

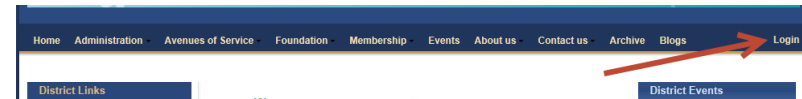
Recording Club Attendance on the District Communication Intranet

Logon using your Username and Password

Go to the [District Communication Intranet](http://clubrunner.ca/9680) at clubrunner.ca/9680 or www.rotarydistrict9680.org.au. Click on the "Login" menu item, located on the right hand side of the homepage.

This will take you to the **Member Login** page. Enter your User name and password in the appropriate fields and click on the **Sign-in** button.

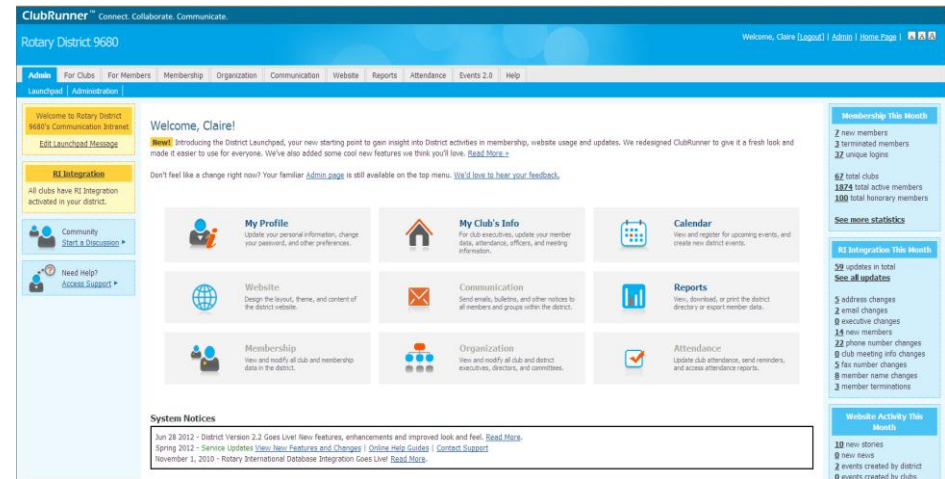
If you have forgotten or do not know your username and/or password, [please refer to this document](#).



The District Launchpad

If your login has been successful, you will be directed to the **District Launchpad**. You should see your name at the top right.

The District Launchpad is a members' only page where you will go to contribute to the site, email your members, change your profile, and much more.



New! Introducing the District Launchpad, your new starting point to gain insight into District activities in membership, website usage and updates. We redesigned ClubRunner to give it a fresh look and made it easier to use for everyone. We've also added some cool new features we think you'll love. [Read More >](#)

Don't feel like a change right now? Your familiar [Admin page](#) is still available on the top menu. [We'd love to hear your feedback.](#)

Club Attendance Report

Click on the Attendance box in the Launchpad.



System Notices

Add Information

This will bring you to the club's Attendance Report. Complete the information as follows, then click Save:

- **Number of Members** at the end of the month
- **New Members** inducted during the month
- **Terminated Members** who left during the month
- **Number of Meetings** for the month
- **Attendance Percentage** (see notes below for calculation).

Monthly Attendance of

[Enter Previous Year Attendance](#)

	Number of Members	New Members	Terminated Members	Number of Meetings	Attendance Percentage
July 2011	<input type="text" value="40"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="4"/>	<input type="text" value="92"/> %
August 2011	<input type="text" value="38"/>	<input type="text" value="0"/>	<input type="text" value="2"/>	<input type="text" value="5"/>	<input type="text" value="79"/> %
September 2011	<input type="text" value="38"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="4"/>	<input type="text" value="100"/> %
October 2011	<input type="text" value="38"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="4"/>	<input type="text" value="91"/> %
November 2011	<input type="text" value="38"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="5"/>	<input type="text" value="94"/> %
December 2011	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/> %
January 2012	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/> %
February 2012	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/> %
March 2012	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/> %

Remember to save the data!

Monthly Attendance of

[Enter Previous Year Attendance](#)

	Number of Members	New Members	Terminated Members	Number of Meetings	Attendance Percentage
July 2011	<input type="text" value="40"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="4"/>	<input type="text" value="92"/> %
August 2011	<input type="text" value="38"/>	<input type="text" value="0"/>	<input type="text" value="2"/>	<input type="text" value="5"/>	<input type="text" value="79"/> %
September 2011	<input type="text" value="38"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="4"/>	<input type="text" value="100"/> %
October 2011	<input type="text" value="38"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="4"/>	<input type="text" value="91"/> %
November 2011	<input type="text" value="38"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="5"/>	<input type="text" value="94"/> %
December 2011	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/> %
January 2012	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/> %
February 2012	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/> %
March 2012	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/> %

Notes

- The Club Secretary is the authorised Attendance Officer by default
- The authorised Attendance Officer may be any member of the club – President or Secretary or Admin Director to send advice by email to the [District Communications Director](#)
- The maximum attendance that may be entered is 100%
- ClubRunner for Clubs users simply enter attendance each week and submit the monthly report on their own site.
- Membership changes must be reported via the Active Members' List

Weekly Attendance Calculation

The weekly attendance percentage is calculated as:

$$\frac{MA}{(TM - EA)} \times 100$$

where:

MA = Total number of members attending this week plus make-ups submitted

TM = Total number of members

EA = Excused absences (the number of absent members who have been excused by the Board)

Notes re Attendance Calculation

- Members must be present for 60% of the time devoted to a meeting to be counted as present.
- Make-ups are included in the week received by the club even though this could raise club attendance for that week to over 100%. Make-ups include being present for 60% of the time devoted to a meeting at another club, attendance at board meetings or in a club service project minuted at a Board Meeting and approved by the Board. For a full list, refer to the Standard Rotary Club Constitution.
- The Board may excuse a member's absence for reasons it considers to be good and sufficient.
- A current officer of RI (the District Governor) shall be excused.
- A member is exempt from minimum attendance requirements if the aggregate of his/her age and years of membership in one or more clubs is 85 years or more and the member has notified the club secretary in writing of his/her desire to be excused from attendance and the board has approved.
- A member whose absence is excused, and who has been granted exemption from the attendance requirements for a period of time from the Board, or who is the current District Governor shall not be included in the membership figure used to compute the club attendance for the period of their exemption with neither their absence nor attendance during this period being used for this purpose.

The above summarises the position according to the 2010 version of the Manual of Procedure. However, there is now more emphasis within our District on engagement rather than attendance.