

# ClubRunner

Help Articles > Club Help > Club - Administration Guide > Attendance > How do I delete or remove makeups?

## How do I delete or remove makeups?

Zach W. - 2022-09-27 - Attendance

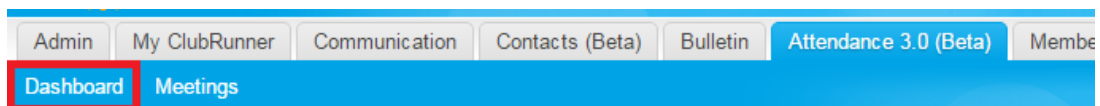
You may have to delete or remove a makeup(s) due to a attendance error. There are two different ways to delete or remove a makeup. Please follow the instructions below for each way.

**Note:** *Deleting a makeup permanently removes the makeup from the system. The makeup is removed both from the meeting (if assigned), and from the members available makeups.*

1. First you need to access the Member Area in ClubRunner. Please go to your Club's homepage and login. Then, click on **Member Area** on the top right.
2. Along the top of the screen you will see several tabs. Click on the **Membership** tab.

### Through Meetings

1. Now, click on **Dashboard**.



2. Click on **Makeups**.

Attendance 3.0

**Main**

- ▶ Dashboard
- ▶ Meetings
- ▶ Leaves of Absence
- ▶ **Makeups**

**Settings**

- ▶ Attendance Rules/Settings

**Reports**

- ▶ Print Member List/Attendance Sheet
- ▶ Print Member List (Simple Version)

**Dashboard**

Welcome to the  
More advanced  
attendance for

3. You are now on the Makeups page. Find the makeup that needs to be removed or deleted. On the right, below Actions click **Delete** on the same row as the one you want to delete.

**Note:** If you need to delete multiple makeups click on the checkboxes beside the member's name, then click **Delete Selected**.

**Makeups**

From: Feb 20, 2016 To: Apr 20, 2016 [Update](#)

Filter records:

[Add Multiple Makeups](#) [Add Makeup](#)

<input type="checkbox"/>	Name ▲	Makeup Date ▼	Makeup Description ▼	Meeting Date ▼	Actions
<input type="checkbox"/>	Harris, Clare	Apr 13, 2016	Banked		Edit <b>Delete</b>
<input type="checkbox"/>	Merril, Judith	Apr 13, 2016		Apr 11, 2016	Edit <b>Delete</b>
<input type="checkbox"/>	Delete Selected				

Showing all 2 records

- Highlighted rows indicate assigned meetings that are closed.

4. You will get a dialog message box pop up asking if it is ok to delete the makeup. Click **Ok** to delete. This completes the first way.

## Through the list of makeups

1. Now, click on **Meetings**.

2. You are now in the Meetings page. Find the meeting that has the makeup you wish to delete and click on the meeting date.

## Meetings

« Previous Year | **2015-16** | 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				
<b>Apr 11, 2016</b>	11	0	2	11	10	0	2	10	90.91 %	1	100.00 %	Re-open   Delete
Jul 10, 2015	10	0	0	10	7	0	0	7	70.00 %	0	70.00 %	Re-open   Delete
Jul 03, 2015	9	1	2	9	8	0	2	8	88.89 %	0	88.89 %	Re-open   Delete
YTD									83.27 %	1	86.30 %	

3. Click on **Makeups**.



## Active Members

Filter records:

Name ▲	Type (as of Apr 11, 2016) ▼
✓ Brackett, Leigh	Exempted Members Jul 16, 2015
✓ Harris, Clare	Leave of Absence Jul 14, 2015 - Ongoing
✓ Jones, Mickey	Active - All

4. Find the makeup you wish to delete and on the same row under Actions click **Delete**.

Attendance   Guests   **Makeups**

### Makeups

[Add Multiple Makeups](#)   [Add Makeup](#)

Name ▲	Makeup Date ▼	Makeup Description ▼	Actions
Merril, Judith	Apr 13, 2016		Unassign <b>Delete</b>

5. You will get a dialog message box pop up asking if it is ok to delete the makeup. Click **Ok** to delete.

Are you sure you want to delete this makeup? This will not bank the makeup to be reused for another meeting, but rather permanently delete it from this member's makeup list.

**OK**   Cancel

#### Related Content

- [How do I view makeups?](#)
- [How do I change the makeup eligibility window?](#)