

## 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.

1. 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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[+ Add Meeting](#)

Meetings	Member Count				Members Present				Actual Attended	Makeups	Reported	
	Always Count	Count If Attended	Never Count	Total	Always Count	Count If Attended	Never Count	Total				
Jul 29, 2021	92	3	1	92	3	0	0	3	3.26 %	-	3.26 %	<a href="#">Close</a>   <a href="#">Delete</a>
Jul 22, 2021	92	3	1	95	85	3	1	88	92.63 %	-	92.63 %	<a href="#">Close</a>   <a href="#">Delete</a>
Jul 15, 2021	92	3	1	92	0	0	0	0	0.00 %	2	2.17 %	<a href="#">Re-open</a>   <a href="#">Delete</a>
Jul 08, 2021	93	3	1	94	81	1	1	82	87.23 %	1	88.30 %	<a href="#">Re-open</a>   <a href="#">Delete</a>
Jul 01, 2021	93	3	1	95	88	2	1	90	94.74 %	0	94.74 %	<a href="#">Re-open</a>   <a href="#">Delete</a>
YTD									55.57 %	3	56.22 %	

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**.

**admin.clubrunner.ca says**

Are you sure you want to close the Jul 22, 2021 meeting? This will finalize the attendance calculations for various reports, however you will still be able to re-open it later to make changes.

OK

Cancel