



Attendance Overview

Enhance your club's attendance management by upgrading to the new the **Weekly Attendance** functionality. This is an *optional* premium solution offering available to all clubs (and can be combined with other optional club offerings, for an overall lower-cost solution).

The new attendance functions focus on Weekly Attendance tracking at the club and member level. It also, generates weekly meeting sign-in sheets (with barcode option), Name badge inserts, detailed and summary reports by club and member. All you do is “check” the people who attended. The system does all the weekly and monthly calculations.

Excused Attendance/Exemptions

To support accurate attendance reporting, the new Weekly Attendance functions now include adding exemptions for each member. Exemptions can be added for any period, along with the reason, which are then included in the Weekly Attendance reports as references.

Member Name:* Select a Member to exempt from the list

Exemption Start:* Exemption Start Date

Exemption End:* Exemption End Date

Reason: Reason for Exemption

Monthly Attendance Entry

Submitting your Monthly attendance is a one (1) click process. Your Weekly Attendance data is *automatically* rolled-up at the end of the month. And, the Monthly entry form automatically calculates New and Terminated members, based on entries to the database.

Attendance Reporting for Warrenton
Just complete this "attendance form", and then press **SEND** at bottom of page.

Reporting Month:	April 2008	Correcting DATA for this Month? <input type="checkbox"/>
Memberships:	30 Current ACTIVE Members (at end of Month) 0 NEW Members (this month) Review 0 TERMINATED Members (this month) Review	
Average Attendance:	92.00 % Review Specify percentage as xxx.xx (ie. 87.12% = 87.12 or 100% = 100.0) In other words, DO include the DECIMAL Point.	
No. of Meeting Held:	5 Review	
Meeting Cancelled / REASON:	Please Give DATE and REASON meeting cancelled, otherwise LEAVE BLANK	
Submitted By:	Nick Bagshawe	

"Thank You"
for using the electronic ATTENDANCE module

You must press the **SUBMIT ATTENDANCE REPORT** button to send your club's attendance data.
Doing so will also **Close** the Weekly Attendance Meeting for this period

Meeting Make-Ups

Make-up meetings can be entered for any missed meetings up to 6-months in the past. After selecting the Club Member, the system displays the *missed meetings* where make-ups can be applied. Just click to select...

Club:

Select Member: Select a Member. Meetings within the last 6 months

Enter Notes/Comments about Make-Up:

Select **Make-Up** meeting – closest to the make-up date:
 04/01/08 - Club Meeting

Barcode Sign-In Sheets

Using 3of9 barcodes, Weekly Attendance sign-in sheets can now be generated. And, with low-cost scanners (<\$150), attendance entry can be fast and accurate.

Attendance Sign-In Sheet

Club: Warrenton
Thursday April-24-2008



<input type="text" value="Bagshawe, Nick"/>	<input type="text" value="Bell, Bruce"/>	<input type="text" value="Benton, Sally G."/>
<input type="text" value="Blackman, Ken Ph.D."/>	<input type="text" value="Brown, Susan W."/>	<input type="text" value="Bryce, Sears"/>
<input type="text" value="Carnody, Steve"/>	<input type="text" value="Greenham, Jeremy DDS"/>	<input type="text" value="Dudek, Robert"/>
<input type="text" value="Dunnstetter, Don"/>	<input type="text" value="Febel, Joel"/>	<input type="text" value="Greenway, Garland"/>
<input type="text" value="Haight, Will"/>	<input type="text" value="Harris, John T."/>	<input type="text" value="Hender, Richard E. Jr."/>

Also, barcoded Name badges are supported for checking IN at the meeting (in either a LIVE mode or our Off-line recording mode).

For more information on ATTENDANCE, or to arrange for an on-line demo, please contact:

- Mike Thacker 252-257-2563
- Mark Landmann 303-470-1928

Ask about including the DUES modules, and getting a CLUB web site at package pricing, which is less than the sum of the individual options)..

Reports

Seven (7) new reports to meet your attendance requirements. Drill-down into multiple levels of attendance detail with intelligent hyperlinking.

Monthly District Summary

At the top of the reporting hierarchy is the district report. This report summarizes the “submitted” monthly attendance (by club) for the district.

Membership & Attendance for April 2008

Clubs in District 7710

Note: CLICK on the Column Header to sort the Column. CLICK again to change sort order.

Club	Members 6/30/07	Members Current	YTD-Chg	Chg From Last Mo.	Meetings Held	Average Attend%	ATT % Rank
Angier	22	21	-1	n/a	0	0.00	43
Apex	58	66	8	n/a	0	0.00	42
Capital City	46	46	0	n/a	0	0.00	41
Cary	86	95	9	n/a	0	0.00	40
Cary Central	33	34	1	n/a	0	0.00	39
Cary MacGregor	69	66	-3	n/a	0	0.00	38
Cary-Kildare	40	41	1	-1	4	76.83	2
Cary-Page	49	50	1	n/a	0	0.00	37
Central Johnston County	48	51	3	n/a	0	0.00	36
Chapel Hill	62	61	-1	n/a	0	0.00	35
Chapel Hill-Carboro Sunrise	25	27	2	n/a	0	0.00	34
Clanton	26	26	0	n/a	0	0.00	33

Club Monthly Summary

The district level data is month-at-a-time view. By clicking on a Club link, the Club's Monthly Attendance data is displayed.

