

ClubRunner

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How do I generate an attendance report for myself?

Omar S. - 2021-11-29 - My ClubRunner

Clubs rely on the regular attendance of their members to operate smoothly. ClubRunner provides you with the ability to check your attendance and generate a report for club records, or your own use.

1. To access your attendance records, you must go to your club homepage and log in. Then, click on **Member Area** on the top right, under your club banner.
2. Along the top of the screen you will see several tabs. Click on the **My ClubRunner** tab.
3. You will see several items display. Click on **My Attendance**.
4. You are now viewing **My Attendance Report**. On this screen, you see a list of meetings you've attended in the current year.

Attendance for Abe Aaronson

[« Previous Year](#) | 2021 - 22 | [Next Year »](#)

Print

Filter records:

| Meeting | Description | Type | Attended | Missed | Makeup | Makeup Description |
|------------------------------------|-------------|--------------|----------|--------|--------|--------------------|
| Jul 15, 2021 | | Active - All | | ✓ | | |
| Jul 08, 2021 | | Active - All | ✓ | | | |
| Jul 01, 2021 | | Active - All | ✓ | | | |
| Meetings | | | | | | 2 / 3 |
| YTD Actual Attendance | | | | | | 66.67 % |
| YTD Actual Attendance with Makeups | | | | | | 66.67 % |
| YTD Reported Attendance | | | | | | 66.67 % |

Showing 1 to 3 of 3 records found

Banked Makeups

Filter records:

| Makeup Date | Makeup Description |
|--------------|--------------------------|
| Jul 06, 2021 | Attended a board meeting |
| Jan 07, 2021 | |
| Jan 01, 2020 | |
| Oct 28, 2019 | |
| Jul 10, 2019 | |

Showing 1 to 5 of 5 records found

Please notify your club secretary if you notice any discrepancies.

5. If you want to see your attendance for the previous year, click on **Previous Year**.

Attendance for Abe Aaronson

[« Previous Year](#) | 2021 - 22 | [Next Year »](#)

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6. If you wish to print out the information, click on the printer icon at the right. This will activate your computer's printer and open a print setup window.

Attendance for Abe Aaronson

« Previous Year | 2021 - 22 | Next Year »

Print

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Meetings 2 / 3

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