

# ClubRunner

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## How do I re-open a closed meeting?

Zach W. - 2022-03-25 - [Attendance](#)

You may find yourself sometimes faced with the need to edit attendance from a closed meeting. You can edit details from a closed meeting using the Attendance module.

1. To access Attendance, you must log in to your club website. At the top right of the screen 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. This brings you to the **Meetings** page, where you are presented with a list of past meetings. Closed meetings are highlighted in green. Select the closed meeting you wish to re-open and click the **Re-Open** link.

### Meetings

« Previous Year | 2021 - 22 | 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				
Jul 29, 2021	92	3	1	92	3	0	0	3	3.26 %	-	3.26 %	<a href="#">Close</a>   <a href="#">Delete</a>
Jul 22, 2021	92	3	1	95	85	3	1	88	92.63 %	-	92.63 %	<a href="#">Close</a>   <a href="#">Delete</a>
Jul 15, 2021	92	3	1	92	0	0	0	0	0.00 %	2	2.17 %	<a href="#">Re-open</a>   <a href="#">Delete</a>
Jul 08, 2021	93	3	1	94	81	1	1	82	87.23 %	1	88.30 %	<a href="#">Re-open</a>   <a href="#">Delete</a>
Jul 01, 2021	93	3	1	95	88	2	1	90	94.74 %	0	94.74 %	<a href="#">Re-open</a>   <a href="#">Delete</a>
YTD									55.57 %	3	56.22 %	

6. A prompt will appear, asking if you are sure you wish to re-open the meeting. Click **Okay** if you still wish to do so, and **Cancel** if you do not.

