

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

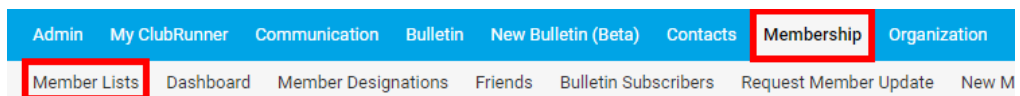
As per Rotary International's requirement, adding a new member or terminating a member must be done within 30 days of the **Join Date** or **Termination Date**. If the date is over 30 days, please follow the steps below to successfully:

[Add member after 30 days](#)

[Terminate member after 30 days](#)

Adding a member after 30 days

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"/>		
Badge No.	952044	Enter a different date if you would like track years of service from an earlier. (i.e. for a transferring member)	

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

ClubRunner Account

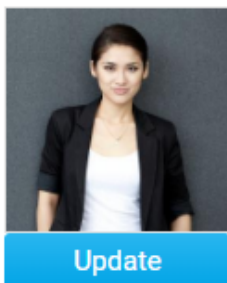
Email	<input type="text"/>
Login Name	<input type="text"/>
Temporary Password	13684
Send email notification to this member?	<input checked="" type="checkbox"/> System <input type="button" value="Welcome New Member"/>
<input checked="" type="radio"/> Report this new member to Rotary International <input 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.

Add Member

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

Member Profile



Kathy Arnold
[Printable Version](#)

Personal **Rotary** Biography Commitments Settings Privacy

- 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			

- Modify the **Club Join Date** and the **Rotary Join Date** to the correct dates.

- 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
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- 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

- Login to the **Member Area** of your Club website.
- 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

- 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

- 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

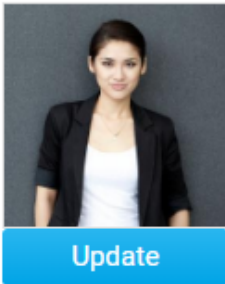
Active Member List

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="85627078"/>	Classification	<input type="text"/>
Membership	<input type="text"/>	Date Joined Club	<input type="text"/>
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?](#)