Member Attendance Comparison

How many times each member attended in each date range

1. Click on the Reports button on the Main Menu

2. Click the Calendars tab

3. Click the Multi-Column Days in Attendance Report (right column)

4. On the Universal Selection Engine choose "who" you want to see on the report

    a. Time Frame = Attended Any Club Attendance Activity at least 1 day between 1-1-18 and 12-31-18 or

    b. Enrolled at least one day between 1-1-18 and 12-31-18

    c. Click the Print USE Selections on Rpt checkbox at the bottom of the screen so your choices on the Universal Selection Engine will be available at a later time

5. Click Continue

6. In section 1 choose From 1-1-18 to 1-31-18 and choose the Activity General Attendance

7. In section 2 choose From 2-1-18 to 2-28-18 and choose the Activity General Attendance

8. In section 3 choose From 3-1-18 to 3-31-18 and choose the Activity General Attendance

9. In section 4 choose From 4-1-18 to 4-30-18 and choose the Activity General Attendance

10. And so on

11. Choose to Show Member Date of Birth or not

12. Choose to Show a Custom Field or not – will be displayed on Export Only

13. Click Preview, Print or Export to Excel

Vision's Membership Registration
Multi-Column Days in Attendance Report

Unit	Member Name	Member#	DOB	01/01/18 01/31/18 GenAtten	02/01/18 02/28/18 GenAtten	03/01/18 03/31/18 GenAtten	04/01/18 04/30/18 GenAtten	Total
01	Aaron, Brandy	1	07/04/08	16	19	17	17	69
01	Aaron, Greg	2	02/16/10	16	17	14	19	66
01	Aaron, Theresa	3	09/29/02	18	18	18	18	72
01	Adams, Barabara	4	05/05/09	21	17	20	19	77
01	Akron, Karen	76	06/04/11	0	0	0	0	0
02	Alexander, John	2	03/13/09	0	1	0	0	1
01	Anderson, Eric	71	05/04/09	0	0	0	19	19
01	Archer, Ernie	5	02/28/05	15	16	18	18	67

How many times all members attended in each specific time frames Dashboard

1. Click on the Reports button on the Main Menu

2. Click the Organization/Unit tab choose My Dashboard

3. Click the Configure button at the bottom

4. The first time you pull this report click Add New Set and name it Attendance Comparison

5. Click the Dashboard Look tab at the top and choose the background color, the font, size, weight, color and special effect for the descriptions and the results

6. Click in the first box on the left, in the Item dropdown choose 'Count of Members who attended'

7. In the right section fill in a screen description like 'Attended this month U: 01 Act: General Attendance

8. Choose the Member's Current Unit and the Unit Attended

9. In the Date Attended choose 'This Month'

10. In the Activity Attended choose 'All Activities' or 'General Attendance'

11. Optionally filter by Gender, Status, Age Group, Ethnicity, Group Membership or School Grade

12. In the second dropdown on the left choose 'Count of Members who attended'

13. In the right section fill in a screen description like 'Attended this month last year U: 01 Act: General Attendance

14. Choose the Member's Current Unit and the Unit Attended

15. In the Date Attended choose 'Last Year - This Month'

16. In the Activity Attended choose 'All Activities' or 'General Attendance'

17. Optionally filter by Gender, Status, Age Group, Ethnicity, Group Membership or School Grade

18. In the third dropdown on the left choose 'Count of Members who attended'

19. In the right section fill in a screen description like 'Attended this year U: 01 Act: General Attendance

20. Choose the Member's Current Unit and the Unit Attended

21. In the Date Attended choose 'This Year'

22. In the Activity Attended choose 'All Activities' or 'General Attendance'

23. Optionally filter by Gender, Status, Age Group, Ethnicity, Group Membership or School Grade

24. In the fourth dropdown on the left choose 'Count of Members who attended'

25. In the right section fill in a screen description like 'Attended last year to date U: 01 Act: General Attendance

26. Choose the Member's Current Unit and the Unit Attended

27. In the Date Attended choose 'Last Year To Date'
28. In the Activity Attended choose 'All Activities' or 'General Attendance'
29. Optionally filter by Gender, Status, Age Group, Ethnicity, Group Membership or School Grade
30. Click the Auto-start Dashboard after log-in if you would like to see this each time you open the Member Tracking System
31. Choose the Primary Set checkbox if you want this to be the primary dashboard that appears when you open the Member Tracking System™
32. Click the Close button and your numbers will fill in
33. Modify to your liking