ClubRunner



# 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.

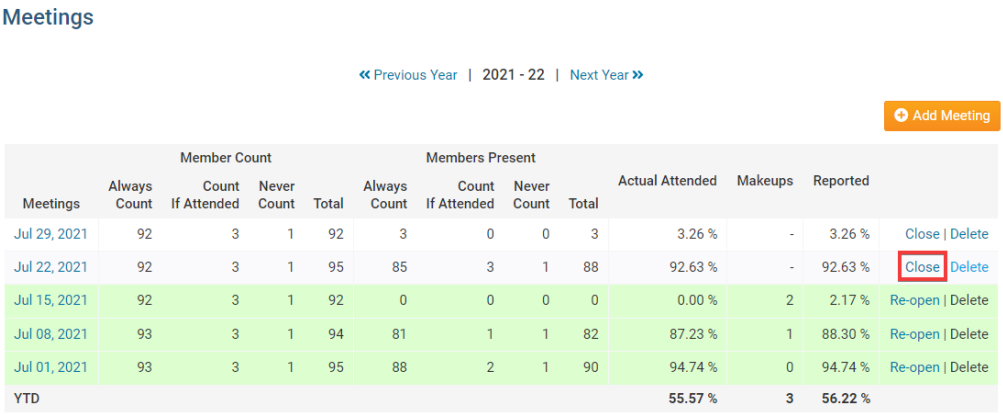
1. To access Attendance, you must log in to your club website. At the top right of the screen, above the banner, you'll see the words **Member Login**. Click on this and enter your login details when prompted.

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.




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.**

