

Club Meeting Attendance

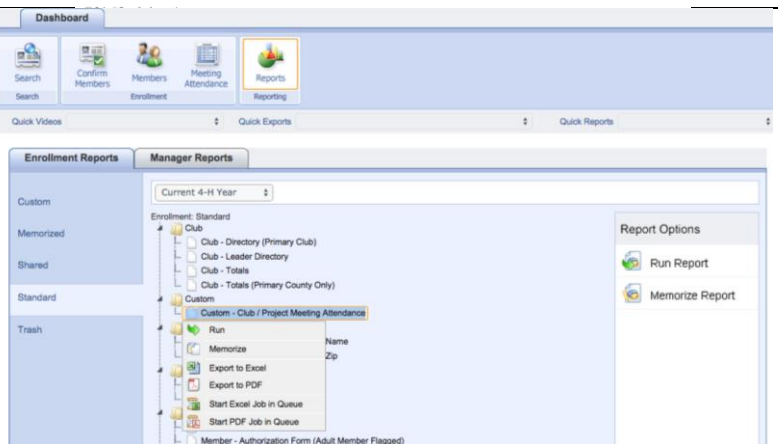
Club meeting attendance is available for Club Leaders to report their meeting attendance. Both the Club manager and the County manager can run a meeting attendance report.

- 1) Login to a Club Leader account.
- 2) Click on the Meeting Attendance icon.
- 3) Click Add Meeting Attendance.
- 4) Complete the form.



- 5) To run a report of all of the Meeting Attendance Reports, click on the Reports icon.
- 6) Click on Standard Reports.
- 7) Select Custom – Club/Project Meeting Attendance.
- 8) Right-click on the report title and select to export to Excel.

- 9) All Club Meeting Attendance report will be listed in the spreadsheet.



Report: Custom - Club / Project Meeting Attendance

County	Club	Program Date	Description	Type	Project	White	Black	Hispanic	Amer-Indian or Alaska Native	Native Hawaiian or Pacific Islander	Asian	Female	Male	Adults	Youth	Meeting Hour Duration	Program Subject	Community Service Name	Members Involved	Community Service Hours Contributed	Scope of Community Service	Volunteer Hours Contributed	Meeting
Member	10/12/13	10/12/13	Club	Meeting Attendance	Composting and Recycling	2	0	0	0	0	2	0	0	0	0	2.0	Worm Composting		0	4	15	0	

