

Managing Attendance

Adding attendance to ClubRunner is an absolute no-brainer.

Login to www.rcobs.com.au and go to Admin and then in Meeting Services below click on '[Input Attendance \(Current Year\)](#)'



Meeting Services
Input Attendance (Current Year)
Input Attendance (Previous Year)
Report Make-ups
Print Member List/Attendance Sheet
Print Member List (Simple Version)
Attendance Report (Current Year)
Attendance Report (Previous Year)
Monthly Club Report
Customized Attendance Report
Edit Duty Roster - Who Does What
Member Leaves of Absence
Member Attendance Exemption

You will then see this menu – click on 'Attendance'



Meetings Peter Harvie

Showing Current Year (7/2012 to 6/2013) Add New Meeting

Meeting Date	Make-ups	Attended / Members	Attendance	Action
Jul 4 2012	0	0 / 50	0.00%	Edit Delete Attendance
Jul 11 2012	0	0 / 50	0.00%	Edit Delete Attendance
Jul 18 2012	0	0 / 50	0.00%	Edit Delete Attendance
Jul 25 2012	0	0 / 50	0.00%	Edit Delete Attendance
Aug 1 2012	0	0 / 50	0.00%	Edit Delete Attendance
Aug 8 2012	0	0 / 50	0.00%	Edit Delete Attendance
Aug 15 2012	0	0 / 50	0.00%	Edit Delete Attendance
Aug 22 2012	0	0 / 50	0.00%	Edit Delete Attendance
Aug 29 2012	1	0 / 51	1.96%	Edit Delete Attendance

Report Jul 2012 Attendance

Notes: Closed meetings are highlighted in green and yellow.

Effective November 2010 you can now only have 2 months worth of meetings open at a time (example: May and June can be open, however, in order to add July, you must first close out the month of May). Note that this won't affect your ability to add makeups for previous months. If you have not closed meetings in the past, you may have to close your previous year's meetings to find the Report Month Attendance link.

Attendance rules are computed according to the latest Council of Legislation changes as of July 2010.

You will then see this menu – at the bottom of this menu you can select all and then just untick those not present.

Meeting Attendance

Peter Harvie

Jul 4 2012

Check off members that attended:

<input type="checkbox"/>	Barrow, Linda
<input type="checkbox"/>	Cannon, John
<input type="checkbox"/>	Carrington, Ray
<input type="checkbox"/>	Carrington, Toni
<input type="checkbox"/>	Commadeur, Liz
<input type="checkbox"/>	Cotton, Patti
<input type="checkbox"/>	De Vincentis, Matt
<input type="checkbox"/>	Devidas, Das
	Dingle, Marcus (member joined on Aug 29 2012)
<input type="checkbox"/>	Elliott, Peter
<input type="checkbox"/>	Evers, Ken
<input type="checkbox"/>	Fraser, Bruce
<input type="checkbox"/>	Gregson, Wayne
<input type="checkbox"/>	Guley, Rob
<input type="checkbox"/>	Harkin, John
<input type="checkbox"/>	Harris, Philip
<input type="checkbox"/>	Harvie, Peter
<input type="checkbox"/>	Henderson, Paul
<input type="checkbox"/>	Hendy, Stan
<input type="checkbox"/>	Hinneberg, Brian
<input type="checkbox"/>	Hodge, Brian
<input type="checkbox"/>	House, Gerard
<input type="checkbox"/>	Kirkpatrick, Paul

TO ADD a new meeting for attendance purposes – go back to this menu – click on ‘Add New Meeting’ at top right

Meetings

Peter Harvie

Showing Current Year (7/2012 to 6/2013)

[Add New Meeting](#)

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[Report Jul 2012 Attendance](#)

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You then get this – type the meeting date you want and it will be listed as per the meeting list above.

Repeat the process for attendance. **SIMPLE!**

New Meeting

Peter Harvie

Meeting Date

Sep 5 2012