

ClubRunner

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How do I delete or remove makeups?

Zach W. - 2022-09-27 - Attendance

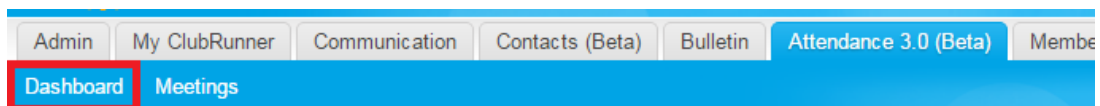
You may have to delete or remove a makeup(s) due to a attendance error. There are two different ways to delete or remove a makeup. Please follow the instructions below for each way.

Note: *Deleting a makeup permanently removes the makeup from the system. The makeup is removed both from the meeting (if assigned), and from the members available makeups.*

1. First you need to access the Member Area in ClubRunner. Please go to your Club's homepage and login. Then, click on **Member Area** on the top right.
2. Along the top of the screen you will see several tabs. Click on the **Membership** tab.

Through Meetings

1. Now, click on **Dashboard**.



2. Click on **Makeups**.

Attendance 3.0

Main

- ▶ Dashboard
- ▶ Meetings
- ▶ Leaves of Absence
- ▶ **Makeups**

Settings

- ▶ Attendance Rules/Settings

Reports

- ▶ Print Member List/Attendance Sheet
- ▶ Print Member List (Simple Version)

Dashboard

Welcome to the
More advanced
attendance for

3. You are now on the Makeups page. Find the makeup that needs to be removed or deleted. On the right, below Actions click **Delete** on the same row as the one you want to delete.

Note: If you need to delete multiple makeups click on the checkboxes beside the member's name, then click **Delete Selected**.

Makeups

From: Feb 20, 2016 To: Apr 20, 2016 [Update](#)

Filter records:

[Add Multiple Makeups](#) [Add Makeup](#)

| <input type="checkbox"/> | Name ▲ | Makeup Date ▼ | Makeup Description ▼ | Meeting Date ▼ | Actions |
|--------------------------|-----------------|---------------|----------------------|----------------|--------------------|
| <input type="checkbox"/> | Harris, Clare | Apr 13, 2016 | Banked | | Edit Delete |
| <input type="checkbox"/> | Merril, Judith | Apr 13, 2016 | | Apr 11, 2016 | Edit Delete |
| <input type="checkbox"/> | Delete Selected | | | | |

Showing all 2 records

- Highlighted rows indicate assigned meetings that are closed.

4. You will get a dialog message box pop up asking if it is ok to delete the makeup. Click **Ok** to delete. This completes the first way.

Through the list of makeups

1. Now, click on **Meetings**.

2. You are now in the Meetings page. Find the meeting that has the makeup you wish to delete and click on the meeting date.

Meetings

« Previous Year | 2015-16 | Next Year »

[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 | | | | |
| Apr 11, 2016 | 11 | 0 | 2 | 11 | 10 | 0 | 2 | 10 | 90.91 % | 1 | 100.00 % | Re-open Delete |
| Jul 10, 2015 | 10 | 0 | 0 | 10 | 7 | 0 | 0 | 7 | 70.00 % | 0 | 70.00 % | Re-open Delete |
| Jul 03, 2015 | 9 | 1 | 2 | 9 | 8 | 0 | 2 | 8 | 88.89 % | 0 | 88.89 % | Re-open Delete |
| YTD | | | | | | | | | 83.27 % | 1 | 86.30 % | |

3. Click on **Makeups**.



Active Members

Filter records:

| Name ▲ | Type (as of Apr 11, 2016) ▼ |
|-------------------|---|
| ✓ Brackett, Leigh | Exempted Members Jul 16, 2015 |
| ✓ Harris, Clare | Leave of Absence Jul 14, 2015 - Ongoing |
| ✓ Jones, Mickey | Active - All |

4. Find the makeup you wish to delete and on the same row under Actions click **Delete**.

Attendance Guests **Makeups**

Makeups

[Add Multiple Makeups](#) [Add Makeup](#)

| Name ▲ | Makeup Date ▼ | Makeup Description ▼ | Actions |
|----------------|---------------|----------------------|------------------------|
| Merril, Judith | Apr 13, 2016 | | Unassign Delete |

5. You will get a dialog message box pop up asking if it is ok to delete the makeup. Click **Ok** to delete.

Are you sure you want to delete this makeup? This will not bank the makeup to be reused for another meeting, but rather permanently delete it from this member's makeup list.

OK Cancel

Related Content

- [How do I view makeups?](#)
- [How do I change the makeup eligibility window?](#)