

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.

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 %	Close Delete
Jul 22, 2021	92	3	1	95	85	3	1	88	92.63 %	-	92.63 %	Close Delete
Jul 15, 2021	92	3	1	92	0	0	0	0	0.00 %	2	2.17 %	Re-open Delete
Jul 08, 2021	93	3	1	94	81	1	1	82	87.23 %	1	88.30 %	Re-open Delete
Jul 01, 2021	93	3	1	95	88	2	1	90	94.74 %	0	94.74 %	Re-open Delete
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**.

