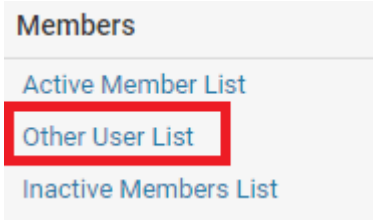
ClubRunner

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

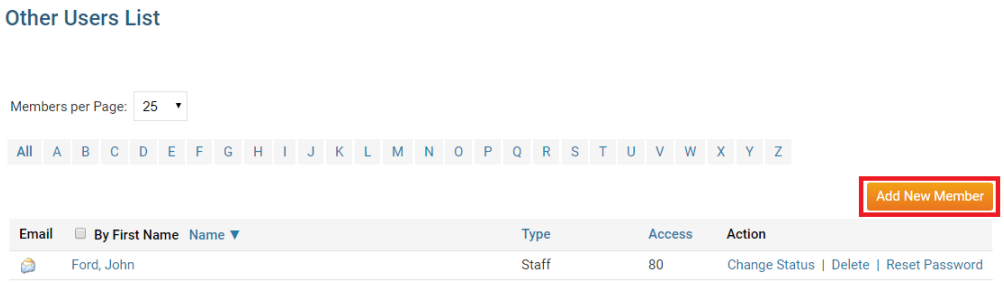
Michael C. - 2021-03-31 - Membership Management

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.

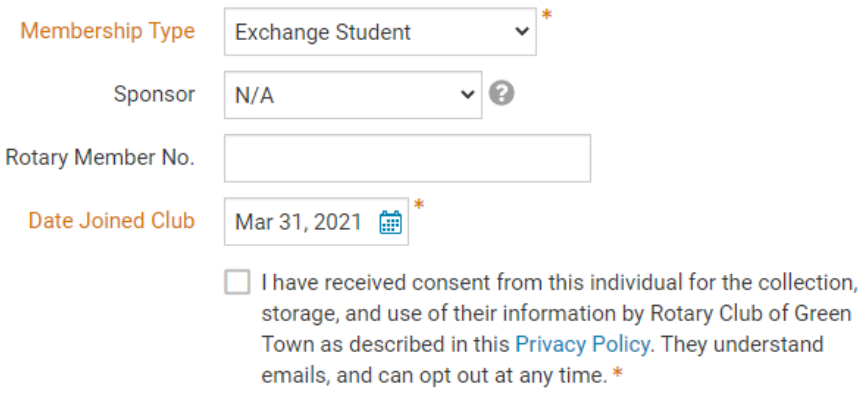
1. Login to your ClubRunner website. When you are logged in, click on the **Membership** tab.
2. Next, click on the **Member Lists** link.
3. On the left side of the screen, under the **Members** heading, click on the **Other User List** link.



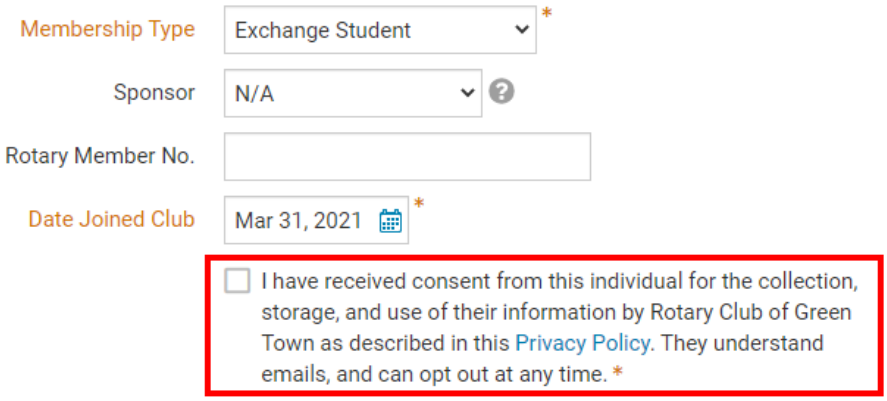
4. Next click on the **Add New Member** link found in the top right corner of the **Other User** page.



