

How do I re-open a closed meeting?

Zach W. - 2022-03-25 - Attendance

You may find yourself sometimes faced with the need to edit attendance from a closed meeting. You can edit details from a closed meeting using the Attendance module.

1. To access Attendance, you must log in to your club website. At the top right of the screen you'll see the words **Member Login**. Click on this and enter your login details when prompted.
2. You have now been returned to your club homepage. Click on **Member Area**.
3. You are now on the homepage, where you will see a number of tabs. Click on the **Attendance** tab.
4. Next, click on the **Meetings** link that appears.
5. This brings you to the **Meetings** page, where you are presented with a list of past meetings. Closed meetings are highlighted in green. Select the closed meeting you wish to re-open and click the **Re-Open** link.

Meetings

« Previous Year | 2021 - 22 | 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 | | | | |
| Jul 29, 2021 | 92 | 3 | 1 | 92 | 3 | 0 | 0 | 3 | 3.26 % | - | 3.26 % | Close Delete |
| Jul 22, 2021 | 92 | 3 | 1 | 95 | 85 | 3 | 1 | 88 | 92.63 % | - | 92.63 % | Close Delete |
| Jul 15, 2021 | 92 | 3 | 1 | 92 | 0 | 0 | 0 | 0 | 0.00 % | 2 | 2.17 % | Re-open Delete |
| Jul 08, 2021 | 93 | 3 | 1 | 94 | 81 | 1 | 1 | 82 | 87.23 % | 1 | 88.30 % | Re-open Delete |
| Jul 01, 2021 | 93 | 3 | 1 | 95 | 88 | 2 | 1 | 90 | 94.74 % | 0 | 94.74 % | Re-open Delete |
| YTD | | | | | | | | | 55.57 % | 3 | 56.22 % | |

6. A prompt will appear, asking if you are sure you wish to re-open the meeting. Click **Okay** if you still wish to do so, and **Cancel** if you do not.

admin.clubrunner.ca says

Are you sure you want to re-open the Jul 15, 2021 meeting? This may cause some recalculations based on changes in member leaves of absence and exemptions.

OK

Cancel

to Membership Organization PL integration Website New Website