

**STEP BY STEP INSTRUCTIONS
ONLINE ATTENDANCE REPORTS
DISTRICT 5730**

1. On the Home Page of the District website (www.ridistrict5730.org) select “Forms” on the navigation list on the left side of the page.
2. Click on the first item on the Forms page, “Monthly Club Attendance Report (Online Report)”. The second line will allow you to open these instructions.
3. Monthly Club Attendance Report
 - a. Club - Click on the down arrow on the right side of the window and select your Club from the list.
 - b. Month - Click on the down arrow on the right side of the window and select the month for your report from the list.
 - c. Year - Enter the year. Example: Enter the current year as: 2009
 - d. Club Secretary - Enter your name as you want it listed. Note: You may copy and paste.
 - e. e-mail Address - Enter your e-mail address. Note: You may copy and paste.
 - f. Club Membership at End of Month - Number of members in your club on the last day of the month being reported.
 - g. Average Attendance for the Month - This is usually calculated by dividing the actual total attendance by the maximum possible attendance. Example: 75.01% is entered as **75.01**. **Do Not Use** the % symbol when you enter the number.
 - h. Number of Meetings Held - Enter the total number of meetings your club had during the month.
 - i. Number of Meeting(s) Cancelled - Enter the total number of meeting(s) your club cancelled during the month.
 - j. Reason for Cancelled Meetings - Enter the reason(s) for the cancelled meeting(s).
 - k. New Member(s) this Month - Provide the name(s) of your new members.
Example: John Johnson, Jack Jackson, Don Smith,
 - l. New Paul Harris Fellow(s) this Month - Provide the name(s) of your new Paul Harris Fellows. Example: John Johnson, Jack Jackson, Don Smith,

The following questions only need to be answered for the June Report each year. The questions refer to your total numbers as of June 30th.

- m. Total Number of Paul Harris Fellows - This is your Club’s total number of PHFs as of June 30th.
 - n. Total Number of Benefactors - This is your Club’s total number of Benefactors as of June 30th.
 - o. Total Number of Paul Harris Society Members - This is your Club’s total number of Paul Harris Society Members as of June 30th.
4. If you have entered all of your data, then click on the “Submit Button” at the bottom of the page.

5. A page will then come up on your computer screen with all of your data that you just entered. **Read the Message Just Below the Heading.** It should say:

“Please click submit to send your final data. Be sure to print this information for your records.”

If you got this message, then proceed to the bottom of this page (**VERY IMPORTANT**). Click on the “Submit Button” at the bottom of the page. You will then get this message:

“Your Club’s Attendance Report has been Updated in the Database Successfully”

YOU ARE DONE

If you did not get the above message (paragraph 2 under item 5.) and got one of the following messages instead, you will need to use your browser’s back arrow to go back to the first screen and correct your data.

“You didn’t fill in one or more required fields. You must enter: _____”

“One or more fields have information that appears to be incorrect. Correct the format for: _____”

If you find any problems with these instructions or you encounter difficulty please e-mail me at: webmaster2@ridistrict5730.org