

# ClubRunner

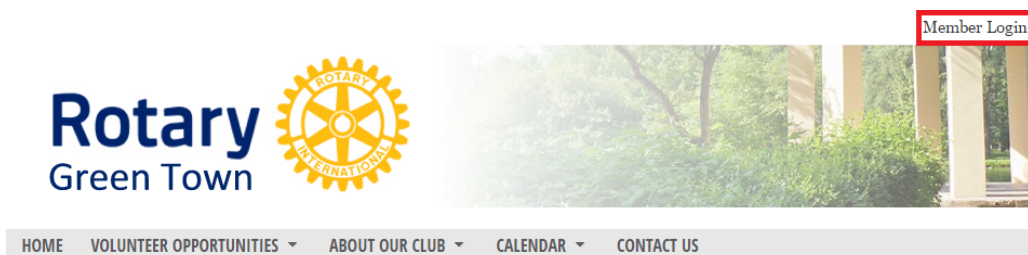
[Help Articles](#) > [Club Help](#) > [Club - Administration Guide](#) > [Reports](#) > [What is the club activity report?](#)

## What is the club activity report?

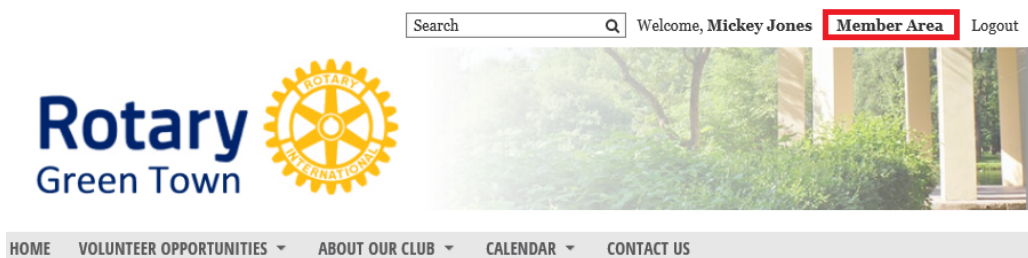
Michael C. - 2021-02-25 - [Reports](#)

The **Club Activity** report displays the Club's member's activity in the Club. It display the member's information, participation points, attendance, volunteering, events, and more. Member earn participation points based on how active they are in the Club. If the member is a club officer, belongs to a committee, has good attendance, attends events, volunteers, and more these all earn points. This report displays all of these and totals them up. To learn more about this report please follow the steps below:

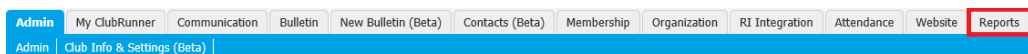
1. Please login to ClubRunner by going to the Club's website and click on the link near the top right called **Member Login**.



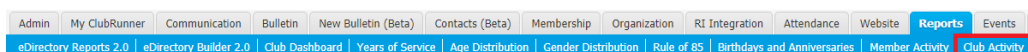
2. After you login, please click **Member Area** near the top right.



3. On the grey menu bar, near the top click **Reports**.



4. On the blue menu bar click **Club Activity**.



5. This takes you to the **Club Activity** report. By default it displays the current year. You can change this by the options:

- **Since Created** - This pulls all of the data since the club was created in ClubRunner.
- **By Year** - You can select which year you would like to see.
- **Date Range** - You can put a custom date range in to find pin point information.
- **Print** - This lets you print the report.
- **Refresh** - This refreshes the page to display the options you selected.

Club Activity Report for **Green Town**

Since Created
  By Year
 2017-18

Date Range
  To

6. The first part of the report displays the following:

- **Membership Overview** - Displays the Club's name, chartered date, how many members at the start of the year and end, number of new members, and number of terminated members.
- **Total Participation Points** - This is the total points the members earned this year so far. To learn more about Participation Points please read the article called [Where Can I View or Change Participation Points?](#)
- **Comparison to Last Year** - This is how many points the members had last year.
- **Summary** - Displays the average attendance, average age, and total events.

