ClubRunner

[NOVA] How do I close or re-open a meeting?

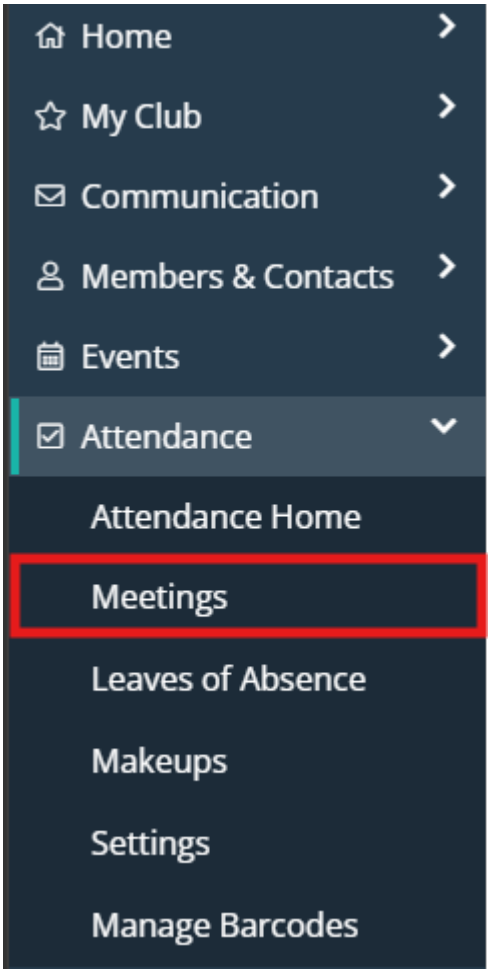
Michael M. - 2026-06-03 - Attendance

When you close a meeting, you submit it to your district and can no longer make changes to the attendance or rules. Closing a meeting is needed in order to finalize the attendance calculations for various reports. You always have the option to re-open the meeting at a later date if you need to make changes.

This support article will show you how you can close or re-open meetings in the Attendance module.

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. Closed meetings are highlighted in green, while open meetings are in white. Find the meeting you wish to close or re-open and click either **Close** or **Re-open** in the right-hand column.

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	55	44	1	0	45	81.818%	-	81.818%	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
Mar. 18, 2026	47	8	1	53	39	6	1	45	84.906%	0	84.906%	Re-open	Delete
Nov. 28, 2025	41	8	1	42	21	1	0	22	52.381%	0	52.381%	Re-open	Delete
Jul. 16, 2025	39	8	1	44	35	5	1	40	90.909%	0	90.909%	Re-open	Delete
Jul. 01, 2025	38	8	1	43	28	5	1	33	76.744%	0	76.744%	Re-open	Delete
YTD									**78.130%**	**0**	**78.130%**		

4. A prompt will appear asking to confirm the chosen action, and outlining how it will impact attendance calculations and reports. Click **OK** to confirm your selected action.

