ClubRunner

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.

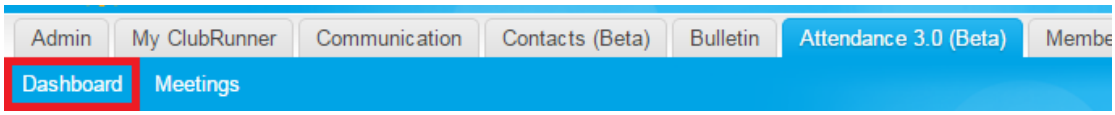
***Note**: Deleting a makeup permanently removes the makeup from the system. The makeup is removed both from the meeting (if assigned), and from the members available makeups.*

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.

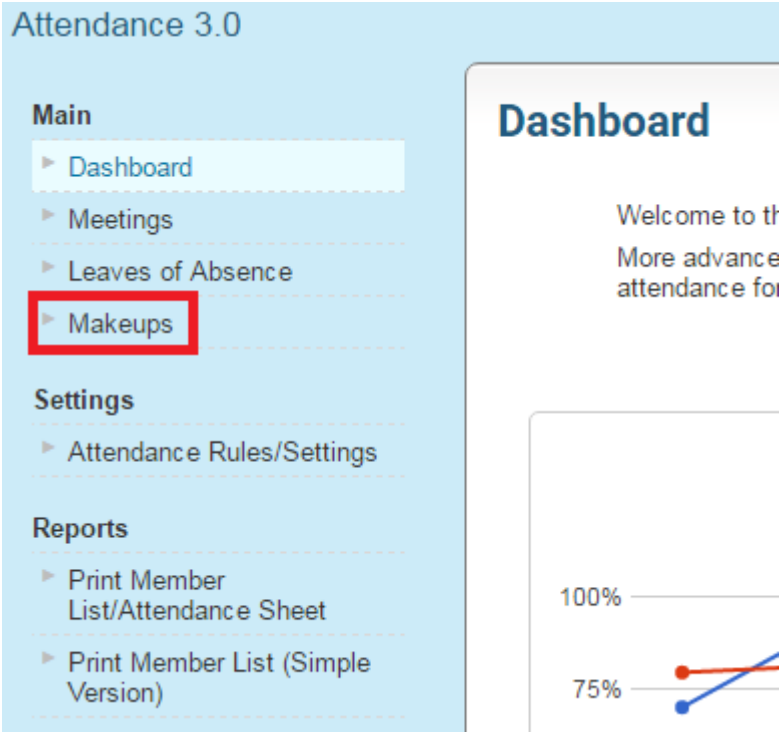
2. Along the top of the screen you will see several tabs. Click on the **Membership** tab.

Through Meetings

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

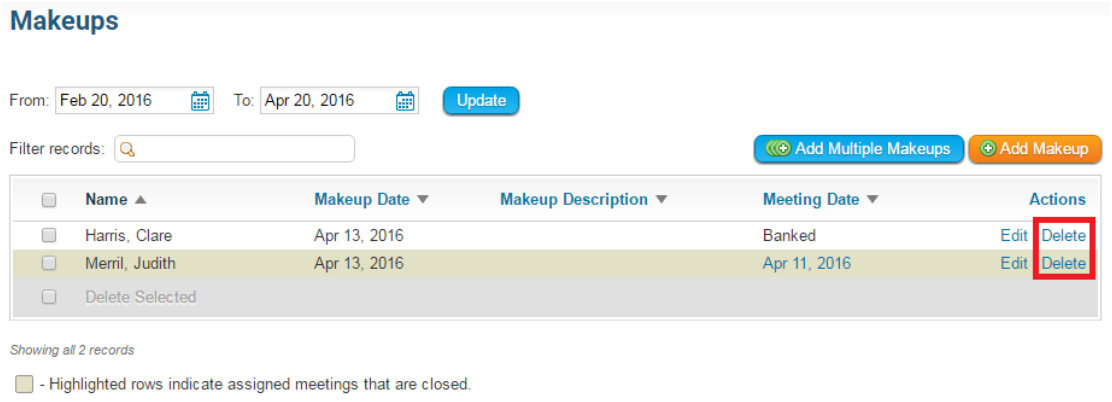


2. Click on **Makeups**.



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.

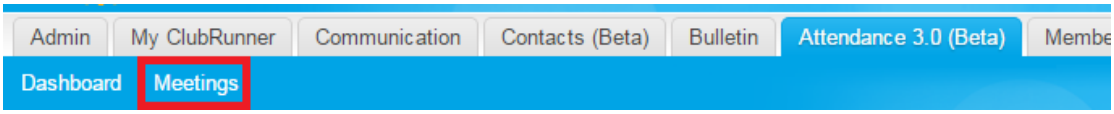
Note: If you need to delete multiple makeups click on the checkboxes beside the member's name, then click **Delete Selected.**