<p><b>Membership Overview</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Club Name (ID)</td><td>Green Town (1234)</td></tr> <tr><td>Club Chartered</td><td>Nov 13, 2012 (4 years, 11 months)</td></tr> <tr><td>Members (Start)</td><td>16 Active, 1 Honorary</td></tr> <tr><td>Members (End)</td><td>16 Active, 1 Honorary</td></tr> <tr><td>New members</td><td>1</td></tr> <tr><td>Terminated members</td><td>0</td></tr> </table>	Club Name (ID)	Green Town (1234)	Club Chartered	Nov 13, 2012 (4 years, 11 months)	Members (Start)	16 Active, 1 Honorary	Members (End)	16 Active, 1 Honorary	New members	1	Terminated members	0	<p><b>Total Participation Points</b></p> <p style="font-size: 24pt; text-align: center;">238 <span style="color: green; font-size: 24pt;">↑</span></p> <p style="font-size: 10pt; text-align: center;">Jul 01, 2017 - Oct 24, 2017</p>	<p><b>Comparison to Last Year</b></p> <p style="font-size: 24pt; text-align: center;">101</p> <p style="font-size: 10pt; text-align: center;">Jul 01, 2016 - Oct 24, 2016</p>
Club Name (ID)	Green Town (1234)													
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<p><b>Summary</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Average Attendance</td><td style="text-align: right;">77.06%</td></tr> <tr><td>Average Age (Median Age)</td><td style="text-align: right;">50 (47)</td></tr> <tr><td>Total Events</td><td style="text-align: right;">3</td></tr> </table>			Average Attendance	77.06%	Average Age (Median Age)	50 (47)	Total Events	3						
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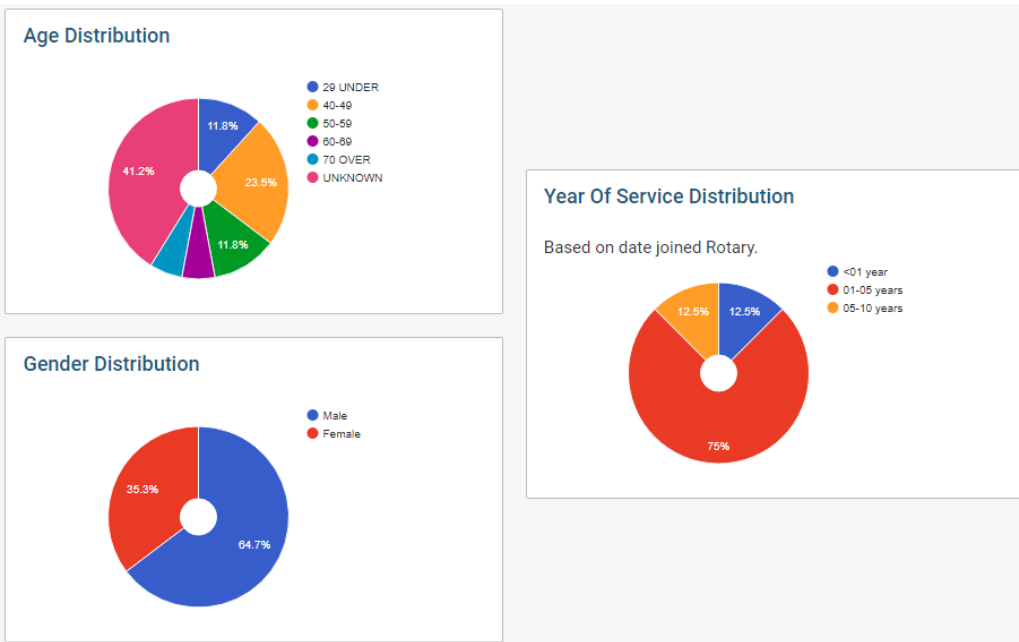
7. The next part of the report displays the following:

- **Member History** - Displays a graph of the member count.
- **Email Usage** - Displays the number of emails sent and displays the total amount of messages.
- **Attendance** - Displays the Club's attendance details.

<p><b>Membership History</b></p> <table style="font-size: 8pt; margin-top: 5px;"> <thead> <tr><th>Month</th><th>Member Count</th></tr> </thead> <tbody> <tr><td>Jul-2017</td><td>17</td></tr> <tr><td>Aug-2017</td><td>17</td></tr> <tr><td>Sep-2017</td><td>17</td></tr> <tr><td>Oct-2017</td><td>17</td></tr> </tbody> </table>	Month	Member Count	Jul-2017	17	Aug-2017	17	Sep-2017	17	Oct-2017	17	<p><b>Email Usage</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Number of email blasts</td><td style="text-align: right;">42</td></tr> <tr><td>Total number of messages</td><td style="text-align: right;">55</td></tr> </table>	Number of email blasts	42	Total number of messages	55
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<p><b>Attendance</b></p> <p style="font-size: 9pt;">Average attendance for reporting period: 77.06%</p> <table style="width: 100%; border-collapse: collapse; font-size: 9pt;"> <thead> <tr> <th>Year</th> <th>No. Meetings</th> <th>Actual</th> <th>Reported</th> </tr> </thead> <tbody> <tr> <td>2017-18</td> <td>6 meetings</td> <td style="text-align: right;">74.38%</td> <td style="text-align: right;">77.06%</td> </tr> </tbody> </table>		Year	No. Meetings	Actual	Reported	2017-18	6 meetings	74.38%	77.06%						
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2017-18	6 meetings	74.38%	77.06%												




8. The next part of the report displays the following:

- **Age Distribution** - Displays the members age distribution.
- **Gender Distribution** - Displays the members gender distribution.
- **Year of Service Distribution** - Displays how long the members were part of the organization.



9. The next part of the report displays the following:

- **Club Executives**- Displays the Club Executives.
- **Member Designations**- Displays how many members have designations or awards.
- **Events**- Displays the Club's events.
- **Community Participation** - Displays how many discussion posts, comments, and likes there are. This is pulled from the blog area of ClubRunner.

<b>Club Executives</b> <span style="float: right;">80</span>			<b>Community Participation</b> <span style="float: right;">22</span>		
2017-18	President	Sue Baker	Discussion Posts	4	8
2017-18	President Elect	Fred Pohl	Comments	9	9
2017-18	Secretary	Edward Chu	Likes	5	5
2017-18	Treasurer	Clare Davis			
2017-18	Rotary Foundation	Catherine Moore			
2017-18	Social Media	Olaf Stapledon			
2017-18	Social Media	John Dean			
2017-18	Social Media	Leigh Brackett			
<b>Member Designations</b> <span style="float: right;">55</span>					
	Past President	2			
	Background Check	2			
	Club Champion	3			
<b>Events</b> <span style="float: right;">81</span>					
Total attendees		27 members and 0 guests			
<b>Date</b>	<b>Name</b>	<b>Attendees</b>	<b>Revenue</b>		
Aug 01, 2017-Aug 31, 2017	Community Hall Fundraiser	10 member(s), 0 guest(s)	0		
Jul 01, 2017	Mickey BBQ	17 member(s), 0 guest(s)	0		
Jul 01, 2017	Green Town BBQ	0 member(s), 0 guest(s)	0		

**Related:**

[Where Can I View or Change Participation Points?](#)

[What is the Member Activity Report?](#)

## Related Content

- [How do I download member data?](#)
- [What is the member activity report?](#)
- [What is the club dashboard?](#)
- [What is the login activity report?](#)
- [How do I view or change participation points?](#)