

# Instructions to Submit Monthly Attendance to District 7120

## Step 1

Login on the district website

([www.clubrunner.ca/7120](http://www.clubrunner.ca/7120))



Enter your login information below:

Login Name:

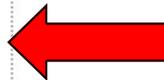
Password:

[New and existing users - Retrieve your password](#)

[Online Help](#)

Remember me on this computer

If you don't know your password, it can be reset here.

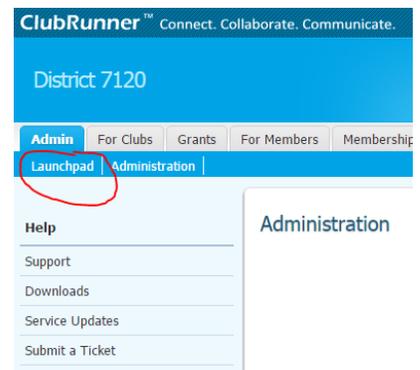


After logging in, click "Member Area" to get to the next screen.



## Step 2

Click "Launchpad" if your screen shows "Administration".



## Step 3 Click Attendance

If it is greyed out, then you will need to be added to the roster as a club secretary or attendance manager. Contact the District Secretary for help.)

 <b>My Profile</b> Update your personal information, change your password, and other preferences.	 <b>My Club's Info</b> For club executives, update your member data, attendance, officers, and meeting information.	 <b>Calendar</b> View and register for upcoming events and create new district events.
 <b>Website</b> Design the layout, theme, and content of the district website.	 <b>Communication</b> Send emails, bulletins, and other notices to all members and groups within the district.	 <b>Reports</b> View, download, or print the district directory or export member data.
 <b>Membership</b> View and modify all club and membership data in the district.	 <b>Organization</b> View and modify all club and district executives, directors, and committees.	 <b>Attendance</b> Update club attendance, send reminders, and access attendance reports.



## Step 4

Find your club and click "Input".



Club Name	Attendance Manager	Last Reminder	Last Reported	Action
<a href="#">Avon</a>	<a href="#">Diana Williams</a> <a href="#">Change</a>	Oct 30, 2011	Jan 2013	<a href="#">Input</a>   <a href="#">Remind</a>
<a href="#">Bath</a>	<a href="#">June Bates</a> <a href="#">Change</a>	Never	Dec 2012	<a href="#">Input</a>   <a href="#">Remind</a>
<a href="#">Belmont</a>	<a href="#">Dana Ross</a> <a href="#">Change</a>	Sep 30, 2011	Jan 2013	<a href="#">Input</a>   <a href="#">Remind</a>
<a href="#">Bloomfield</a>	Secretary <a href="#">Change</a>	Jan 31, 2013	Dec 2012	<a href="#">Input</a>   <a href="#">Remind</a>
<a href="#">Brighton</a>	Secretary <a href="#">Change</a>	Oct 30, 2011	Dec 2012	<a href="#">Input</a>   <a href="#">Remind</a>
<a href="#">Brockport</a>	Secretary <a href="#">Change</a>	Jan 31, 2013	Oct 2012	<a href="#">Input</a>   <a href="#">Remind</a>

## Step 5

Enter the relevant information for each column and click "Save".

Monthly Attendance of Newark Rotary Club

[Enter Previous Year Attendance](#)

	Number of Members	New Members	Terminated Members	Number of Meetings	Attendance Percentage
July 2012	<input type="text" value="94"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="4"/>	<input type="text" value="69.43"/> %
August 2012	<input type="text" value="95"/>	<input type="text" value="6"/>	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="69.89"/> %
September 2012	<input type="text" value="95"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="4"/>	<input type="text" value="72.02"/> %
October 2012	<input type="text" value="95"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="4"/>	<input type="text" value="62.33"/> %
November 2012	<input type="text" value="94"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="4"/>	<input type="text" value="73.06"/> %
December 2012	<input type="text" value="94"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="4"/>	<input type="text" value="65.45"/> %
January 2013	<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"/> %



Save



You're done for the month!

Please try to submit the previous month's attendance by the 15th of each month.