

# ClubRunner

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## How do I unassign makeups for a meeting?

Zach W. - 2023-02-17 - Attendance

Just as the **Attendance** module can be used to track makeup attendance for club members, it may also be used to unassign makeups.

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** near the top right.
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.
5. You are now on the **Meetings** page, where you will view a list of all your current year meetings. Click on the **Meeting Date** of the relevant 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				
<a href="#">Oct 10, 2022</a>	19	2	2	19	0	0	0	0	0.00 %	-	5.26 %	<a href="#">Close</a>   <a href="#">Delete</a>
<a href="#">Oct 03, 2022</a>	19	2	2	21	3	2	1	5	23.81 %	-	28.57 %	<a href="#">Close</a>   <a href="#">Delete</a>

6. To un-assign a makeup, click on the **Makeups** tab to see a list of member makeups for that event.

[Attendance](#)   [Guests](#)   [Makeups](#)

### Active Members

Filter records:

<input type="checkbox"/> Name <sup>▲</sup>	Type (as of Oct 10, 2022) <sup>▼</sup>
<input type="checkbox"/> Aldred, Ewan	Active - All
<input type="checkbox"/> Avent, Katherine	Active - All

7. To unassign a member makeup, click on the **Unassign** link found under the **Actions** column.

## Makeups

<a href="#">Add Multiple Makeups</a>				<a href="#">Add Makeup</a>
Name <sup>▲</sup>	Makeup Date <sup>▼</sup>	Makeup Description <sup>▼</sup>	Actions	
Bartholomaus, Franky	Oct 10, 2022		<a href="#">Unassign</a>	<a href="#">Delete</a>

8. The member makeup has now been unassigned.

### Related Content

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