

ClubRunner

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How do I report attendance for active and honorary members?

Zach W. - 2021-02-24 - [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	Member Count				Members Present				Actual Attended	Makeups	Reported	
	Always Count	Count If Attended	Never Count	Total	Always Count	Count If Attended	Never Count	Total				
Jan 08, 2015	12	0	0	12	0	0	0	0	0.00 %	0	0.00 %	Close Delete
Nov 10, 2014	3	0	0	3	3	0	0	3	100.00 %	0	100.00 %	Close Delete

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.

Active Members

Search:

Show entries

<input type="checkbox"/>	Name ▲	Type (as of Jan 08, 2015) ▼
<input checked="" type="checkbox"/>	Baker, Sue	Regular - Active
<input type="checkbox"/>	Barnes, Bill	Regular - Active
<input checked="" type="checkbox"/>	Jackson, Eva	Regular - Active
<input checked="" type="checkbox"/>	Kornbluth, Cyril	Regular - Active
<input checked="" type="checkbox"/>	Merril, Judith	Regular - Active
<input checked="" type="checkbox"/>	Osimov, Isaak	Regular - Active
<input type="checkbox"/>	Pevensie, Susan	Regular - Active
<input type="checkbox"/>	Salvador, Carlos	Regular - Active
<input type="checkbox"/>	Tang, Simon	Regular - Active
<input checked="" type="checkbox"/>	Trout, Kilgore	Regular - Active
<input checked="" type="checkbox"/>	van Voght, Alfred	Regular - Active
<input type="checkbox"/>	Total: 11 member(s)	

Showing 1 to 11 of 11 entries

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

Search:

<input checked="" type="checkbox"/> Name ▲	Type (as at Jan 08, 2015) ▼
<input checked="" type="checkbox"/> Barnes, William	Honorary
<input checked="" type="checkbox"/> Total: 1 member(s)	

Showing 1 to 1 of 1 entries

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

Related Content

- [VIDEO: Attendance + Dues and Billing](#)
- [VIDEO: Attendance module](#)