

How do I generate a monthly attendance report?

Zach W. - 2021-04-20 - Attendance

ClubRunner makes tracking membership and attendance easy, even at the district level. As part of this functionality a monthly report is available to the district that displays all club's member counts as of the end of last year and this month, along with the current month's attendance percentage.

1. To generate a monthly attendance report, 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. Next, click on the **Attendance** tab.
4. Now, click on the **Club Attendance** link on the left.
5. Select the **Monthly Report** link under the **Attendance** heading on the left side of the screen.
6. This brings you to the **District Membership & Attendance Report** page. To view attendance from a given month, simply choose it from the **Select Month** drop down menu. The view defaults to the current month.

District Membership & Attendance Report

Select Month: ▼

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District 9996 Membership and Attendance Report
For the Month of March 2021

	NR	MEMBERSHIP							ATTENDANCE			Meetings		
		Member Count		Terminated	New Members	March	YTD		%			Rank	Held	
Club Name		01-Jul-20	31-Mar-21	+/-	+/-	+/-	+/-	%	Last Year	March	YTD	MarchYTD	March	
Azure Metro	NR													
Blue Village		0	0	0	0	0	0	0.00 %	0.00 %	0.00 %	0.00 %	1	4	0
CRX2020	NR													
Green Town	NR													

7. Once you have selected the desired month, click the **Refresh** button. The page will repopulate with results from that month.

