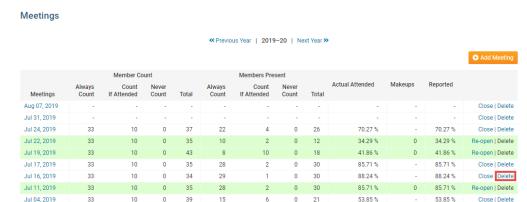# ClubRunner

# How do I delete a meeting?

Zach W. - 2021-03-17 - Attendance

You may find that a meeting has been cancelled and you wish to remove it from your list of meetings. You can delete a meeting by using the Attendance module.

1. To start, go to your Club's homepage. Click on Member Login near the top right. Enter your login information to login. Once done click Login and it will take you back to the home page. Click on Member Area near the top right.

2. Along the top blue bar click on the Attendance link.

3. Next, click on the Meetings link that appears in the grey bar below.

4. This brings you to the Meetings page, where you are presented with a list of meetings. Closed meetings are highlighted in green. Open meetings are in white. Find the meeting you wish to delete, and press the Delete link beside the Open Meeting you wish to delete.

   **Note:** In order to delete a meeting, it must be Open (White). For help re-opening a meeting please see the How do I re-open a Closed Meeting article.

   ## Meetings

   « Previous Year | 2019–20 | Next Year »

   ⊕ Add Meeting

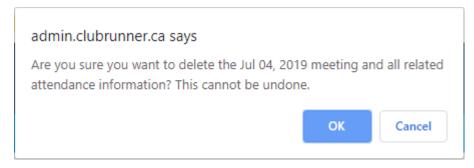   | Meetings | Member Count | | | | Members Present | | | | Actual Attended | Makeups | Reported | |
   |---|---|---|---|---|---|---|---|---|---|---|---|---|
   | | Always Count | Count If Attended | Never Count | Total | Always Count | Count If Attended | Never Count | Total | | | | |
   | Aug 07, 2019 | - | - | - | - | - | - | - | - | - | - | - | Close \| Delete |
   | Jul 31, 2019 | - | - | - | - | - | - | - | - | - | - | - | Close \| Delete |
   | Jul 24, 2019 | 33 | 10 | 0 | 37 | 22 | 4 | 0 | 26 | 70.27 % | - | 70.27 % | Close \| Delete |
   | Jul 22, 2019 | 33 | 10 | 0 | 35 | 10 | 2 | 0 | 12 | 34.29 % | 0 | 34.29 % | Re-open \| Delete |
   | Jul 19, 2019 | 33 | 10 | 0 | 43 | 8 | 10 | 0 | 18 | 41.86 % | 0 | 41.86 % | Re-open \| Delete |
   | Jul 17, 2019 | 33 | 10 | 0 | 35 | 28 | 2 | 0 | 30 | 85.71 % | - | 85.71 % | Close \| Delete |
   | Jul 16, 2019 | 33 | 10 | 0 | 34 | 29 | 1 | 0 | 30 | 88.24 % | - | 88.24 % | Close \| Delete |
   | Jul 11, 2019 | 33 | 10 | 0 | 35 | 28 | 2 | 0 | 30 | 85.71 % | 0 | 85.71 % | Re-open \| Delete |
   | Jul 04, 2019 | 33 | 10 | 0 | 39 | 15 | 6 | 0 | 21 | 53.85 % | - | 53.85 % | Close \| Delete |
   | YTD | | | | | | | | | 65.70 % | 0 | 65.70 % | |

   **Note:** If you are unable to see the Re-open, Close, and Delete action buttons, you may need to use the Horizontal scroll bar that will appear along the bottom edge of the Meetings page. You may have to scroll to the right.

5. A prompt will appear asking if you are sure you wish to delete the Meeting. Click 'Ok' if you still wish to do so, and 'Cancel' if you do not.

   admin.clubrunner.ca says

   Are you sure you want to delete the Jul 04, 2019 meeting and all related attendance information? This cannot be undone.

   OK    Cancel

**Note:** Once a meeting has been deleted, it cannot be restored.