

# ClubRunner

Help Articles > Club Help > Club - Administration Guide > Attendance > How do I customize exempt and excused settings?

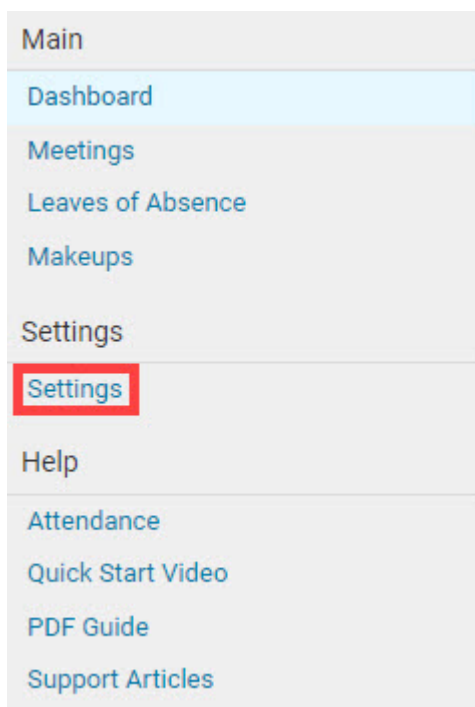
---

## How do I customize exempt and excused settings?

Zach W. - 2022-12-07 - Attendance

You can use the Attendance module to set up exclusions and exemptions for attendance as needed.

1. To access Attendance, 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 **Settings**, click on **Attendance Rules/Settings**.



6. You are now on the **Settings** page. Under the heading **Exempted/Excused Status**,

select the rule you wish to edit. Click **Edit** under the actions column.

**Exempted/Excused Status\***

Name	Always Count	Count If Attended	Never Count	Actions
Excused Members		✓		<a href="#">Members</a> <a href="#">Edit</a> <a href="#">Delete</a>
Rule of 85		✓		<a href="#">Members</a>   <a href="#">Edit</a>   <a href="#">Delete</a>

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

7. Click the following options that are suited for attendance:

- **Always Count:** This Membership type will always show and be counted for attendance.
- **Count if Attended :** This member will show on the attended list and will not go against membership totals if a meeting is missed.
- **Never Count:** These members are not part of attendance or counted for attendance.

Name:\*

Rule:  Always Count  Count If Attended  Never Count

[Cancel](#) [Save](#)

8. Next, click **Save** to keep the rule, or **Cancel** to discard it.

Rule:  Always Count  Count If Attended  Never Count

[Cancel](#) [Save](#)

9. You are now returned to the **Attendance Rules and Settings** page. To assign a given member 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		✓		<a href="#">Members</a> <a href="#">Edit</a>   <a href="#">Delete</a>
Rule of 85		✓		<a href="#">Members</a>   <a href="#">Edit</a>   <a href="#">Delete</a>

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

10. Click on the **Add Member** button if you wish to assign a single member to a given rule, and **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


*No members assigned*

11. Select the member(s) to whom you wish the setting to apply using the drop down menu, and then select the date on which the excuse or exemption is in force. Then, click **Save**.

Select Member:

Baker, Sue ▼

Effective Date:

Jan 15, 2015  \*

Cancel

Save