## ClubRunner

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# How do I report attendance for active and honorary members?

Zach W. - 2022-03-25 - Attendance

The **Attendance** module for ClubRunner can track meeting attendance information for both active and honorary club members.

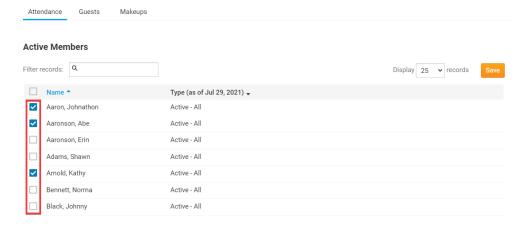
- To access Attendance, you must log in to your club website. At the top right of the screen you'll see the words **Member Login**. Click on this and enter your login details when prompted.
- 2. You have now been returned to your club homepage. Click on **Member Area**.
- 3. You are now on the homepage, where you will see a number of tabs. Click on the **Attendance** tab.
- 4. Next, click on the **Meetings** link.
- 5. You will now see a list of all your current year meetings. Click on the **Meeting Date** for the meeting you would like to populate with attendance information.

### Meetings

« Previous Year | 2021 - 22 | Next Year »



The meeting details page should now open. To indicate that active members participated in the meeting, scroll down and under the **Active Members** section select the checkboxes of all the members that attended.



7. To indicate that honorary members participated in the meeting scroll all the way down the page and under the **Honorary Members** section select the checkboxes of all honorary members that attended.

# Honorary Members Type (as at Jul 29, 2021) → Greene, Evelyn Honorary O Attended Member(s) + 1 Unattended Member(s) + 0 Reported Makeup(s) = 1 Total Honorary Member(s) 8. When you done, click Save. Honorary Members Type (as at Jul 29, 2021) → Greene, Evelyn Honorary O Attended Member(s) + 1 Unattended Member(s) + 0 Reported Makeup(s) = 1 Total Honorary Member(s)

### Related Content

- VIDEO: Attendance + Dues and Billing
- How do I print an attendance sheet or member list for attendance?