ClubRunner

How do I add a member designation?

Michael C. - 2021-02-08 - Membership Management

Club members may receive special member designations to acknowledge a particular status or function within the club.The Rotary Club has a number of common designations, such as Paul Harris Fellow or Sustaining Member. Clubs may also create their own new designations for internal use. You may assign member designations through your district homepage.

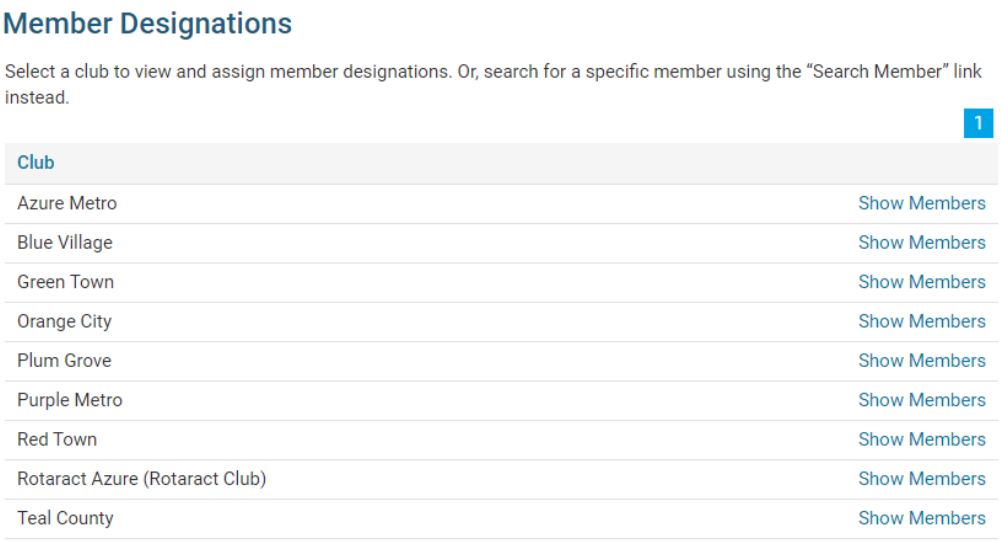
1. To add a member designation, go to your district webpage and click on the **Login** link at the top right of the page. Then, enter your login details on the page that appears.

2. You are now logged in. To access the District Administration page, click on **Member Area** on the top right.

3. You are now on the **District Administration** page. Click the **Membership** tab just under the header.

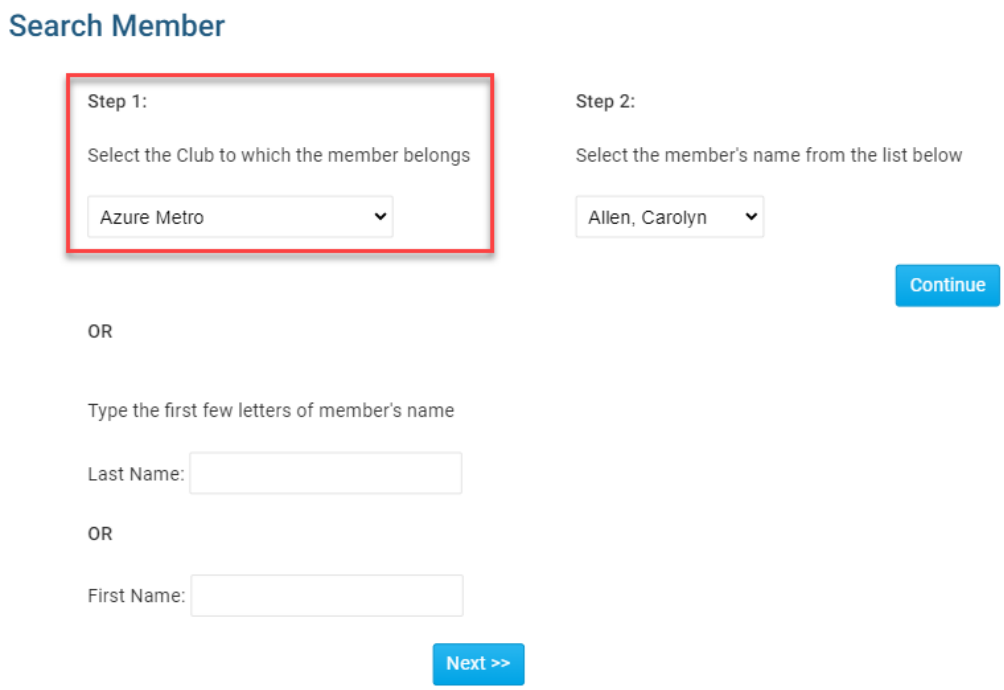
4. Next, click on the **Member Designations** link.

