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Bulletin Manual

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Report Your Monthly Attendance at District Site

Posted by David H. (Support) on 03 May 2016 01:55 PM

If you are a club executive, you have the ability to report your club's monthly attendance through the district site as well as through your club site.

1. To report club attendance, you must first log in to your district website. Click **Member Login** at the top right and enter your details.
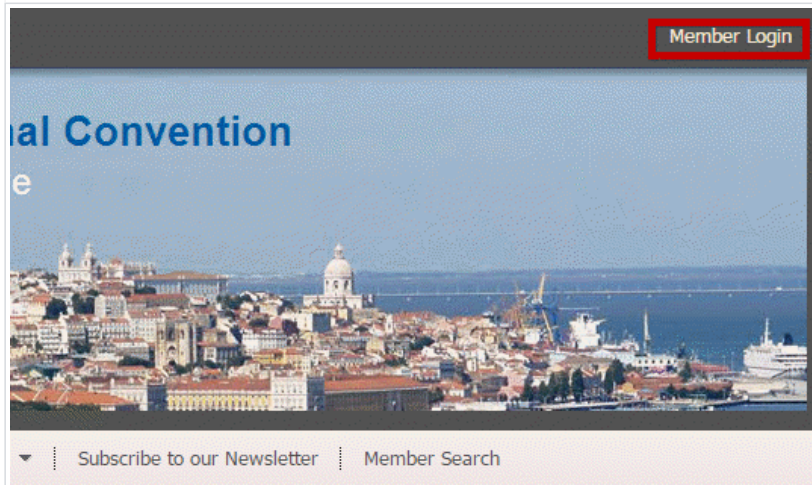
2. You are now logged in. To access the District Administration page, click on **Member Area** on the top right.

Welcome, **Sue Baker** | **Member Area** | Logout

al Convention

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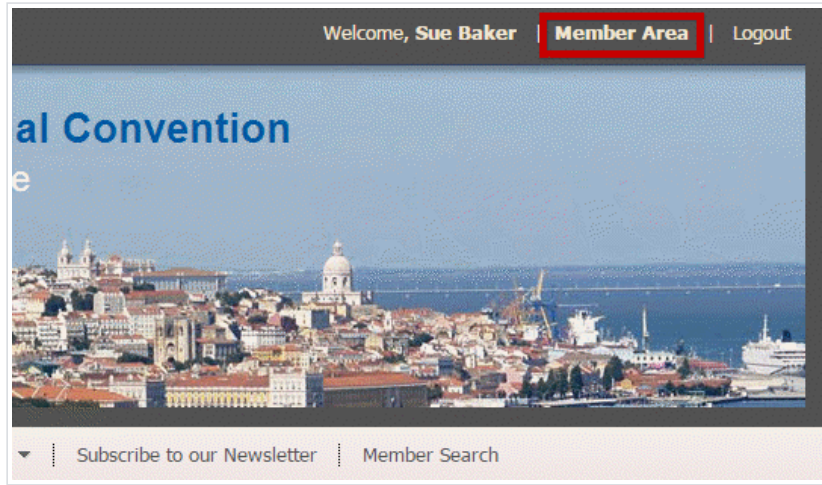
3. On the District Administration page, click on the **For Clubs** tab on the grey bar near the top.

Admin	For Clubs	Grants	For Members	Membership	Organization	Communication	Website	Documents	Reports	Attendance	
Membership Lists	Define Club Executives	Edit Club Information	RI Integration	Missing RI Member ID	RI Updates Archive	Club Attendance Report					
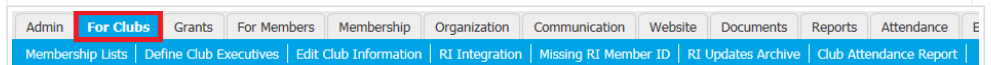
4. Now, select the **Club Attendance Report** link.

Admin	For Clubs	Grants	For Members	Membership	Organization	Communication	Website	Documents	Reports	Attendance	
Membership Lists	Define Club Executives	Edit Club Information	RI Integration	Missing RI Member ID	RI Updates Archive	Club Attendance Report					
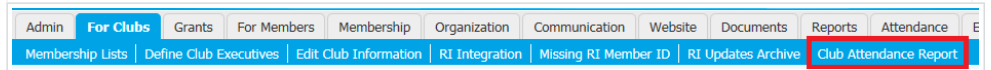
5. You are now on the **Monthly Attendance** page for your Rotary Club. Here, you can make your attendance report.

Monthly Attendance of Rotary Club of Green Town

Enter Previous Year Attendance

	No. of Members (End of This Month)	New Members This Month	Terminated Members This Month	Number of Meetings This Month	Attendance Percentage
July 2014	0	0	0	0	0 %
August 2014	0	0	0	0	0 %
September 2014	2	0	0	0	0 %
October 2014	4	2	0	1	100 %
November 2014	6	2	0	2	100 %
December 2014	0	0	0	0	0 %
January 2015	12	0	0	1	100 %
February 2015	0	0	0	0	0 %

Save

6. First, enter the number of members who attended meetings by the end of a given month in the field provided. Then, enter **New Members this Month**, **Terminated Members this Month**, the **Number of Meetings this Month** and the **Attendance Percentage**.

Monthly Attendance of Rotary Club of Green Town

Enter Previous Year Attendance

	No. of Members (End of This Month)	New Members This Month	Terminated Members This Month	Number of Meetings This Month	Attendance Percentage
July 2014	0	0	0	0	0 %
August 2014	0	0	0	0	0 %
September 2014	2	0	0	0	0 %
October 2014	4	2	0	1	100 %
November 2014	6	2	0	2	100 %
December 2014	0	0	0	0	0 %
January 2015	12	0	0	1	100 %
February 2015	0	0	0	0	0 %

Save

7. When you are finished entering your attendance data, click **Save.** Your report is filed with the district.

	No. of Members (End of This Month)	New Members This Month	Terminated Members This Month	Number of Meetings This Month	Attendance Percentage
July 2014	29	0	0	4	80 %
August 2014	28	0	0	1	75 %
September 2014	0	0	0	0	0 %
October 2014	0	0	0	0	0 %
November 2014	0	0	0	0	80 %
December 2014	25	2	0	0	80 %
January 2015	28	0	0	1	90 %
February 2015	29	0	0	1	100 %

Save

⭐⭐⭐⭐⭐ (1 vote(s))   👍 Helpful   👎 Not helpful