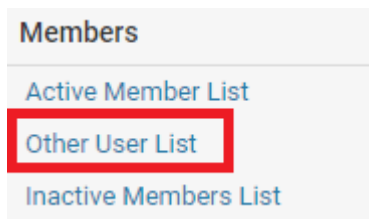


How do I add a non-member? (Other User)

Michael C. - 2021-03-31 - Membership Management

Your club may wish to add non-members to your website. This person could be a staff member, guest, website administrator, and more. These individuals are referred to as **Other Users**. Other users are individuals that require access to your site, but are not members of your organization. For example, you may have a person on staff, guest, web designer on contract and more. Follow the steps below to add an other user.

1. Login to your ClubRunner website. When you are logged in, click on the **Membership** tab.
2. Next, click on the **Member Lists** link.
3. On the left side of the screen, under the **Members** heading, click on the **Other User List** link.




4. Next click on the **Add New Member** link found in the top right corner of the **Other User** page.

Other Users List

Members per Page: 25 ▼

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Add New Member

Email	<input type="checkbox"/> By First Name	Name ▼	Type	Access	Action
		Ford, John	Staff	80	Change Status Delete Reset Password

5. You will now be asked to enter in some basic information about the user, including their membership type, sponsor, the date the member joined your organization, as well as a Rotary Member ID for any Rotary clubs for use with Rotary Integration.

Membership Type Exchange Student *

Sponsor N/A ?

Rotary Member No.

Date Joined Club Mar 31, 2021 *

☐ I have received consent from this individual for the collection, storage, and use of their information by Rotary Club of Green Town as described in this [Privacy Policy](#). They understand emails, and can opt out at any time. *

6. You must now affirm that you have permission from this Other User to be able to communicate with them. **Check** the box to denote this.

Membership Type Exchange Student *

Sponsor N/A ?

Rotary Member No.

Date Joined Club Mar 31, 2021 *

☐ I have received consent from this individual for the collection, storage, and use of their information by Rotary Club of Green Town as described in this [Privacy Policy](#). They understand emails, and can opt out at any time. *

7. You will now be asked to fill in contact details for the other user, along with information about their status. Fields marked in red are mandatory.

Note: While the gender field is required, you can choose to opt out by selecting Prefer not to identify

Member Details

Title Mr.

First Name Peter *

Middle Name

Last Name Parker *

Suffix

Email

Gender Prefer not to identify *

8. Next you will need to enter in the users address information

Address

Preferred Address ☒ Home ☐ Work

Address 1 2060 Winston Park Drive *

Address 2

City Oakville *

Country Canada *

Province/Territory: Ontario *

Postal Code L6H 5R7 *

9. When you have entered all the required fields, click the **Add Member** button at the bottom of the screen.

ClubRunner Account

Login Name Peter.Parker.9723 *

Temporary Password 9723 *

Send email notification to this member? ☒ System Welcome to the \$ACCOUNT_FULL_NAMES

Add Member

10. You are now on the **Member Profile** page, where you should now set an Access level for the user. To do this, click on the **Settings** tab.

Personal Rotary Biography Commitments **Settings** Privacy

Edit

Member Details

Title	Mr.	Gender	Prefer not to identify
First Name	Peter	Date of Birth	
Middle Name		Anniversary	
Last Name	Parker	Spouse/Partner First Name	
Nickname		Spouse/Partner Last Name	
Suffix		Spouse/Partner Nick Name	
Preferred Address	Home	Spouse/Partner Date of Birth	
Preferred Phone	Home	Dues & Billing Preferred Email	Primary Email
Email		Alternate Email	

*All emails will only be sent to the primary email address

Birthday and anniversary years can only be viewed by Club Executive level or higher.

11. Next click on the **Edit** button.

Personal Rotary Biography Commitments **Settings** Privacy

[Edit](#)

System Login

Club Access Level 70 - Member Login Name Peter.Parker.9723

Password [Reset Password](#)

Member Roles

12. Use the drop down menu to select the appropriate **Club Access Level**.

Personal Rotary Biography Commitments **Settings** Privacy

[Cancel](#) [Save](#)

Fields marked in red are required.

System Login

Club Access Level 70 - Member Login Name Peter.Parker.9723

Member Roles

☐ 39 (MRO) MER Read Only Access

Custom Email Signature

To add a single line break, hold down Shift and

[Cancel](#) [Save](#)

13. When you're finished, click **Save**.

Personal Rotary Biography Commitments **Settings** Privacy

[Cancel](#) [Save](#)

Fields marked in red are required.

System Login

Club Access Level 70 - Member Login Name Peter.Parker.9723

With this, the Other User profile should now be created. Email the member the login and password information to the site.

Related Content

- [How do I terminate or delete an active member?](#)
- [How do I add a new member?](#)
- [How do I remove duplicate member profiles?](#)
- [How do I find and transfer new members?](#)