5. You are now on the **Member Designations** page. You may click on the name of a club to view its active members and assign a member designation.

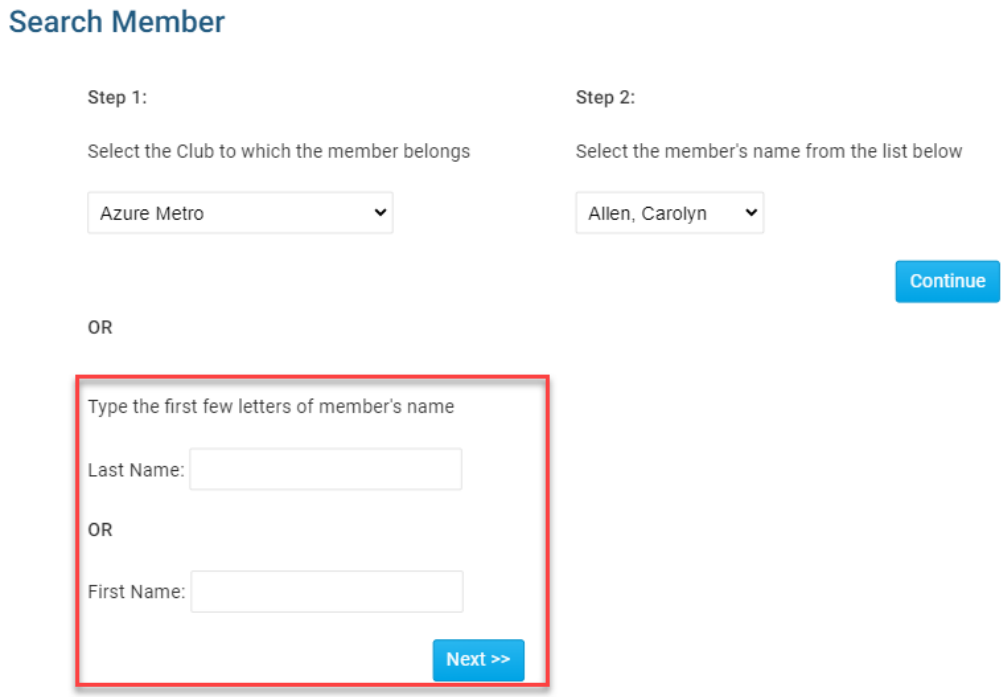


   Alternatively, you may search for a specific member by clicking on the **Search Member** link under the **Designation Admin** header on the left side.

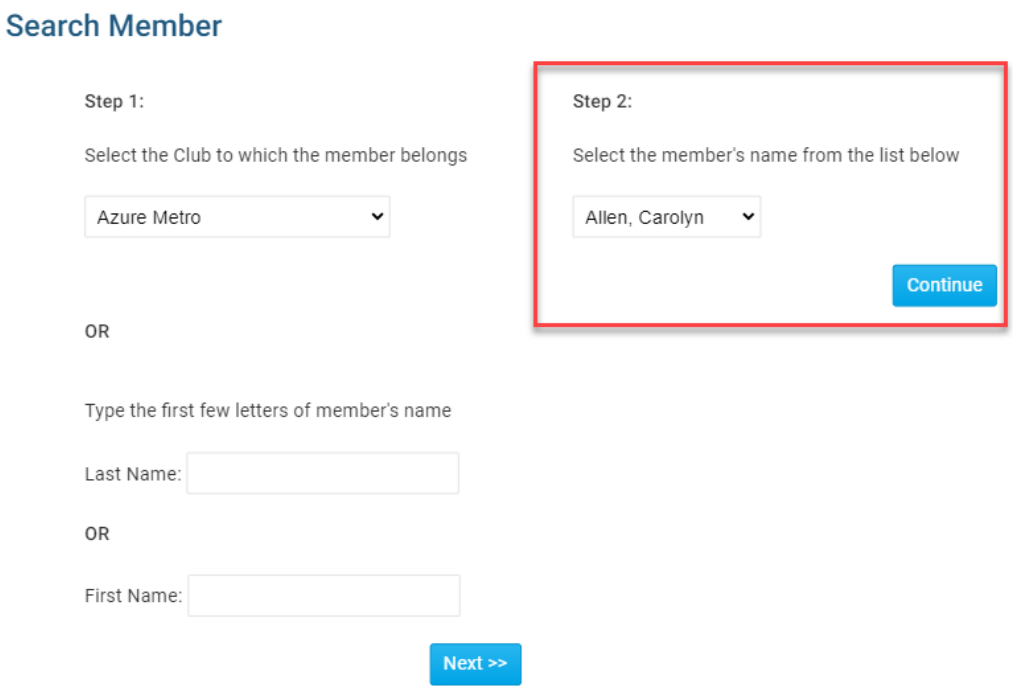
6. On the **Search Member** page, you may select the club to which the member belongs using the drop down menu.



