

## 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 %   | <a href="#">Close</a>   <a href="#">Delete</a>   |
| Jul 22, 2021 | 92           | 3                 | 1           | 95    | 85              | 3                 | 1           | 88    | 92.63 %         | -       | 92.63 %  | <a href="#">Close</a>   <a href="#">Delete</a>   |
| Jul 15, 2021 | 92           | 3                 | 1           | 92    | 0               | 0                 | 0           | 0     | 0.00 %          | 2       | 2.17 %   | <a href="#">Re-open</a>   <a href="#">Delete</a> |
| Jul 08, 2021 | 93           | 3                 | 1           | 94    | 81              | 1                 | 1           | 82    | 87.23 %         | 1       | 88.30 %  | <a href="#">Re-open</a>   <a href="#">Delete</a> |
| Jul 01, 2021 | 93           | 3                 | 1           | 95    | 88              | 2                 | 1           | 90    | 94.74 %         | 0       | 94.74 %  | <a href="#">Re-open</a>   <a href="#">Delete</a> |
| 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?](#)