

[Save Changes](#)

Note

Rotary International standard Club Bylaws set the makeup window to 14 days before or after the meeting date. If your club has amended its Club Bylaws to increase the makeup window you may modify it.

- Below, you have the option to edit your club's attendance rules for Active, Honorary, and Exempted/Excused members, as well as members on Leaves of Absence. To modify the attendance rules for each type, click **Edit** in the right-hand Actions column.

Membership Types

NAME	ALWAYS COUNT	COUNT IF ATTENDED	NEVER COUNT	ACTIONS
Active - All	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit Restore Defaults
Honorary	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit Restore Defaults

- On the following page, choose from one of the following options and click **Save**.

Rule Properties

Name:* Active - All
Rule: Always Count Count If Attended Never Count

Cancel [Save](#)

- Always Count - These members will always show and be counted for attendance.
- Count if Attended - These members will show on the attended list but will not affect membership totals if a meeting is missed.
- Never Count - These members are not part of attendance or counted for attendance.

- To restore the rules settings to their default options, click **Restore Defaults** under the Actions column.
- The Exempted/Excused Status section has additional options, and can be used to create a curated list of members with specialized attendance rules. To assign members to a rule, click on the **Members** link next to the given rule.

Exempted/Excused Status*

NAME	ALWAYS COUNT	COUNT IF ATTENDED	NEVER COUNT	ACTIONS
Excused Members		✓		Members Edit Delete
Rule of 85 - Exempt			✓	Members Edit Delete

*The above status rules will override the Membership Types rule. This does not apply to Honorary members.

8. Click the **Add Member** button if you wish to assign a single member to a given rule, or **Add Multiple Members** if you wish to add more than one.

Members for Excused Members

+ Add Multiple Members + Add Member

LAST NAME ▾	FIRST NAME ▲	EFFECTIVE DATE	ACTIONS
Huckabe	Cad	Mar. 18, 2023	Edit Remove
Pryn	Celesta	Nov. 13, 2024	Edit Remove

9. Select the member(s) to whom you wish the setting to apply to using the dropdown menu, and then select the date on which the excuse or exemption is in force. Click **Save** when finished.

Select Member

Select Member *

Tulloch, Marina ▾

Effective Date *

Jun 01, 2026 📅

Cancel

Save