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.

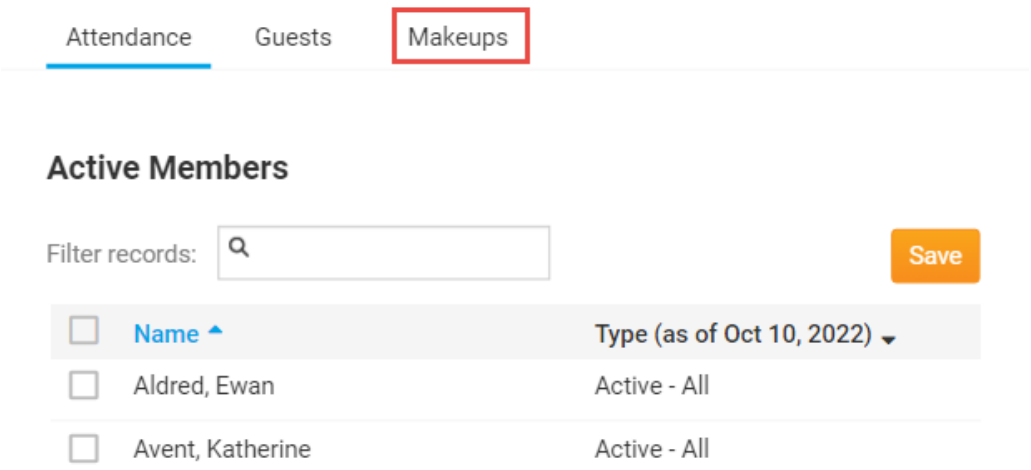
3. You are now on the homepage, where you will see a number of tabs. Click on the **Attendance** tab.

4. Next, click on the **Meetings** link.

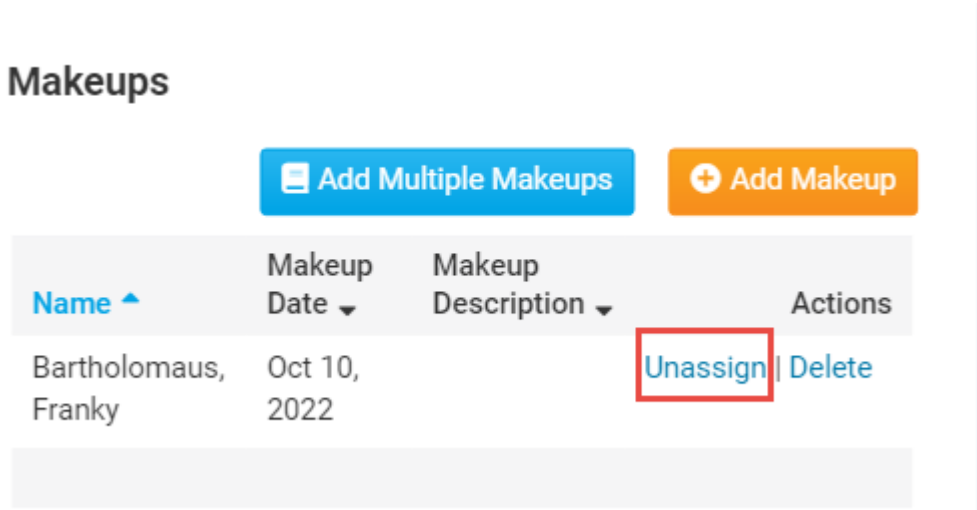
5. You are now on the **Meetings** page, where you will view a list of all your current year meetings. Click on the **Meeting Date** of the relevant meeting.

	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.



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?