

## How to Mark a member exempt from meetings

1. Only for Clubrunner Clubs
2. Login to your **Club website**
3. Click on Admin
4. Go to meeting Services on right hand side
5. Click on meeting Attendance Exemption or Member leaves of absence
6. Select member and date
7. Save
8. The member will be recorded on the Attendance sheet

<b>My ClubRunner</b> <a href="#">Edit My Profile</a> <a href="#">Change My Password</a> <a href="#">Upload My Photo</a> <a href="#">My Commitments</a> <a href="#">My New Member Activities <b>NEW!</b></a> <a href="#">My Friends</a> <a href="#">View My Bulletin <b>NEW!</b></a> <a href="#">View Club Directory</a> <a href="#">View Club Photo Directory</a> <a href="#">eDirectory Reports 2.0</a> <a href="#">View Printable Mailing Labels <b>NEW!</b></a> <a href="#">Email Message Center</a> <a href="#">View Club Documents</a> <a href="#">My Attendance</a> <a href="#">My Committees</a> <a href="#">My Billing Account Balance</a>	<b>Membership Manager</b> <a href="#">Club Dashboard</a> <a href="#">Active Member List</a> <a href="#">Other Users List</a> <a href="#">Inactive Members List</a> <a href="#">Friends of the Club</a> <a href="#">Online Newsletter Subscribers</a> <a href="#">New Member Program</a> <a href="#">Dues &amp; Billing</a> <a href="#">Switch on Data Integration with RI (Automatic)</a> <a href="#">Report Data Changes to RI (Manual Emails)</a> <a href="#">Request Member Updates</a> <a href="#">Edit Executives and Directors</a> <a href="#">Committee Management</a> <a href="#">Birthday &amp; Anniversary Report</a> <a href="#">Gender Distribution (Summary)</a> <a href="#">Download Member Data <b>NEW!</b></a> <a href="#">Custom Reports (Optional)</a> <a href="#">Member Designations</a>
<b>Website Manager</b> <a href="#">Website Designer</a> <a href="#">Edit Home Page Links</a> <a href="#">Edit Stories</a> <a href="#">Edit News</a> <a href="#">Edit Events   Events 2.0 <b>NEW!</b></a> <a href="#">Edit Speakers</a> <a href="#">Edit Download Files</a> <a href="#">Edit Site Pages</a> <a href="#">Edit Photo Albums</a> <a href="#">Edit Club Documents</a> <a href="#">MyEventRunner Registration (new window)</a>	<b>Meeting Services</b> <a href="#">Input Attendance (Current Year)</a> <a href="#">Input Attendance (Previous Year)</a> <a href="#">Report Make-ups</a> <a href="#">Print Member List/Attendance Sheet</a> <a href="#">Print Member List (Simple Version)</a> <a href="#">Attendance Report (Current Year)</a> <a href="#">Attendance Report (Previous Year)</a> <a href="#">Monthly Club Report</a> <a href="#">Customized Attendance Report</a> <a href="#">Edit Duty Roster - Who Does What</a> <a href="#">Member Leaves of Absence</a> <a href="#">Member Attendance Exemption</a>
<b>Club eBulletin</b> <a href="#">Create Bulletin <b>NEW!</b></a> <a href="#">View Club Bulletin <b>NEW!</b></a> <a href="#">Edit Bulletin Contents</a> <a href="#">Email Bulletin to Members</a>	<b>Administrator</b> <a href="#">Edit Club Info &amp; Settings</a> <a href="#">Edit Meta Tags</a>

### Mark Exempted Member

**Teresa Dawson**

Member	<input type="text" value="---select a member--"/>
Exempted Date	<input type="text" value="Oct 20 2013"/> e.g. Nov 25 2004