

ClubRunner

Help Articles > Club Help > Club - Administration Guide > Attendance > How do I report attendance for guests?

How do I report attendance for guests?

Zach W. - 2022-12-07 - Attendance

In addition to tracking active and honorary members' attendance, the **Attendance** module can also keep track of club guests.

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 are now on the **Meetings** page, where you will view a list of all your current year meetings. To add attendance for a guest, click on the **Meeting Date** of the relevant 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				
May 02, 2022	16	5	0	21	13	5	0	18	85.71 %	1	90.48 %	Re-c
Apr 04, 2022	11	5	3	13	6	2	1	8	61.54 %	0	61.54 %	Re-c
Mar 01, 2022	12	4	3	14	4	2	0	6	42.86 %	4	66.67 %	Re-c
Feb 07, 2022	12	4	3	15	7	3	1	10	66.67 %	2	80.00 %	Re-c
Jan 03, 2022	12	4	3	16	10	4	1	14	87.50 %	1	93.75 %	Re-c
6. YTD									68.86 %	8	78.49 %	

7. Now, scroll down. Above the **Active Members** heading you will see three tabs. Click on the **Guests** tab to add a guest.

Attendance **Guests** Makeups

Active Members

Filter records:

Name ↕	Type (as of May 02, 2022) ▼
✓ Baker, Sue	Active - All
✓ Brackett, Leigh	Active - All
✓ Chu, Eddie	Active - All
✓ Corprel, John	Active - All
✓ Dean, John	Active - All
✓ Dewy, Mickey	Active - All

8.

9. On the next screen, click the **Add Guest** button.

Attendance **Guests** Makeups

Guests

[+ Add Guest](#)

10. Use the pop-up window that appears to fill in details of the guest. The **Type** field allows you to set whether the guest is a member of another Rotary club, the guest of a member, or a speaker from outside the club.

Add Meeting Guest ✕

Type:*

First Name:*

Last Name:*

Email:

Note:

I have received consent from this individual for the collection, storage, and use of their information by Rotary Club of Green Town as described in this [Privacy Policy](#). They understand that they may receive emails, and can opt out at any time. A notification email will be sent to the individual the first time their contact information is stored.*

11. Click **Cancel** to discard the guest details, or **Save** to keep them. Click **Save and Add Another** if you need to add an additional guest.

Add Meeting Guest ✕

Type:*

First Name:*

Last Name:*

Email:

Note:

I have received consent from this individual for the collection, storage, and use of their information by Rotary Club of Green Town as described in this [Privacy Policy](#). They understand that they may receive emails, and can opt out at any time. A notification email will be sent to the individual the first time their contact information is stored.*

12. Upon adding the meeting guest, there will be a final confirmation check you need to sign off on. Note that if an email address has been entered, the Guest will be notified they have been added as a Guest Contact to the club's database.

Add Meeting Guest



Type:* Rotarian ▼

First Name:* John

Last Name:* Wick

Email: john@wick.com

Note:

I have received consent from this individual for the collection, storage, and use of their information by Team Sandbox 1 as described in this [Privacy Policy](#). They understand that they may receive emails, and can opt out at any time. A notification email will be sent to the individual the first time their contact information is stored.*

Cancel

Save and Add Another

Save