

ClubRunner

Help Articles > Club Help > Club - Members' Guide > My ClubRunner > How do I generate an attendance report for myself?

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 »](#)

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.

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

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.