

ClubRunner

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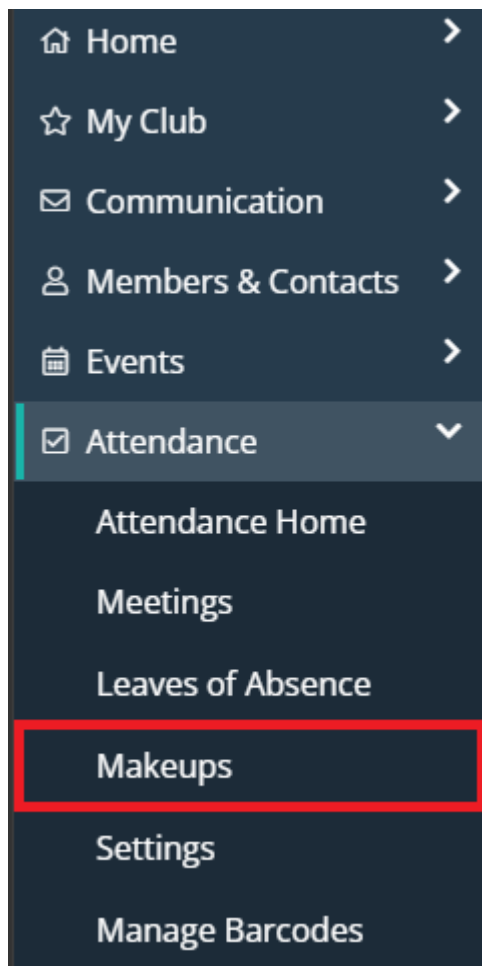
[NOVA] How do I create a makeup?

Michael M. - 2026-06-03 - [Attendance](#)

The Attendance module can be used to create meeting makeups for club members, to ensure they get full credit for their attendance.

This support article will show you how to create makeups for one or many members of your club.

1. To begin, 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 **Makeups**.



3. This brings you to the Makeups screen, where you will see any existing makeups. By default, the page will display the last two months of makeups. You can view older makeups by editing the date range and clicking **Update**.

Makeups

You are viewing a list of makeups that were entered for the date range below: ?

From: To:

<input type="checkbox"/>	NAME	MAKEUP DATE	MAKEUP DESCRIPTION	MEETING DATE	ACTIONS
<input type="checkbox"/>	Alberts, Sara	Jun. 22, 2025		Banked	<input type="button" value=""/>
<input type="checkbox"/>	Bruineman, Ike	Jun. 21, 2025		Jun. 21, 2025	<input type="button" value=""/>
<input type="checkbox"/>	Hirtz, Dario	Jun. 19, 2025	Board Meeting	Oct. 12, 2024	<input type="button" value=""/>

Adding a Single Makeup

1. To add a single makeup for a single member, click the **Add Makeup** button.

Makeups

You are viewing a list of makeups that were entered for the date range below: ?

From: To:

<input type="checkbox"/>	NAME	MAKEUP DATE	MAKEUP DESCRIPTION	MEETING DATE	ACTIONS
<input type="checkbox"/>	Alberts, Sara	Jun. 22, 2025		Banked	<input type="button" value=""/>
<input type="checkbox"/>	Bruineman, Ike	Jun. 21, 2025		Jun. 21, 2025	<input type="button" value=""/>
<input type="checkbox"/>	Hirtz, Dario	Jun. 19, 2025	Board Meeting	Oct. 12, 2024	<input type="button" value=""/>

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 * Show Inactive Members

Makeup Date *

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 *

Makeup Date *

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 *

Barnes, Gemma

Show Inactive Members

Makeup Date *

May 19, 2026 

Description

Attended meeting of another club

Makeup Type *

Banked Auto-Assign Apply to a Meeting

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

Cancel

Save & Add Another

Save

Adding Multiple Makeups

1. You may add makeups for several members at once by clicking **Add Multiple Makeups**.

Makeups

You are viewing a list of makeups that were entered for the date range below: ?

From: Apr 10, 2025 To: Jun 03, 2026 Update

Search [] Display 25 records Add Multiple Makeups Add Makeup

<input type="checkbox"/>	NAME	MAKEUP DATE	MAKEUP DESCRIPTION	MEETING DATE	ACTIONS
<input type="checkbox"/>	Alberts, Sara	Jun. 22, 2025		Banked	-
<input type="checkbox"/>	Bruineman, Ike	Jun. 21, 2025		Jun. 21, 2025	-
<input type="checkbox"/>	Hirtz, Dario	Jun. 19, 2025	Board Meeting	Oct. 12, 2024	-

2. 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 members performed the makeup. You must select a single date for all the member makeups.

Settings

Set Makeup Date for All to:*

Jun 03, 2026

Set Description for All to:

[Empty text area]

3. Next, you may enter a description to apply to all the new makeups. In the case of multiple makeups, all makeups will be banked.

Set Makeup Date for All to:*

Jun 01, 2026

Set Description for All to:

Volunteered for charity event

Makeup Type:*

All makeups will be banked.

4. You will see a list of your active members, and may choose to include inactive members by clicking on the Show Inactive Members checkbox. Select the members to whom you wish to apply the makeups by clicking on the checkbox beside their names.

Q Search Show Inactive Members Display 25 records [Save](#)

<input type="checkbox"/>	LAST NAME ^	FIRST NAME v	MEMBERSHIP TYPE v
<input type="checkbox"/>	Aaronsons	Aaron	Active
<input checked="" type="checkbox"/>	Adnam	Dani	Active
<input type="checkbox"/>	Alberts	Sara	Active - Satellite
<input checked="" type="checkbox"/>	Barnes	Gemma	Active
<input checked="" type="checkbox"/>	Belici	Simona	Active
<input type="checkbox"/>	Blintz	Jareb	Active - Service

5. When you're finished, click **Save**.