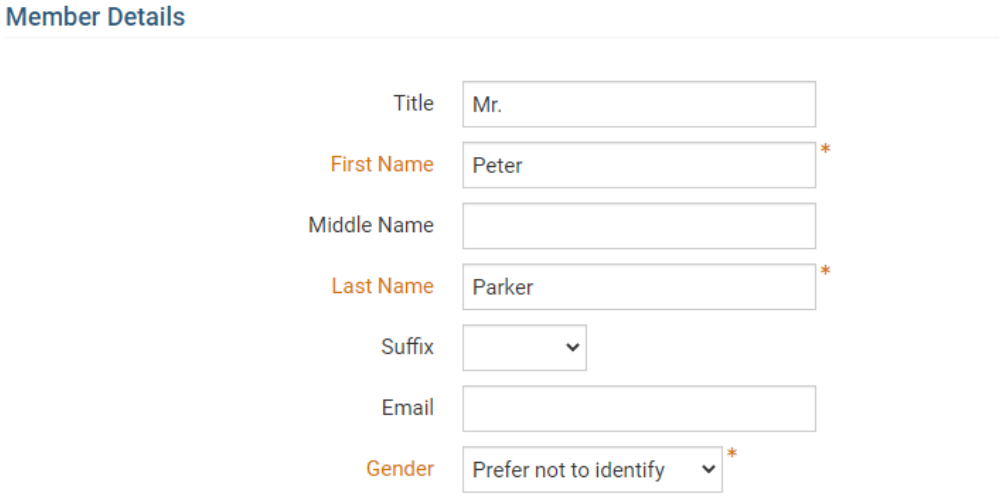
5. You will now be asked to enter in some basic information about the user, including their membership type, sponsor, the date the member joined your organization, as well as a Rotary Member ID for any Rotary clubs for use with Rotary Integration.



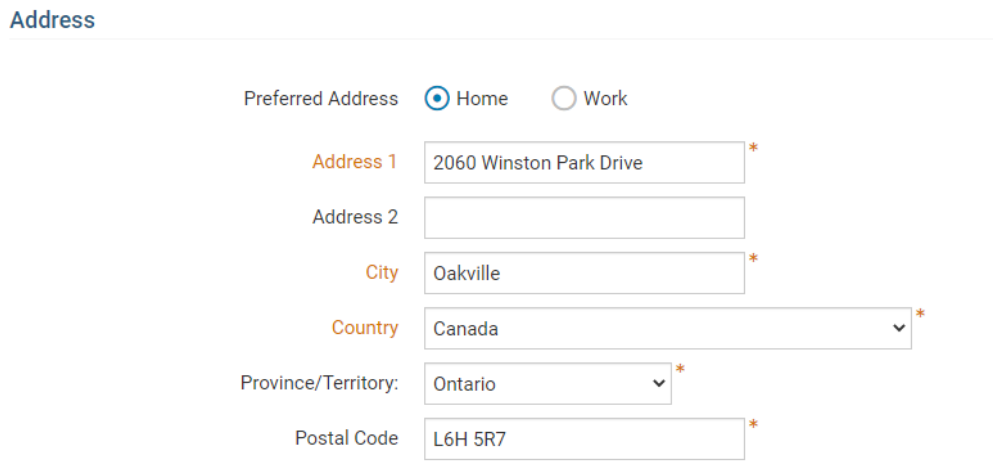
6. You must now affirm that you have permission from this Other User to be able to communicate with them. **Check** the box to denote this.



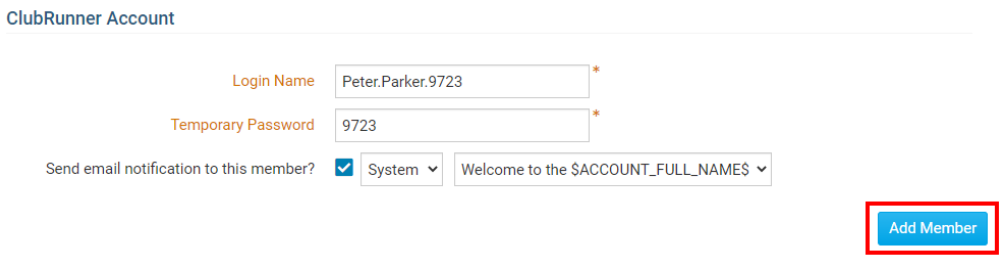
7. You will now be asked to fill in contact details for the other user, along with information about their status. Fields marked in red are mandatory.
   Note: While the gender field is required, you can choose to opt out by selecting Prefer not to identify



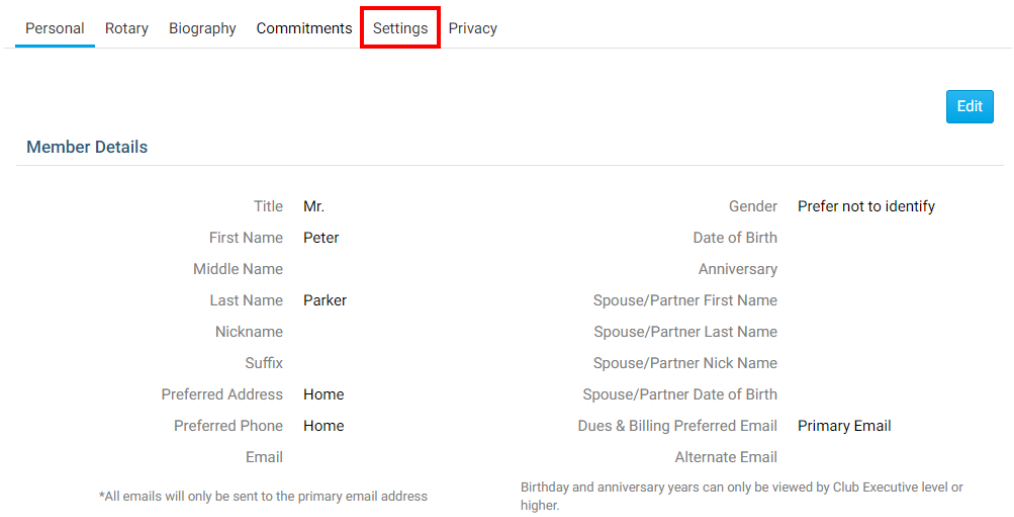
8. Next you will need to enter in the users address information



