

ClubRunner

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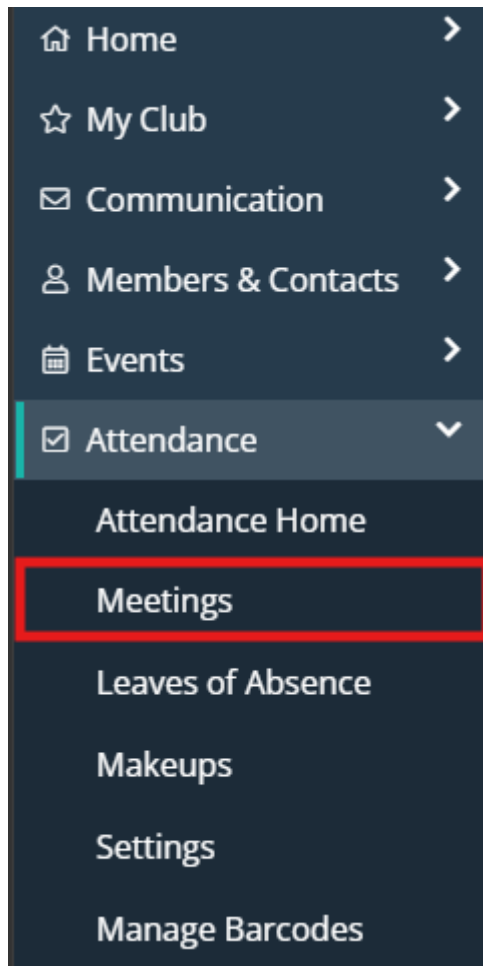
[NOVA] How do I delete or unassign a makeup?

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

You may have to delete or unassign a makeup due to an attendance error, or to bank a makeup for future use.

This support article will show you how to delete or unassign a makeup from 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

5. In the list of assigned makeups, click the **Unassign** or **Delete** options.

Makeups

[Add Multiple Makeups](#)

[+ Add Makeup](#)

NAME ^	MAKEUP DATE v	MAKEUP DESCRIPTION v	ACTIONS
Barnes, Gemma	May 19, 2026	Attended meeting of another club	Unassign Delete
Dunne, Nil	May 06, 2026	Volunteered at district event	Unassign Delete

6. You will see a window asking to confirm your chosen action. If you are sure you wish to unassign or delete the makeup, click **OK**.