Warrenton Monthly Attendance Report

July 01, 2007 - June 30, 2008

Month	Members Current	New Members	Terminated Members	Chg From YTD	Chg From Last Mo.	Meetings Held	Average Attend%	Reason
Jul 2007	31	n/a	n/a	0	0	4	84.66	July 3rd cancelled for July 4th holiday
Aug 2007	31	n/a	n/a	0	0	4	81.90	
Sep 2007	31	n/a	n/a	0	0	4	73.21	
Oct 2007	29	n/a	n/a	-2	-3	6	72.67	
Nov 2007	29	n/a	n/a	-2	0	4	74.14	
Dec 2007	30	n/a	n/a	-1	1	3	74.76	12/25/07 - Christmas Day 12/31/07 - New Years Eve
Jan 2008	29	n/a	n/a	-3	-2	4	72.12	
Feb 2008	30	n/a	n/a	-1	2	4	68.61	
Mar 2008	30	n/a	n/a	-1	0	4	70.60	
Apr 2008	30	n/a	n/a	-1	0	5	91.33	

Note: n/a - not available. New and terminated member joining started 7/1/2008.

Club's Weekly Summary

Each week in the period, is summarized into the following report.

Warrenton Weekly Summary Report

April 01, 2008 - April 30, 2008

Meeting Date	Meeting	Attendance	MkUp	Exmpt	Status
Tue Apr 01, 2008	Club Meeting	27 of 30 (90.0%)	0	0	Open
Tue Apr 08, 2008	Club Meeting	28 of 30 (93.3%)	0	0	Open
Tue Apr 15, 2008	Club Meeting	25 of 30 (83.3%)	0	0	Open
Tue Apr 22, 2008	Club Meeting	29 of 30 (96.7%)	0	0	Open
Tue Apr 29, 2008	Club Meeting	29 of 30 (96.7%)	1	0	Open

Warrenton - Club Meeting Attendance Report

Tuesday April 01, 2008

Member Name	Member Type	Attended	Comments
Bagshaw, Nick	InAct-LOA	Y	
Bell, Bruce	InAct-LOA	Y	
Benton, Selby G.	Active	X	
Blackman, Ken	Active	Y	
Brown, Susan W.	Active	Y	
Bugg, Sears	Active	Y	
Carmody, Steve	InAct-LOA	Y	
Crenshaw, Jimmy	Active	Y	
Williams, Rhonda	InAct-LOA	Y	
Younts, John T	InAct-LOA	Y	
30 Members	Active=22 InAct-LOA=8 Average=83.33% Status=8	22 / 88.0%	

Org-Year Member Summary

The system summarizes the attendance of each member for the org-year.

Warrenton OrgYear Summary Report

July 01, 2007 - June 30, 2008

Member Name	Member Type	Attendance	Make-Ups	Exempt	Comments
Thacker, Michael W	Active	5 of 6 (83.3%)	-	-	
Bell, Bruce	InAct-LOA	5 of 6 (83.3%)	-	-	
Hunter, Richard E	Active	5 of 6 (100.0%)	-	-	
Benton, Selby G.	Active	5 of 6 (83.3%)	-	-	
Meek, Ruth	Active	5 of 6 (100.0%)	-	-	
Scott, Spencer	Active	5 of 6 (100.0%)	-	-	
Harris, John T.	Active	4 of 6 (66.7%)	-	-	
Brown, Susan W.	Active	5 of 6 (100.0%)	-	-	
Weddington, George	Active	5 of 6 (100.0%)	-	-	
McAuston, Barnaby W.	Active	5 of 6 (100.0%)	-	-	
Bugg, Sears	Active	5 of 6 (100.0%)	-	-	
Rafford, William Patrick	Active	5 of 6 (100.0%)	-	-	
Crenshaw, Jimmy	Active	5 of 6 (100.0%)	-	-	

Warrenton Monthly Attendance Detail Report

April 01, 2008 - April 30, 2008

Member Name	Member Type	04/01	04/08	04/15	04/22	04/29	%	Comments
Bagshaw, Nick	InAct-LOA	Y	Y	Y	Y	Y	80.0	
Bell, Bruce	InAct-LOA	Y	Y	Y	Y	Y	80.0	
Benton, Selby G.	Active	Y	Y	Y	Y	Y	80.0	
Blackman, Ken	Active	Y	Y	Y	Y	Y	100.0	
Brown, Susan W.	Active	Y	Y	Y	Y	Y	100.0	
Bugg, Sears	Active	Y	Y	Y	Y	Y	100.0	
Carmody, Steve	InAct-LOA	Y	Y	Y	Y	Y	80.0	
Crenshaw, Jimmy	Active	Y	Y	Y	Y	Y	100.0	
Davis, Robert	Active	Y	Y	Y	Y	Y	100.0	
Dormstetter, Don	InAct-LOA	Y	Y	Y	Y	Y	100.0	
Febel, Joel	Active	Y	Y	Y	Y	Y	100.0	
Greenway, Garland	Active	Y	Y	Y	M	80.0	cruse	
Haight, Will	Active	Y	Y	Y	Y	Y	100.0	
Williams, Rhonda	InAct-LOA	Y	Y	Y	Y	Y	100.0	
Younts, John T	InAct-LOA	Y	Y	Y	Y	Y	100.0	
30 Members	Active=22 InAct-LOA=8	27/90.0%	28/93.3%	25/83.3%	29/96.7%	29/96.7%	92.0%	

Member Detail by Week

An individual member attendance report can be generated, for any time-frame specified.

Michael W Thacker Attendance Report

April 01, 2008 - April 30, 2008

Meeting Date	Attended	Comments
Apr 01, 2008		
Apr 08, 2008	Y	
Apr 15, 2008	Y	
Apr 22, 2008	Y	
Apr 29, 2008	Y	
5 meetings	4 / 80.0%	

Club Meeting Attendance Detail

A weekly report can be generated for each any meeting, which shows the actual attendance (and status) recorded for each member. (top)