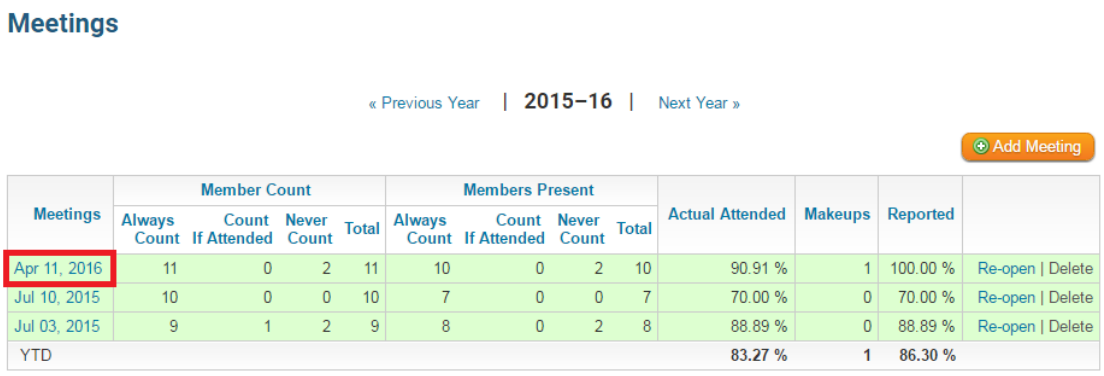
4. You will get a dialog message box pop up asking if it is ok to delete the makeup. Click **Ok** to delete. This completes the first way.

Through the list of makeups

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

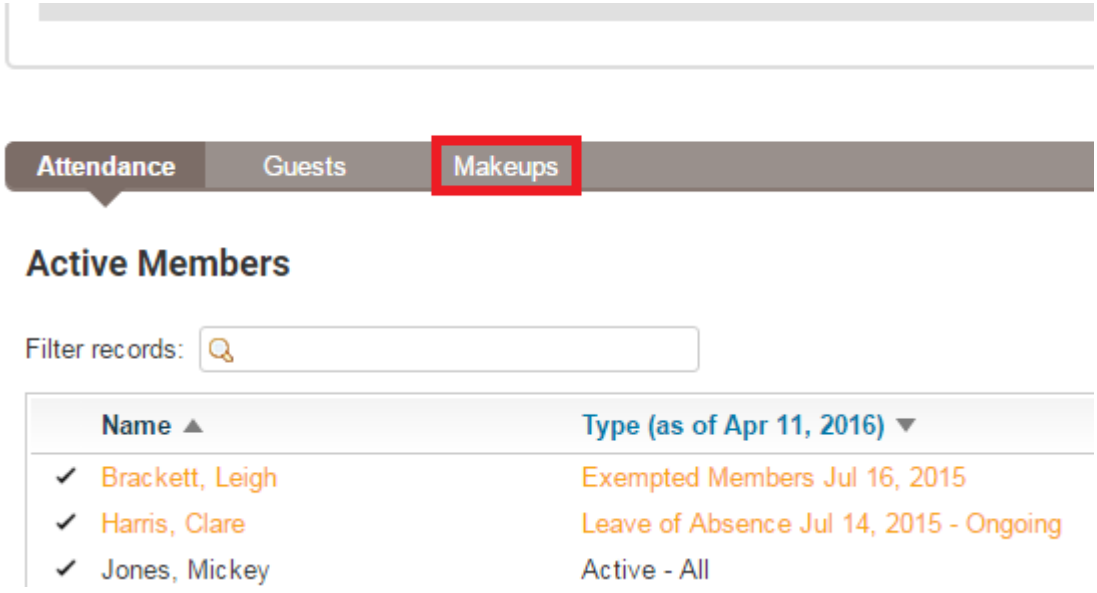


2. You are now in the Meetings page. Find the meeting that has the makeup you wish to delete and click on the meeting date.

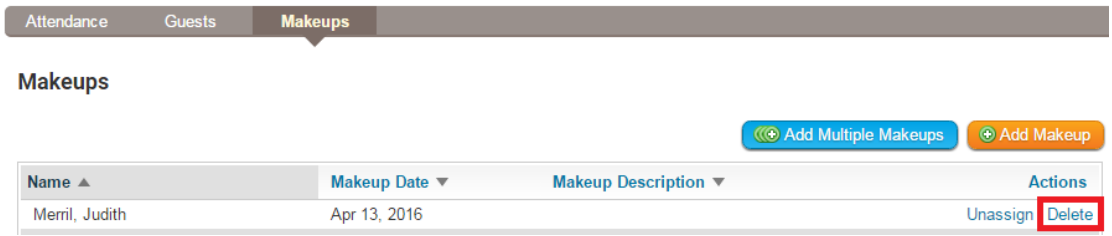


Meetings	Member Count				Members Present				Actual Attended	Makeups	Reported	
	Always Count	Count If Attended	Never Count	Total	Always Count	Count If Attended	Never Count	Total				
Apr 11, 2016	11	0	2	11	10	0	2	10	90.91 %	1	100.00 %	Re-open | Delete
Jul 10, 2015	10	0	0	10	7	0	0	7	70.00 %	0	70.00 %	Re-open | 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 %**	

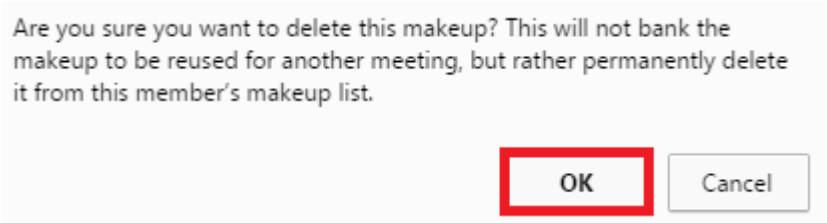
3. Click on **Makeups**.



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



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



Related Content

- How do I view makeups?
- How do I change the makeup eligibility window?