

ClubRunner

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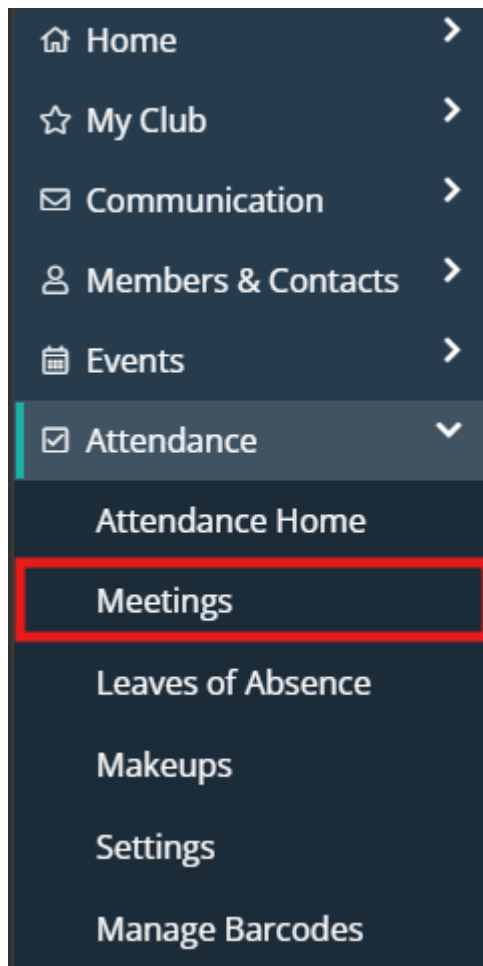
[NOVA] How do I assign makeups in a meeting?

Michael M. - 2026-06-04 - [Attendance](#)

The Attendance module can be used to track makeup attendance for club members to ensure they get full credit for their attendance.

This guide covers both creating and assigning a makeup to a meeting for a member, and how to automatically assign all available banked makeups to a meeting.

1. Log in to your account through your club homepage, then click on **Member Area** on the top right-hand corner under your club banner. [Alternatively, click here to go directly to the ClubRunner login page.](#)
2. In the left-hand menu navigation, click the arrow beside **Attendance** and then click **Meetings**.



3. You will see a list of the existing meetings for the year. Click on the date of the relevant meeting.

[Add Meeting](#)

MEETINGS	MEMBER COUNT				MEMBERS PRESENT				ACTUAL ATTENDED	MAKEUPS	REPORTED	
	ALWAYS COUNT	COUNT IF ATTENDED	NEVER COUNT	TOTAL	ALWAYS COUNT	COUNT IF ATTENDED	NEVER COUNT	TOTAL				
May 12, 2026	54	8	1	54	0	0	0	0	0.000%	-	0.000%	Close Delete
May 05, 2026	54	8	1	60	41	6	1	47	78.333%	-	78.333%	Close Delete
Apr. 14, 2026	51	8	1	55	41	4	1	45	81.818%	-	81.818%	Close Delete

4. To indicate that a member has made up the meeting elsewhere, click on the **Makeups** tab.

Attendance

Guests

Makeups

Active Members

Search

Create a Makeup

1. Next, click the **Add Makeup** button.

Makeups

[Add Multiple Makeups](#)

[Add Makeup](#)

NAME ^	MAKEUP DATE v	MAKEUP DESCRIPTION v	ACTIONS
<i>No makeups for this meeting.</i>			

2. Select an existing member from the dropdown field. You may click on the Show Inactive Members checkbox if you need to indicate that a terminated member has completed a makeup.

Makeup Details

Select Member *

Search for a member... v

Show Inactive Members

Makeup Date *

Jun 03, 2026

3. By default the Makeup Date will populate with current date. You can change this by clicking on the date field and selecting a new date. This date indicates which date the member performed the makeup.

Select Member * Barnes, Gemma ▾

Makeup Date * May 19, 2026 📅

Description

4. If you wish, you may enter a Description of the makeup.

Makeup Date * May 19, 2026 📅

Description Attended meeting of another club

5. Next is the Makeup Type field. Here you have three options to choose from:

Description Attended meeting of another club

Makeup Type * Banked Auto-Assign Apply to a Meeting

- Banked - Banking a makeup will save the makeup so the member can apply it later to a future meeting.
- Auto-Assign - Will automatically assign the makeup to the oldest meeting based on the Rotary International two week rule or the rule in the the attendance settings. If the makeup cannot be applied because the member attended the meetings within the attendance rule, it will be saved as a banked makeup instead.
- Apply to a Meeting - Gives you the option to select the meeting that you want the makeup to apply to. You may apply makeups to open or closed meetings.

6. Once you have entered the makeup details, click **Save** to add the makeup and return to the previous screen. Click **Save & Add Another** if you wish to add another makeup for the member.

Select Member * Show Inactive Members

Makeup Date *

Description

Makeup Type * Banked Auto-Assign Apply to a Meeting

This makeup will be saved until you apply it to a meeting.

Cancel

Auto-Assign Banked Makeups for the Meeting

1. To apply all banked makeups which qualify for this meeting, click the **Auto-Assign Makeups for All Members** button on the Makeups page. If one or more members have a banked makeup which could be used towards this meeting, it will automatically apply it.

Apply Makeups for Missed Members

NAME ^	TYPE v	QUALIFIED BANKED MAKEUPS FOR THIS MEETING v	ACTIONS
Aaronsons, Tim	Active - All	0/0	Add Makeup
Barnes, Gemma	Active - All	1/1	Auto-Assign Makeup

Note

We recommend always hitting this button to auto-assign banked makeups. If this button is greyed out, this means there are no qualified banked makeups that can be assigned to this meeting.

2. Once all banked makeups are applied to the meeting the button will be greyed out.