ClubRunner

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How do I add or terminate a member past the 30 day limit?

Michael C. - 2021-02-18 - Membership Management

As per Rotary International's requirement, adding a new member or terminating a member must be done within 30 days of the **Join Date** or **Termination Date**. If the date is over 30 days, please follow the steps below to successfully:

Add member after 30 days

Terminate member after 30 days

Adding a member after 30 days

Active Members List

- 1. Login to the Member Area of your Club website.
- 2. Select the **Membership** tab from the blue menu near the top. Then select the **Membership Lists** link from the grey menu just below.

Admin My	ClubRunner	Communication	Bulletin	New Bu	Illetin (Beta)	Contacts	Membership	Organiz	ation
Member List	s Dashboar	d Member Desig	nations	Friends	Bulletin Sub	scribers	Request Membe	r Update	New M

3. Select the Add New Member link located near the right.

Member	s per Page:	25 •															
All A	в С	D E	F	G H	I J	K	L M	Ν	0 P	Q	R S	Т	U V	W	X	۲ Z	
															Add	New M	lember
																	•
Email	🔲 By Fir	st Name	Name	e 🔺					Тур	e	Acce	ss	Action				
٨	Arnold, Ka	athy							Acti	ive	70		Change	Statu	is Res	et Pas	ssword
	Arnold, Ka Bennett, N	athy Norma							Acti Acti	ive ive	70 70		Change Change	Statu Statu	is Res is Res	et Pas et Pas	ssword ssword

4. Add in all of the new member information but set the **Club Join Date** and the **Rotary Join Date** to yesterday's date.

Fields marked in red are required.

Rotary Membership Details									
Club	Purple Metro (ID# 12345)	Membership Type	Active						
Rotary Member No.		Classification							
Membership		Date Joined Club	Feb 28 2017						
Office		Date Joined Rotary	Feb 28 2017						
Sponsor									
Badge No.	952044	Enter a different date from an earlier. (i.e.	if you would like trac service . for a transferring m	k years of ember)					

5. Once all of the information has been entered, please click on the **Add Member** button near the bottom of the page.

EIIIdii						
Login Name						
Temporary Password	1:	3684				
Send email notification to this member?	1	System •	Welcome Ne	w Member	•	
 Report this new member to Rotary Internation Do NOT report this new member to Rotary Int 	nal terna	ational				

- 6. From the member list, click on the name of the newly added member to open their member profile.
- 7. Select the **Rotary** tab.

Personal

Member Profile



Rotary Biography Commitments Settings Privacy

8. Click the **Edit** button on the right.

Personal Rotary Biography	Commitments Settings	Privacy	
Rotary Membership Details			Edit
Club	Purple Metro (ID# 12345)	Membership Type	Active Change Status
Rotary Member No.		Classification	
Membership		Date Joined Club	Feb 28 2017
Office		Date Joined Rotary	Feb 28 2017
Sponsor Badge No.	952044		

- 9. Modify the Club Join Date and the Rotary Join Date to the correct dates.
- 10. Click on the **Save** button.

Personal	Rotary	Biography	Commitments	Settings	Privacy		
Fields mark	ed in red a	re required.					Cancel Save
Rotary M	lembers	hip Details					
	С	lub Purple	Metro (ID# 12345	5)	Membership Type	Active	

11. Once this is complete, please send an email to <u>data@rotary.org</u> and include the member's full name, member's rotary number, Club name, and the correct **Club Join Date** and **Rotary Join Date** so they can update their database.

Terminating a member after 30 days

- 1. Login to the Member Area of your Club website.
- 2. Select the **Membership** tab from the blue menu near the top. Then select the **Membership Lists** link from the grey menu just below.

Admin I	Му С	lubRunner	Communication	Bulletin	New B	ulletin (Beta)	Contacts	Membership	Organiz	ation
Member Li	ists	Dashboard	Member Desig	nations	Friends	Bulletin Sub	scribers	Request Membe	r Update	New M

3. Locate the member you would like to terminate and select the Change Status.

Email	■ By First Name Name ▼	Туре	Access	Action
	Arnold, Kathy	Active	70	Change Status Reset Password

4. Select the **Terminate Membership** button.



5. Enter the $\ensuremath{\textbf{Termination}}$ $\ensuremath{\textbf{Date}}$ as yesterday's date and select the reason for termination.

Kathy Arnold		
Ex-Member as of: Apr 27 2018		
Please indicate reason for termination:		
Classification		
Business Transfer		
Click on the Terminate Member button.		
 Report this termination to Rotary International Do NOT report this termination to Rotary International 		
		Termin
Select the Inactive Member Lists link from the Members menu on the	left.	

te Memb



- 8. Click on the member's name which you just terminated.
- 9. Select the Rotary tab.

6.

7.

Member Profile



10. Click on the **Edit** button near the right.

Personal Rotary Biography	Commitments Settings	Privacy	
Rotary Membership Details			Edit
Club	Purple Metro (ID# 12345)	Membership Type	Active Change Status
Rotary Member No.		Classification	
Membership		Date Joined Club	Feb 28 2017
Office		Date Joined Rotary	Feb 28 2017
Sponsor Badge No.	952044		

11. Modify the $\ensuremath{\textbf{Termination Date}}$ to the correct date.

Fields marked in red are req	uired.			
Rotary Membership [Details			
Club	Purple Metro (ID# 12345)	Membership Type	Ex Member	
Rotary Member No.	β5627078	Classification		
Membership		Date Joined Club		
Office		Date Joined Rotary	Dec 22 2012	
		Termination Date	Dec 31 2013	
Sponsor				
Badge No.	942145	Enter a different date from an earlier. (i.e	if you would like trad service . for a transferring m	k years of nember)

12. Click on the **Save** button.

Personal	Rotary	Biography	Commitments	Settings	Privacy		
Fields mark	ed in red ar	e required					Cancel
Fields mark	ed in red ar	e required.					
Rotary M	embers	nip Details					
	С	lub Purple	Metro (ID# 12345	5)	Membership Type	Active	

13. Once this is complete please send an email to <u>data@rotary.org</u> and include the member's full name, member's rotary number, Club name, and the correct Termination Date so they can update this on their database.

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 edit or change an active membership type?
 How do I edit or change an inactive membership type?