

ClubRunner

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How do I add a new member activity?

Michael C. - 2021-12-24 - [Membership Management](#)

New member activities are a good way for your new recruits to learn more about the Rotary Club, both locally and internationally. Formal orientations as well as casual meet and greets are the sort of activity new members can undertake. You can assign established club members as mentors for these events.

1. To add a new member activity, you must go to your club homepage and log in. Then, click on **Member Area** near the top right of the page.
2. Along the top of the screen you will see several tabs. Click on the **Membership** tab.
3. Now, click on **New Member Program**.
4. You are now on the **New Member Program** page. New member activities assigned to you (if any) are listed here.

New Member Program

				List All Activities	Add New Member
Member Name				Actions	
Chu, Edward	Member Activity	Assigned To	Date Done	Delete All Tasks For This Member	
	New Member Orientation	Brackett, Leigh		Edit Delete	
	Recruitment Meet and Greet Social	Baker, Sue	May 12, 2016	Edit Delete	

5. To create another **New Member Activity**, click on **List All Activities**.

New Member Program

				List All Activities	Add New Member
Member Name				Actions	
Chu, Edward	Member Activity	Assigned To	Date Done	Delete All Tasks For This Member	
	New Member Orientation	Brackett, Leigh		Edit Delete	
	Recruitment Meet and Greet Social	Baker, Sue	May 12, 2016	Edit Delete	





6. You will now see a list of **New Member Program Activities**. To add one, click the button labelled **Add New Activity**.

New Member Program Activities

		Add New Activity
Sequence	New Member Activities	Actions
1	New Member Orientation	New Edit
1	Recruitment Meet and Greet Social	New Edit





7. Now, enter the name of the new Member Program Activity you wish to create in the field provided. You may also add in a sequence number to ensure the correct order of activities in the list. If Sequence is left blank the new activity will default to the last position in the current list.

New Member Program Activities

Add New Activity		
Sequence	New Member Activities	Actions
1	New Member Orientation	 
1	Recruitment Meet and Greet Social	 
1	Update member profile	* Save Cancel

8. Click **Save** to keep the new activity, or **Cancel** to discard it.

New Member Program Activities

Add New Activity		
Sequence	New Member Activities	Actions
1	New Member Orientation	 
1	Recruitment Meet and Greet Social	 
1	Update member profile	* Save Cancel

9. Next, you can assign a mentor to your new activity. Select the **Go Back** button if you are still on the **New Member Program Activities** page and then select **Edit** under the actions column for the activity you would like to edit.

New Member Program

List All Activities

Add New Member

Member Name				Actions
Chu, Edward	Member Activity	Assigned To	Date Done	Delete All Tasks For This Member
	New Member Orientation	Brackett, Leigh		Edit Delete
	Recruitment Meet and Greet Social	Baker, Sue	May 12, 2016	Edit Delete
	Update member profile			Edit Delete

10. Now, use the drop down menu labelled **Assigned To** to select a member to which this task must be assigned. When you are finished, click **Update** to save your changes, or **Cancel** to discard them.

New Member Program

List All Activities

Add New Member

Member Name				Actions
Chu, Edward	Member Activity	Assigned To	Date Done	Delete All Tasks For This Member
	New Member Orientation	Brackett, Leigh		Edit Delete
	Recruitment Meet and Greet Social	Baker, Sue	May 12, 2016	Edit Delete
	Update member profile	<div><div>--- Select Member ---</div><div><div>Parker, Peter</div><div>Smith, Jose</div><div>Stapledon, Olaf</div><div>Trout, Kilgore</div><div>Valentine, John</div></div></div>	<div></div>	<div>Update</div> <div>Cancel</div>

Related Content

- [New member orientation - Overview](#)
- [New member orientation - Tips & Tricks](#)