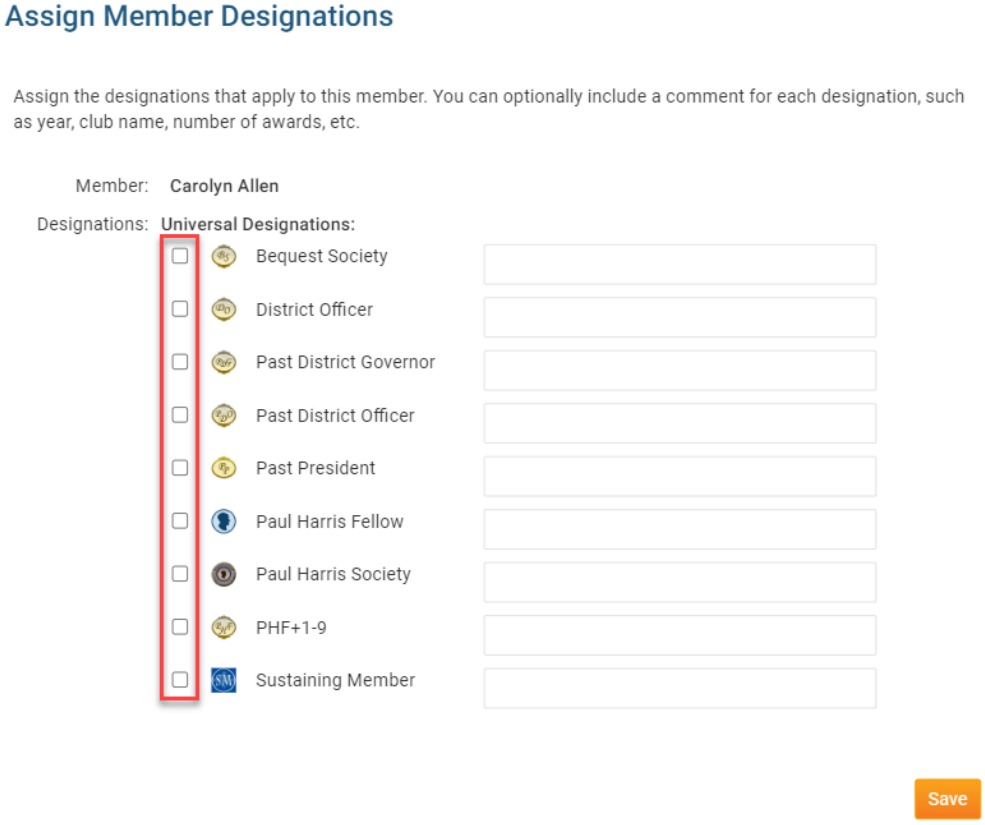
7. You may also search by **Last Name** or **First Name**. When you have finished entering the name, click the **Next** button.



8. If you have selected a club, use the drop down menu to choose the right member. If you searched by name, the drop down menu will display all those members in the district who match that name. Click **Continue** when you have selected the member.



9. You are now on the **Member Designation** page, where you may assign designations to the member you have selected. Click on the appropriate designations to assign them.



10. When you are finished, click the **Save** button at the bottom of the screen.



Related Content

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