ClubRunner

Reporting your monthly attendance on the District Site

Mickey D. - 2021-03-31 - Attendance

If you are a club executive, you have the ability to report your club's monthly attendance through the district site as well as through your club site.

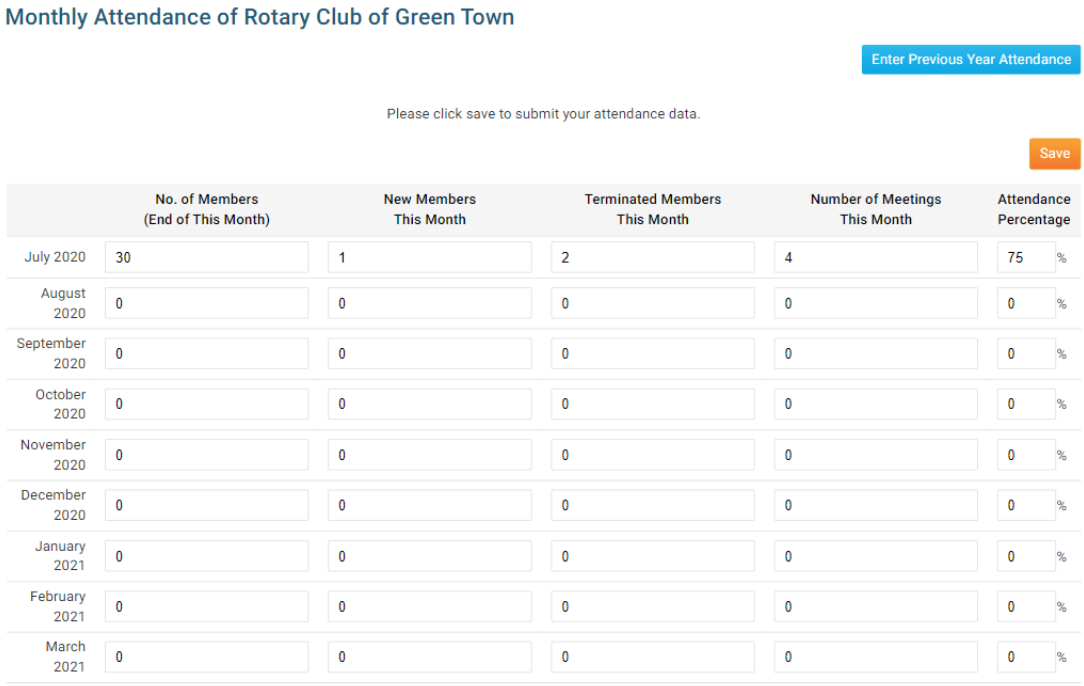
1. To report club attendance, you must first log in to your district website. Click **Member Login** at the top right and enter your details.

2. You are now logged in. To access the District Administration page, click on **Member Area** on the top right.

3. On the District Administration page, click on the **For Clubs** tab on the grey bar near the top.

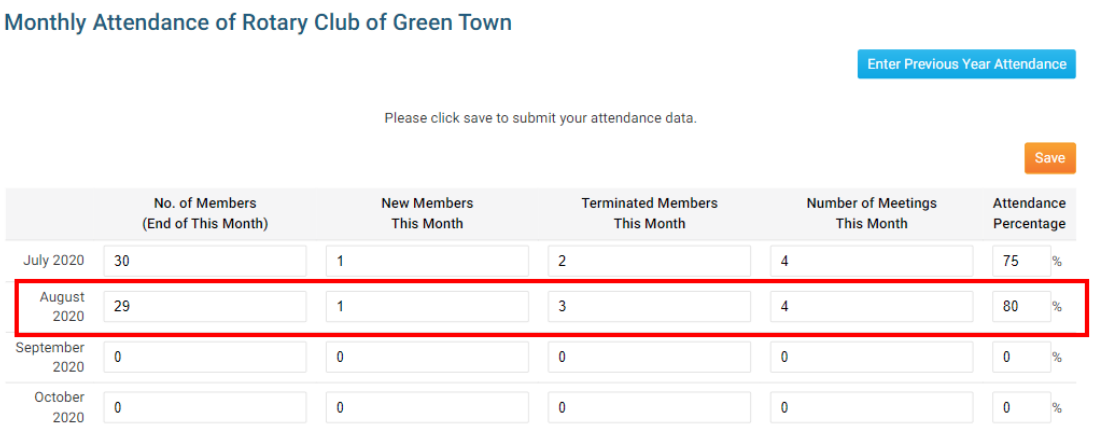
4. Now, select the **Club Attendance Report** link.

5. You are now on the **Monthly Attendance** page for your Rotary Club. Here, you can make your attendance report.

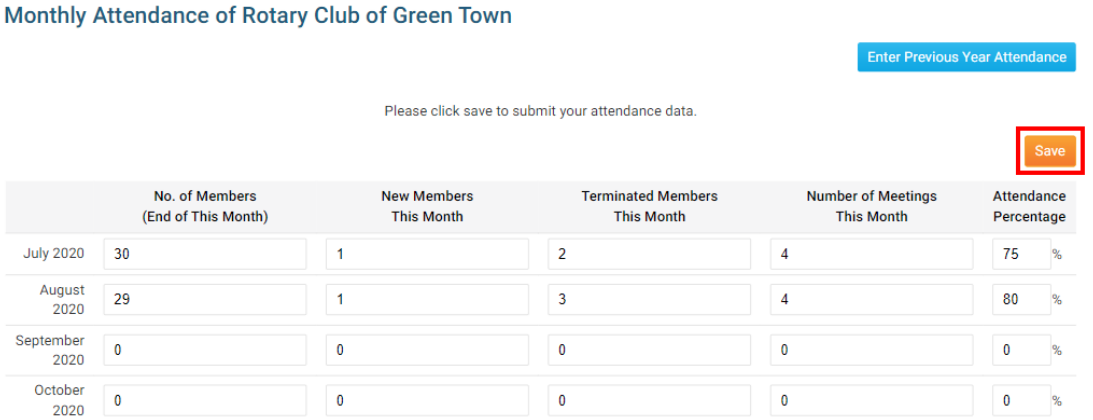


	No. of Members (End of This Month)	New Members This Month	Terminated Members This Month	Number of Meetings This Month	Attendance Percentage
July 2020	30	1	2	4	75 %
August 2020	0	0	0	0	0 %
September 2020	0	0	0	0	0 %
October 2020	0	0	0	0	0 %
November 2020	0	0	0	0	0 %
December 2020	0	0	0	0	0 %
January 2021	0	0	0	0	0 %
February 2021	0	0	0	0	0 %
March 2021	0	0	0	0	0 %

6. First, enter the number of members who attended meetings by the end of a given month in the field provided. Then, enter **New Members this Month**, **Terminated Members this Month**, the **Number of Meetings this Month** and the **Attendance Percentage**.



7. When you are finished entering your attendance data, click **Save.** Your report is filed with the district.



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