

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.

Member Designations

Select a club to view and assign member designations. Or, search for a specific member using the "Search Member" link instead.

Club	
Azure Metro	Show Members
Blue Village	Show Members
Green Town	Show Members
Orange City	Show Members
Plum Grove	Show Members
Purple Metro	Show Members
Red Town	Show Members
Rotaract Azure (Rotaract Club)	Show Members
Teal County	Show Members

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.

Search Member

The screenshot shows a two-step search process. Step 1, highlighted with a red border, involves selecting a club from a dropdown menu labeled 'Step 1: Select the Club to which the member belongs'. The selected option is 'Azure Metro'. Step 2 involves selecting a member's name from a dropdown menu labeled 'Step 2: Select the member's name from the list below', with 'Allen, Carolyn' selected. A 'Continue' button is located to the right of Step 2. Below Step 1, there is an 'OR' separator and a text prompt 'Type the first few letters of member's name'. This is followed by input fields for 'Last Name:' and 'First Name:', another 'OR' separator, and a 'Next >>' button.

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

Search Member

This screenshot shows the same search process as above, but with Step 2 highlighted by a red border. Step 1 is now completed, with 'Azure Metro' selected in the club dropdown. Step 2, 'Select the member's name from the list below', shows 'Allen, Carolyn' selected in the name dropdown. A 'Continue' button is positioned to the right. Below Step 2, there is an 'OR' separator and a text prompt 'Type the first few letters of member's name'. This is followed by input fields for 'Last Name:' and 'First Name:', another 'OR' separator, and a '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.

Search Member

Step 1:

Select the Club to which the member belongs

Azure Metro ▼

OR

Type the first few letters of member's name

Last Name:

OR

First Name:

Next >>

Step 2:

Select the member's name from the list below

Allen, Carolyn ▼

Continue










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.

Assign Member Designations

Assign the designations that apply to this member. You can optionally include a comment for each designation, such as year, club name, number of awards, etc.

Member: Carolyn Allen

Designations: **Universal Designations:**

<input type="checkbox"/>		Bequest Society	<input type="text"/>
<input type="checkbox"/>		District Officer	<input type="text"/>
<input type="checkbox"/>		Past District Governor	<input type="text"/>
<input type="checkbox"/>		Past District Officer	<input type="text"/>
<input type="checkbox"/>		Past President	<input type="text"/>
<input type="checkbox"/>		Paul Harris Fellow	<input type="text"/>
<input type="checkbox"/>		Paul Harris Society	<input type="text"/>
<input type="checkbox"/>		PHF+1-9	<input type="text"/>
<input type="checkbox"/>		Sustaining Member	<input type="text"/>

Save

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



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