ClubRunner

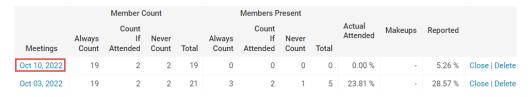
Help Articles > Club Help > Club - Administration Guide > Attendance > How do I unassign makeups for a meeting?

How do I unassign makeups for a meeting?

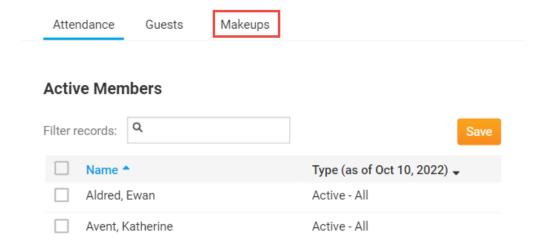
Zach W. - 2023-02-17 - Attendance

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

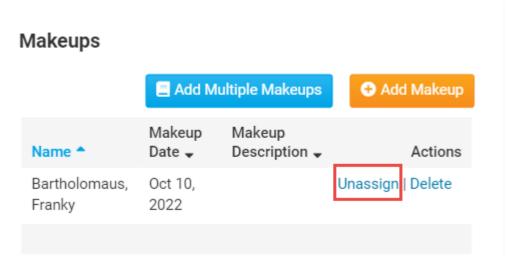
- To access **Attendance**, you must log in to your club website. At the top right of the screen, you'll see the words **Member Login**. Click on this and enter your login details when prompted.
- 2. You have now been returned to your club homepage. Click on **Member Area** near the top right.
- 3. You 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.



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?