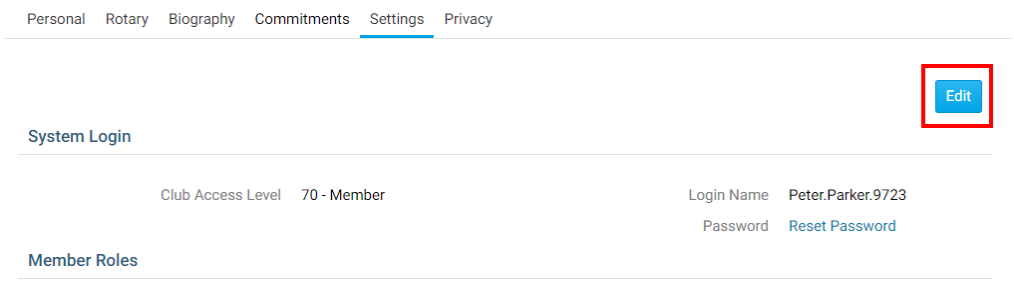
9. When you have entered all the required fields, click the **Add Member** button at the bottom of the screen.



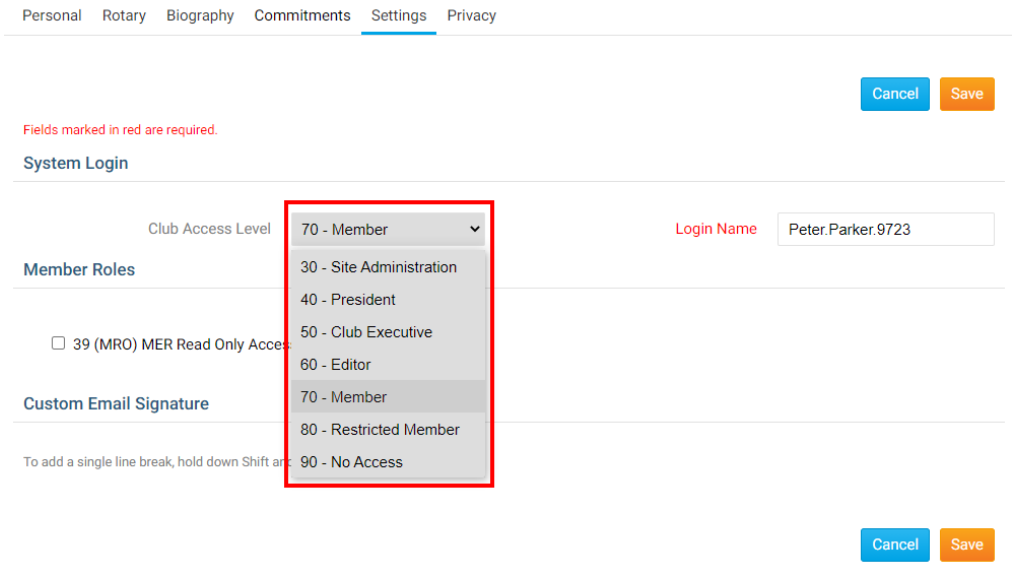
10. You are now on the **Member Profile** page, where you should now set an Access level for the user. To do this, click on the **Settings** tab.



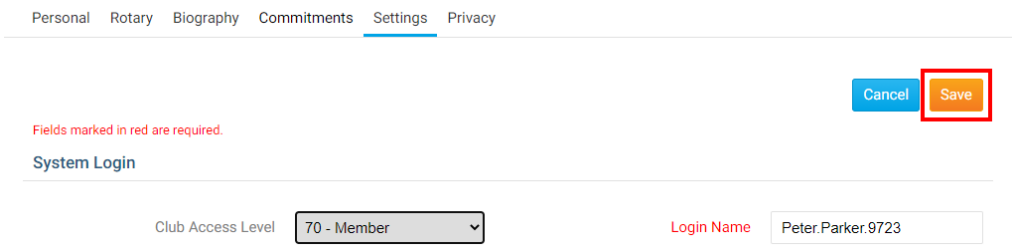
11. Next click on the **Edit** button.



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



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



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?