ClubRunner

How do I unassign makeups for a meeting?

Zach W. - 2023-02-17 - Attendance

Just as the **Attendance** module can be used to track makeup attendance for club members, it may also be used to unassign makeups.

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** near the top right.

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.

5. You are now on the **Meetings** page, where you will view a list of all your current year meetings. Click on the **Meeting Date** of the relevant meeting.

| | Member Count | | | | Members Present | | | | | | | |
Meetings	Always Count	Count If Attended	Never Count	Total	Always Count	Count If Attended	Never Count	Total	Actual Attended	Makeups	Reported	
Oct 10, 2022	19	2	2	19	0	0	0	0	0.00 %	-	5.26 %	Close | Delete
Oct 03, 2022	19	2	2	21	3	2	1	5	23.81 %	-	28.57 %	Close | Delete

6. To un-assign a makeup, click on the **Makeups** tab to see a list of member makeups for that event.

Attendance   Guests   Makeups

Active Members

Filter records: 🔍   **Save**

	Name ▲	Type (as of Oct 10, 2022) ▾
☐	Aldred, Ewan	Active - All
☐	Avent, Katherine	Active - All

7. To unassign a member makeup, click on the **Unassign** link found under the **Actions** column.

8. The member makeup has now been unassigned.

Related Content

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