

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.

1. 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 »

[Add Meeting](#)

Meetings	Member Count				Members Present				Actual Attended	Makeups	Reported	
	Always Count	Count If Attended	Never Count	Total	Always Count	Count If Attended	Never Count	Total				
Jul 29, 2021	92	3	1	92	3	0	0	3	3.26 %	-	3.26 %	Close Delete
Jul 22, 2021	92	3	1	95	85	3	1	88	92.63 %	-	92.63 %	Close Delete
Jul 15, 2021	92	3	1	92	0	0	0	0	0.00 %	2	2.17 %	Re-open Delete
Jul 08, 2021	93	3	1	94	81	1	1	82	87.23 %	1	88.30 %	Re-open Delete
Jul 01, 2021	93	3	1	95	88	2	1	90	94.74 %	0	94.74 %	Re-open Delete
YTD									55.57 %	3	56.22 %	

6. 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.

Attendance Guests Makeups

Active Members

Filter records: Display records

<input type="checkbox"/> Name ^	Type (as of Jul 29, 2021) v
<input checked="" type="checkbox"/> Aaron, Johnathon	Active - All
<input checked="" type="checkbox"/> Aaronson, Abe	Active - All
<input type="checkbox"/> Aaronson, Erin	Active - All
<input type="checkbox"/> Adams, Shawn	Active - All
<input checked="" type="checkbox"/> Arnold, Kathy	Active - All
<input type="checkbox"/> Bennett, Norma	Active - All
<input type="checkbox"/> Black, Johnny	Active - All

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

<input type="checkbox"/> Name ^	Type (as at Jul 29, 2021) v
<input type="checkbox"/> Greene, Evelyn	Honorary
<input type="checkbox"/> 0 Attended Member(s) + 1 Unattended Member(s) + 0 Reported Makeup(s) = 1 Total Honorary Member(s)	

8. When you done, click **Save**.

Honorary Members

<input type="checkbox"/> Name ^	Type (as at Jul 29, 2021) v
<input type="checkbox"/> Greene, Evelyn	Honorary
<input type="checkbox"/> 0 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?](#)