

Club Runner

How to Report Club Attendance

Samuel Mburu Mwangi
innovation@rotary9212.org

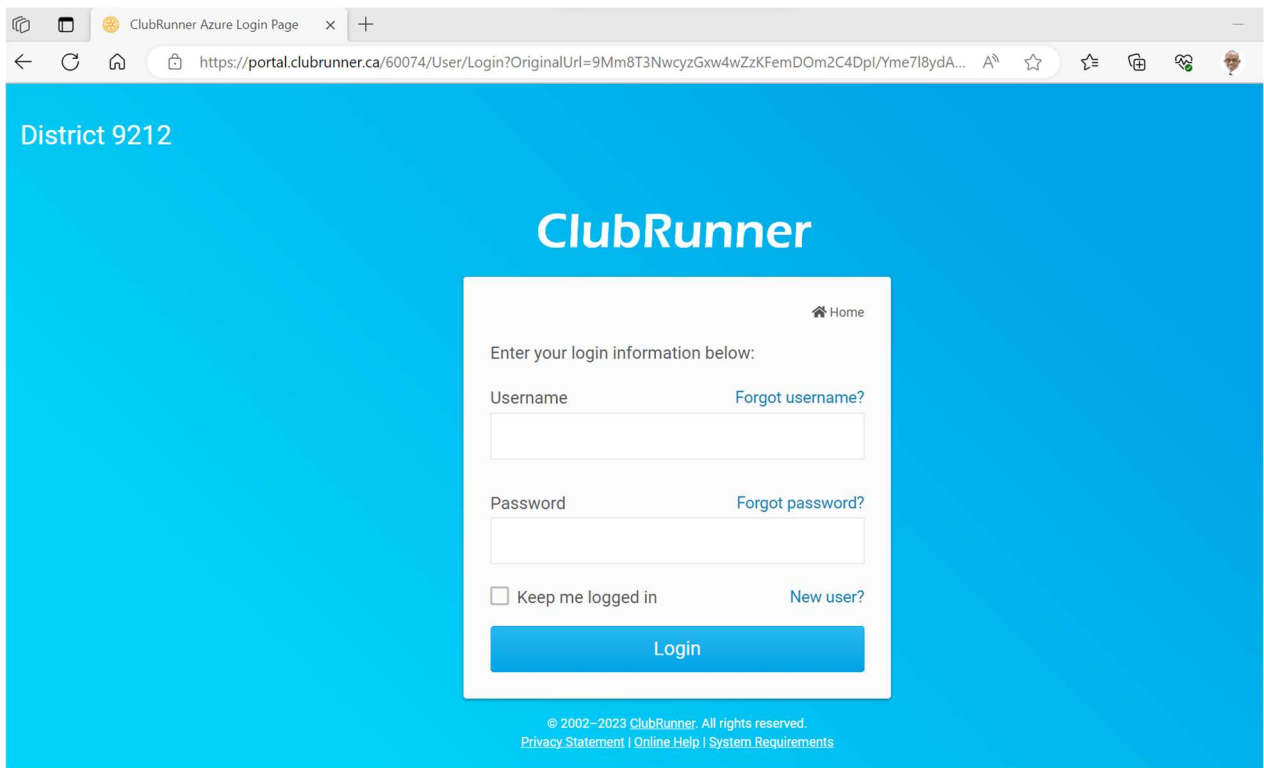
Step 1

Go to rotary9212.org and click on 'Member Login'.



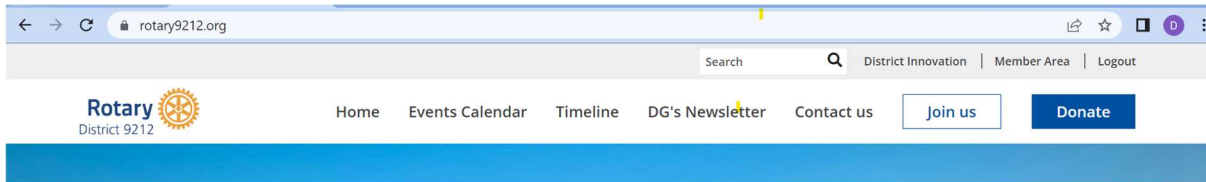
Step 2

Log in using your Club Runner credentials. If you do not have the credentials, please send a request to innovation@rotary9212.org



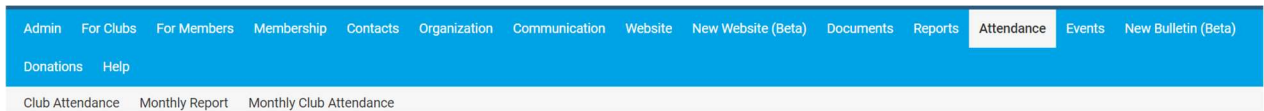
Step 3

Once logged in, click on 'Member Area'.



Step 4

You will be redirected to the Club Runner admin page. Click on 'Attendance' then 'Monthly Club Attendance'.



Step 5

Select the month of reporting and fill in the relevant fields. Click on 'Save'.

Monthly Attendance of District Office

[Enter Previous Year Attendance](#)

Please click save to submit your attendance data.

[Save](#)

	No. of Members (End of This Month)	New Members This Month	Terminated Members This Month	Number of Meetings This Month	Attendance Percentage
July 2022	<input type="text" value="30"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="4"/>	<input type="text" value="90"/> %

[Save](#)