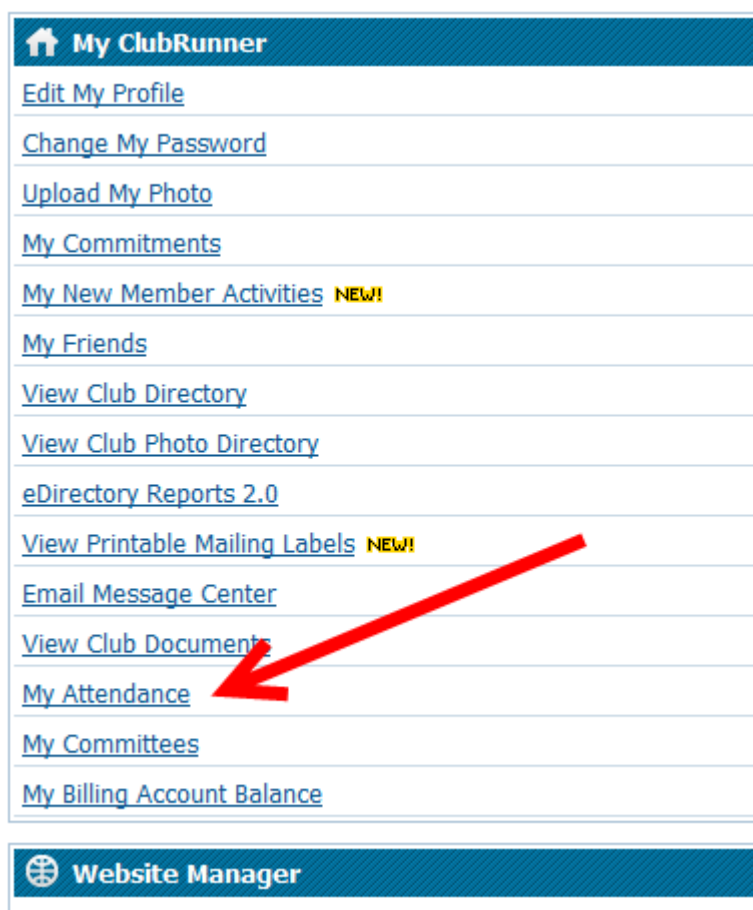


HOW TO ACCESS YOUR ATTENDANCE DETAILS

ClubRunner is being populated weekly with your attendance data, including makeups. You can now see exactly what your attendance record is and any makeups you do and can easily check at anytime if something is amiss.

It also now enables an automatic record to be simply generated on a monthly basis for the club's general information and ongoing evaluation processes.

First login to ClubRunner and then go to Admin. Under the MyClubRunner heading below, click on My Attendance.



You will then be presented with a similar report to the one below, including any makeup's you have done, which will be shown as per the test one I have inserted into my own record's to demonstrate to you below.

My Attendance Report

Report Year

Navigation and Action Bar: |<< 1 of 1 >>| Export to the selected format Export Refresh Print

My Attendance

Peter Harvie

July 1, 2013 To June 30, 2014

Report Date: July 26, 2013

My Attendance	Attended	Makeup Notes
July 5, 2013	X	
July 10, 2013	M	test makeup July 10, 2013
July 17, 2013	X	
July 24, 2013	X	

* Denotes exemption or leave of absence

Please notify secretary (or member in charge of attendance) if you notice any discrepancies.

Total: 4/4

Year to Date Percentage: 100 %