# 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.

   Members

   Active Member List

   Other User List

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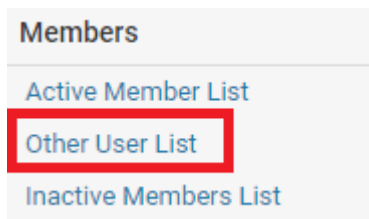
4. Next click on the **Add New Member** link found in the top right corner of the **Other User** page.

   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	☐ 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.

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

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 $ACCOUNT_FULL_NAME$ ⌄

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.

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.

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- [How do I add a new member?](#)
- [How do I remove duplicate member profiles?](#)
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