ClubRunner

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How do I re-open a closed meeting?

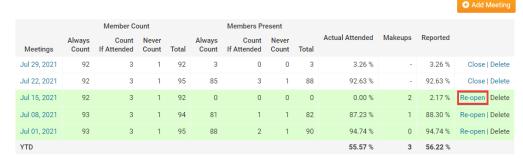
Zach W. - 2022-03-25 - Attendance

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.

- 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.
- 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

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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.

