

ClubRunner

Help Articles > Club Help > Club - Administration Guide > Membership Management > How do I add or terminate a member past the 30 day limit?

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

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

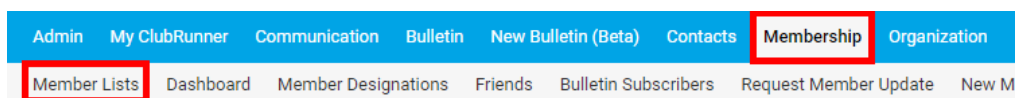
As per Rotary International's requirement, adding a new member or terminating a member must be done within 30 days of the **Join Date** or **Termination Date**. If the date is over 30 days, please follow the steps below to successfully:

[Add member after 30 days](#)

[Terminate member after 30 days](#)

Adding a member after 30 days

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.



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

Active Members 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 |
|-------|--|----------------|--------|--------|--|
| | | Arnold, Kathy | Active | 70 | Change Status Reset Password |
| | | Bennett, Norma | Active | 70 | Change Status Reset Password |
| | | Black, Johnny | Active | 70 | Change Status Reset Password |

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. | <input type="text"/> | Classification | <input type="text"/> |
| Membership | <input type="text"/> | Date Joined Club | Feb 28 2017 |
| Office | <input type="text"/> | Date Joined Rotary | Feb 28 2017 |
| Sponsor | <input type="text"/> | Enter a different date if you would like track years of service from an earlier. (i.e. for a transferring member) | |
| Badge No. | 952044 | | |

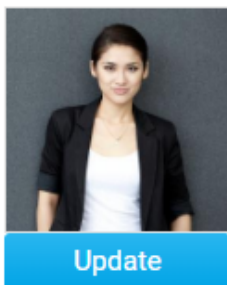
- Once all of the information has been entered, please click on the **Add Member** button near the bottom of the page.

ClubRunner Account

| | |
|---|---|
| Email | <input type="text"/> |
| Login Name | <input type="text"/> |
| Temporary Password | 13684 |
| Send email notification to this member? | <input checked="" type="checkbox"/> System <input type="text"/> Welcome New Member <input type="text"/> |
| <input type="radio"/> Report this new member to Rotary International | |
| <input type="radio"/> Do NOT report this new member to Rotary International | |
| Please note that member additions are performed manually by RI Data Services, and could take up to 5 business days to be processed. | |
| <input type="button" value="Add Member"/> | |

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

Member Profile



Kathy Arnold
[Printable Version](#)

Personal **Rotary** Biography Commitments Settings Privacy

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

Personal Rotary Biography Commitments Settings Privacy

Edit

Rotary Membership Details

| | | | | |
|-------------------|--------------------------|--------------------|-------------|-------------------------------|
| 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

[Cancel](#) **Save**

Fields marked in red are required.

Rotary Membership Details

| | | | |
|------|--------------------------|-----------------|--------|
| Club | Purple Metro (ID# 12345) | Membership Type | Active |
|------|--------------------------|-----------------|--------|

11. Once this is complete, please send an email to data@rotary.org 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 My ClubRunner Communication Bulletin New Bulletin (Beta) Contacts **Membership** Organization

Member Lists Dashboard Member Designations Friends Bulletin Subscribers Request Member Update New M

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

| Email | <input type="checkbox"/> By First Name | Name ▼ | Type | Access | Action |
|---|--|---------------|--------|--------|---------------------------------------|
|  | | Arnold, Kathy | Active | 70 | Change Status Reset Password |

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

Terminate Membership

Change Membership Status

Edit Active Member Type

5. Enter the **Termination 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

6. Click on the **Terminate Member** button.

If other, please specify:

- Report this termination to Rotary International
- Do NOT report this termination to Rotary International

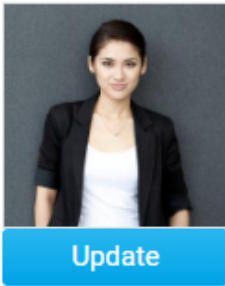
Terminate Member

7. Select the **Inactive Member Lists** link from the **Members** menu on the left.

| Members |
|-----------------------|
| Active Member List |
| Other User List |
| Inactive Members List |

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

Member Profile



Kathy Arnold
[Printable Version](#)

[Personal](#) **[Rotary](#)** [Biography](#) [Commitments](#) [Settings](#) [Privacy](#)

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

[Personal](#) [Rotary](#) [Biography](#) [Commitments](#) [Settings](#) [Privacy](#)

Edit




Rotary Membership Details

| | | | | |
|-------------------|--------------------------|--------------------|-------------|-------------------------------|
| 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 **Termination Date** to the correct date.

Fields marked in red are required.

Rotary Membership Details

| | | | |
|-------------------|---------------------------------------|-------------------------|---|
| Club | Purple Metro (ID# 12345) | Membership Type | Ex Member |
| Rotary Member No. | <input type="text" value="15627078"/> | Classification | <input type="text"/> |
| Membership | <input type="text"/> | Date Joined Club | <input type="text" value=""/>  |
| Office | <input type="text"/> | Date Joined Rotary | Dec 22 2012  |
| Sponsor | <input type="text"/> | Termination Date | Dec 31 2013  |
| Badge No. | <input type="text" value="942145"/> | | |

Enter a different date if you would like track years of service from an earlier. (i.e. for a transferring member)

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

Cancel

Save

Fields marked in red are required.

Rotary Membership Details

Club Purple Metro (ID# 12345)

Membership Type Active

13. Once this is complete please send an email to data@rotary.org 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?](#)