ClubRunner

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How do I close a meeting?

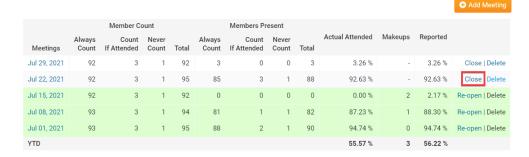
Zach W. - 2022-03-25 - Attendance

When you close a meeting, you submit it to your district and can no longer make changes to the attendance or rules. You have the option to re-open the meeting at a later date, if necessary.

- To access Attendance, you must log in to your club website. At the top right of the screen, above the banner, you'll see the words **Member Login**. Click on this and enter your login details when prompted.
- 2. You have now been returned to your club homepage. Click on **Member Area**.
- 3. You are now on the homepage, where you will see a number of tabs. Click on the **Attendance** tab.
- 4. Next, click on the **Meetings** link that appears.
- 5. You are now on the Meetings page, where you are presented with a list of past meetings. Select the meeting you wish to close, and click the **Close** link.

Meetings

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6. You will be prompted with a window to confirm the closing of the meeting, click the **OK** button to continue closing, otherwise click **Cancel.**

