

Monthly Attendance Reporting Procedure

Effective July 1, 2007 the district has a new method for reporting club attendance to the district.

The district invested in Club Runner to run the district website.
Each member has a user name and a password.

Here are the steps in reporting your club attendance numbers.

First, go to www.rotary5770.org

If you DO NOT know your user name and password, there are two ways to get them.

1. Under the Login Button there is a line that reads “New User? Click Here. Place your pointer on the words Click Here and click.

On the next screen click the drop down arrow and select your club.

Enter your last name

Enter your e-mail address.

Click the button that says Get Login Info

If necessary, click the Return button to return to the home page.

Check your e-mail for a message that contains your user name and log in name.



2. The second method is to call or write C.E. Jones and request your username and password. His e-mail address is cejones@cox.net. His phone number is (405) 209-3565

If you do know your login and password, click the Login Button.

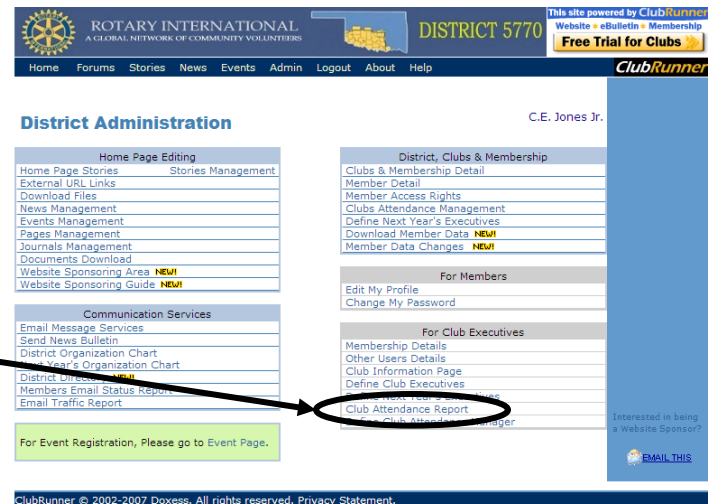
Enter your login name and password

Click the Login button

The first page you see is the District Administration page.

Look under the heading “For Club Executives” in the lower right corner of the screen

Click on the link Club Attendance Report Link.



On the next screen, fill in the blanks. When you are finished, Click the Save button.
Click the Return button to return to the admin page.

	Number of Members*	New Members	Terminated Members	Number of Meetings	Attendance Percentage
Jul 2007	90	0	0	5	89.44 %
Aug 2007	91	1	0	4	93.85 %
Sep 2007	94	3	0	4	89.54 %
Oct 2007	0	0	0	0	0 %

Notes:
*Please enter the number of members as of the end of the month.
Each month will be made available for reporting as of the last week of the month.
Number of Meetings field may not be correct for months prior to September 2004 when this field was added.

If you have any questions, you can call or write C.E. Jones.

NOTE: If you do not have internet access, please check with someone in your club to see if they will enter these reports for you. If you do that, please contact C.E. Jones so he can give that person access to the attendance report page.

Thank you,

C.E. Jones
4300 Salem Court
Norman, Ok 73072
(405) 209-3565
cejones@cox.net

NOTE: Since July of each year is the first month of the Rotary year, you will need to click on the link Enter Previous Year Attendance if you need to enter attendance for June, update or add club attendance for the previous year.

Enter Previous Year Attendance

This year's attendance report is not yet available. Please try again at the beginning of next month.

Notes:
*Please enter the number of members as of the end of the month.
Each month will be made available for reporting as of the last week of the month.
Number of Meetings field may not be correct for months prior to September 2004 when this field was added.