

How do I remind clubs to report attendance?

Zach W. - 2021-04-20 - Attendance

Although ClubRunner makes attendance reporting an easy and efficient process, from time to time it becomes necessary to remind club attendance managers of the need to update. It is possible to remind a specific club or all clubs in a District to update their attendance using the district **Attendance** module.

1. To send out a reminder to the clubs, 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. This brings you to the **Club Attendance** page, where you can view a summary of all clubs in the district, and see the last time they reported their attendance. To send out a reminder to a specific club click **Remind** on the same line as the club.

Note: *If the club does not have an identified Attendance Manager, you will be unable to contact them in this way.*

Club Attendance

Send reminder to all clubs					
Club Name	Attendance Manager		Last Reminder	Last Reported	Action
Azure Metro	Secretary	Change	Never	Jul 2017	Input Remind
Blue Village	Secretary	Change	Never	Never	Input Remind

6. To send a reminder to all Clubs, please click the link **Send Reminder to All Clubs** near the top right.

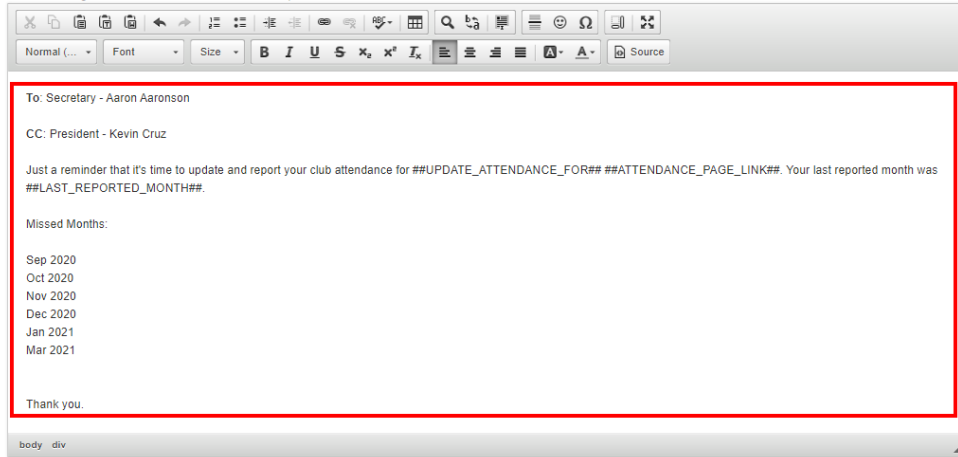
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7. This launches an email editing field, where you can send a personalized email reminder to all club secretaries and/or attendance managers.

Attendance Reminder

To add a single line break, hold down Shift and press Enter.



The screenshot shows an email composition interface. At the top, there is a toolbar with various icons for editing and sending. Below the toolbar, the email content is displayed within a red-bordered box. The content includes a recipient list, a reminder message with placeholders, a list of missed months, and a closing statement.

To: Secretary - Aaron Aaronson

CC: President - Kevin Cruz

Just a reminder that it's time to update and report your club attendance for ##UPDATE_ATTENDANCE_FOR## ##ATTENDANCE_PAGE_LINK##. Your last reported month was ##LAST_REPORTED_MONTH##.

Missed Months:

- Sep 2020
- Oct 2020
- Nov 2020
- Dec 2020
- Jan 2021
- Mar 2021

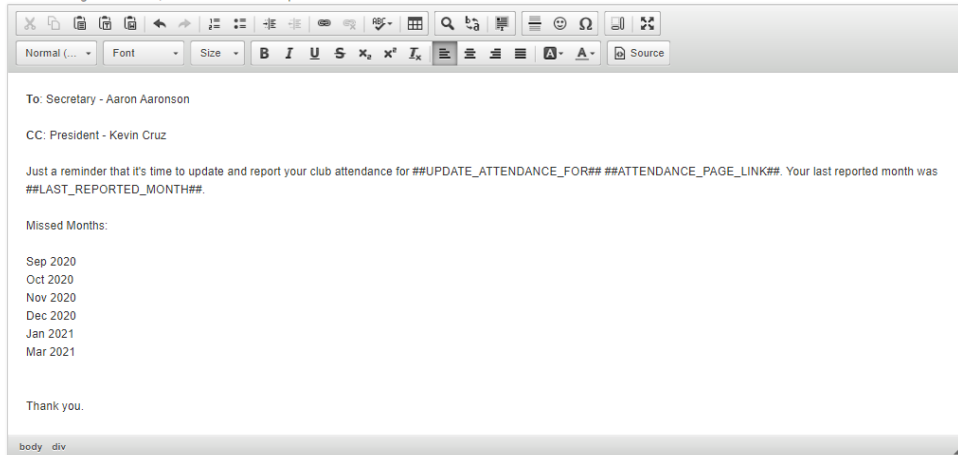
Thank you.

Send Email

- When you have finished composing your email, click on the **Send Email** button on the bottom of the screen.

Attendance Reminder

To add a single line break, hold down Shift and press Enter.



This screenshot is identical to the one above, showing the same email composition interface. The only difference is that the 'Send Email' button at the bottom right is highlighted with a red border.

Send Email