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.

Attendance	Guests	Makeups
Load bar code	es	
Click on Select make sure to c Total unique b Barcodes mat	t Files to load click the Save arcodes read	I the bar code files for this meeting. After you have reviewed the member information below, please button. If you do not, the information will not be saved and you will need to load the bar code files again. 1: 0 here: 0
Select Files		

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

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	File name: Barcode:	;	- [All Files Open	•	Cancel	•

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.

Attend	ance	Guests	Makeups		
Active	Memb	pers			
Filter rec	cords:				Save
	Name *	•		Type (as of Nov 18, 2017) 🗸	
1	Applega	ate, John		Active - All	
	Baker, S	Sue		Active - All	
	Bracket	t, Leigh		Rule of 85 Members Jul 16, 2015	
	Chu, Ed	ward		Leave of Absence Nov 01, 2017 - Jan 01, 2018	
	D, Micke	еу		Active - All	
	Dean, J	ohn		Active - All	