

# ClubRunner

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## How do I change a club's attendance manager?

Zach W. - 2021-04-20 - Attendance

The attendance manager for each club is the person who will be inputting the club's attendance. This is defaulted to the Club Secretary, but can be changed to any member of the club.

**Note:** The club attendance contact must have an email address connected to his or her profile, so that they receive all correspondence.

1. To assign the attendance manager for a club, 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. You are now on the **District Administration** page. Click on the **Attendance** tab.
4. Next, click the **Club Attendance** link.
5. You are now on the **Club Attendance** page. All the clubs in your district are listed, along with their **Attendance Managers**, if any.

### Club Attendance

[Send reminder to all clubs](#)

Club Name	Attendance Manager	Last Reminder	Last Reported	Action	
<a href="#">Azure Metro</a>	Secretary	<a href="#">Change</a>	Never	Jul 2017	<a href="#">Input</a>   <a href="#">Remind</a>
<a href="#">Blue Village</a>	Secretary	<a href="#">Change</a>	Never	Never	<a href="#">Input</a>   <a href="#">Remind</a>
<a href="#">Green Town</a>	Cyril Kornbluth	<a href="#">Change</a>	Never	Dec 2020	<a href="#">Input</a>   <a href="#">Remind</a>
<a href="#">Orange City</a>	Secretary	<a href="#">Change</a>	Never	Never	<a href="#">Input</a>   <a href="#">Remind</a>

6. Select the relevant club, and then click **Change** under the **Attendance Manager** heading to select a new attendance manager.

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<a href="#">Orange City</a>	Secretary	<a href="#">Change</a>	Never	Never	<a href="#">Input</a>   <a href="#">Remind</a>

7. Next, select an attendance manager from the club membership, using the drop down menu.

### Assign Attendance Manager

Club Secretary (name not found) is the current person responsible for attendance.

The club secretary usually is the person responsible for reporting attendance.

Should this responsibility have been delegated to a different person - Please select the person so that all correspondence will be forwarded to him/her.

Club Name Azure Metro

Select From Alice Campbell

Select

- When you have made your choose, click Select. You have now assigned an **Attendance Manager** for this club.

### Assign Attendance Manager

Club Secretary (name not found) is the current person responsible for attendance.

The club secretary usually is the person responsible for reporting attendance.

Should this responsibility have been delegated to a different person - Please select the person so that all correspondence will be forwarded to him/her.

Club Name Azure Metro

Select From Alice Campbell

Select