ClubRunner

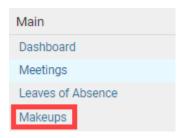
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How do I view makeups?

Zach W. - 2022-03-30 - Attendance

At times you may need to check the Makeups to confirm information. Use this article to find out how.

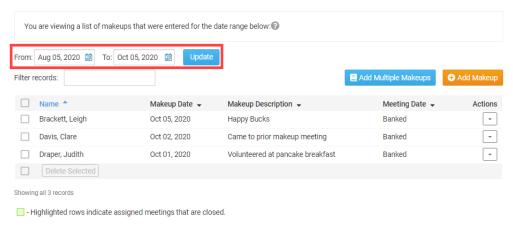
- To access Attendance, you must log in to your club website. At the top right of the home page, you will see the words **Member Login**. Click on this and enter your login details when prompted.
- 2. You have now logged into the Club website, and have been returned to your club homepage. Click on **Member Area** link in the top-right of the home page.
- 3. You are now in the Member Area, where you will see a number of tabs. Click on the **Attendance** tab.
- 4. Next, click on the Meetings link.
- On the left side of the screen, under the Attendance heading, click on the
 Makeups link. This brings you to the Makeups screen, where you may view a list of
 existing makeups, if any.



6. By default, the page will display the last two months of Makeups. To see older Makeups please change the date in the **From** field to an older date and the **To** field to today's date or a newer date than the from date. Once done click **Update**.

Note: Both the **From** and **To** dates are a custom field. If you change them it will keep those changes for 24 hours or until changed once more.

Makeups



Related Content

- How do I unassign makeups for a meeting?
- How do I delete or remove makeups?
- How do I assign makeups in a meeting?
- How do I create a makeup?