ClubRunner

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.

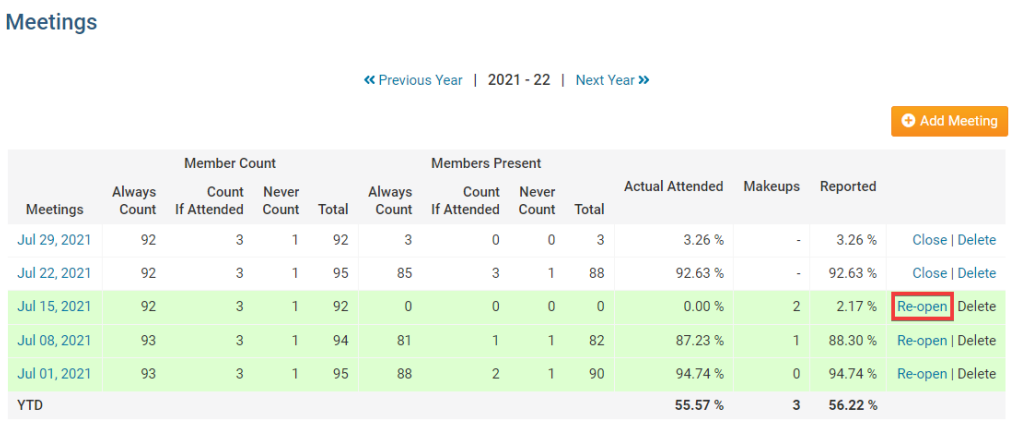
1. To access Attendance, you must log in to your club website. At the top right of the screen you'll see the words **Member Login**. Click on this and enter your login details when prompted.

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	Member Count: Always Count	Member Count: Count If Attended	Member Count: Never Count	Member Count: Total	Members Present: Always Count	Members Present: Count If Attended	Members Present: Never Count	Members Present: Total	Actual Attended	Makeups	Reported	
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. 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.

