ClubRunner

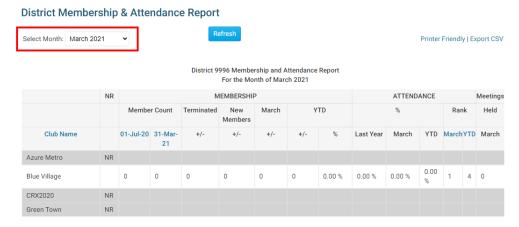
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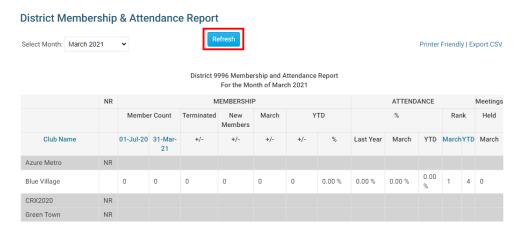
Zach W. - 2021-04-20 - Attendance

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.



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



8. Click on the **Printer Friendly** link if you wish to create a hard copy of the attendance report. Click on **Export CSV** if you want to create a database file of the information to view in another application.

