

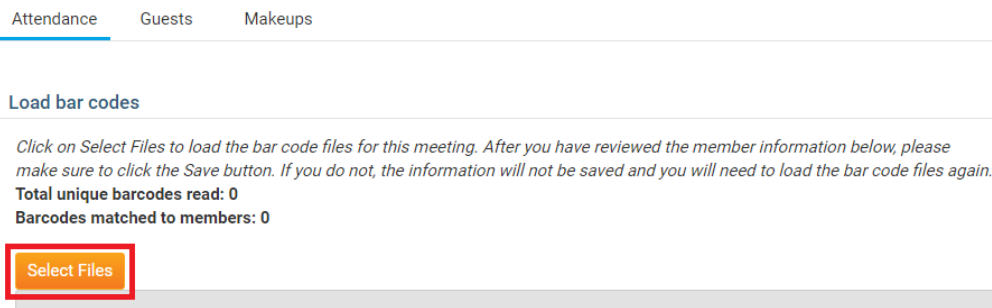
# ClubRunner

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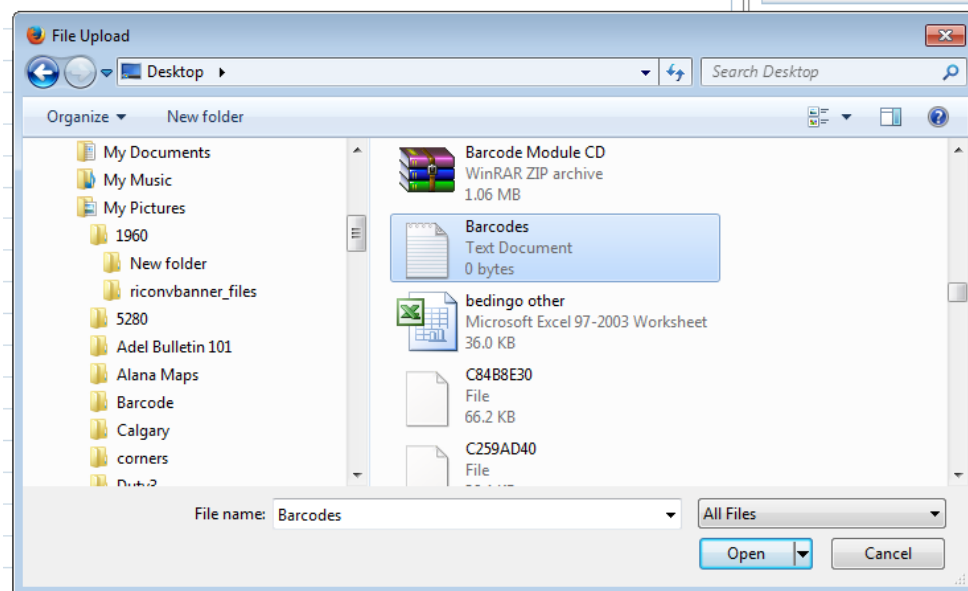
## How do I report scanned barcodes for a meeting?

Zach W. - 2021-02-24 - Barcode Module

1. Within ClubRunner's **Member Area**, click the **Attendance** tab on the top menu bar, then click on **Meetings**.
2. Click the **Date** of the meeting you wish to apply the barcodes to.
3. Under the area called **Load Bar Codes**, click on the **Select Files** button.



4. Select the file from the Barcode Scanner or computer and click the **Open** Button.



5. Once the file has loaded up and the name on the list are checked off, click the **Save** button to finalize the attendance totals.

**Note:** If a member's badge number recorded by the Barcode Scanner does not match the badge number listed in a member's profile, their names will not be

checked off as attended.

Ensure that any remaining attendance data has been uploaded to ClubRunner before updating a member's badge number.

[Attendance](#)   [Guests](#)   [Makeups](#)

### Active Members

Filter records:

Save

| <input type="checkbox"/>            | Name ^          | Type (as of Nov 18, 2017) v                  |
|-------------------------------------|-----------------|--|
| <input checked="" type="checkbox"/> | Applegate, John | Active - All                                 |
| <input checked="" type="checkbox"/> | Baker, Sue      | Active - All                                 |
| <input checked="" type="checkbox"/> | Brackett, Leigh | Rule of 85 Members Jul 16, 2015              |
| <input type="checkbox"/>            | Chu, Edward     | Leave of Absence Nov 01, 2017 - Jan 01, 2018 |
| <input checked="" type="checkbox"/> | D, Mickey       | Active - All                                 |
| <input checked="" type="checkbox"/> | Dean, John      | Active - All                                 |