ClubRunner

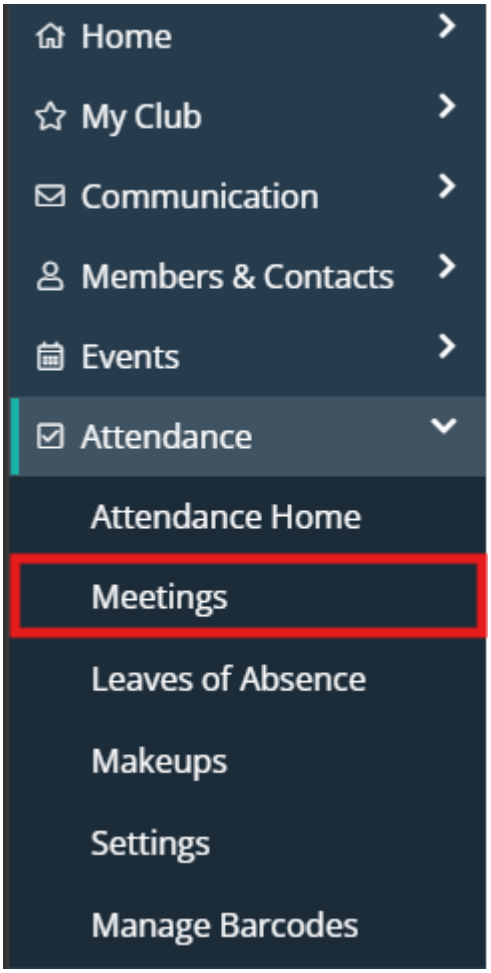
[NOVA] How do I delete a meeting?

Michael M. - 2026-06-03 - Attendance

In the case that a meeting has been cancelled and you wish to remove it from your list of meetings, you can delete it from the Attendance module by following the steps below.

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 delete and click **Delete** in the right-hand column.

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Add Meeting

MEETINGS	MEMBER COUNT ALWAYS COUNT	MEMBER COUNT COUNT IF ATTENDED	MEMBER COUNT NEVER COUNT	MEMBER COUNT TOTAL	MEMBERS PRESENT ALWAYS COUNT	MEMBERS PRESENT COUNT IF ATTENDED	MEMBERS PRESENT NEVER COUNT	MEMBERS PRESENT TOTAL	ACTUAL ATTENDED	MAKEUPS	REPORTED	
May 19, 2026	54	8	1	54	0	0	0	0	0.000%	-	0.000%	Close | Delete
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

Note

You can only delete open meetings. For help re-opening a meeting, please see the support article: **How do I close or re-open a meeting?**

4. A prompt will appear asking if you are sure you wish to delete the meeting. Please note that a deleted meeting cannot be restored. Click **OK** to confirm deletion of the meeting.

