ClubRunner

How do I change the membership type to honorary?

Michael C. - 2021-02-18 - [Membership Management](#)

You may have to change an active member to an honorary member. This article explains how to do so.

1. To start, go to your Club's homepage. Click on **Member Login** near the top right. Enter your login information to login. Once done click **Login** and it will you back to the home page. Click on **Member Area** near the top right.

2. Click on **Membership**.

3. Click on **Member Lists**.

4. This will take you to the **Active Member List**. Look for the member that you want to change to honorary and click on their name.

   Note: Above the member list you could click on a letter to filter the members by last name or click **All** to clear the filter.

   ### 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	☐ By First Name Name ▼	Type	Access	Action
📧	Applegate, John	Active	70	Change Status | Reset Password
📧	Baker, Sue	Active	70	Change Status | Reset Password
📧	Brackett, Leigh	Active	40	Change Status | Reset Password
📧	Chu, Edward	Active	30	Change Status | Reset Password

5. After you click on the name of the member, it will take you into their Member Profile. Click on the **Rotary** tab.

Member Profile

John Applegate
Printable Version

Update

Personal | Rotary | Biography | Commitments | Settings | Privacy

Edit

Member Details

Title		Gender	Male
First Name	John	Date of Birth	
Middle Name		Anniversary	
Last Name	Applegate	Spouse/Partner First Name	
Nickname		Spouse/Partner Last Name	

6. In the Rotary tab, you can change the Membership Type to Honorary by clicking on **Change Status**.

Personal | Rotary | Biography | Commitments | Settings | Privacy

Edit

Rotary Membership Details

Club	Green Town (ID# 1234)	Membership Type	Active Change Status
Rotary Member No.		Classification	
Membership		Date Joined Club	Jun 15 2016
Office		Date Joined Rotary	Jun 15 2016
Sponsor			
Badge No.	916191		

7. This takes you to the change status screen. It now gives you three choices. Click **Change Membership Status**.

Change Status for John Applegate

Please choose one of the following options to continue making changes to this person's status.
To change status from Active to Other, please terminate membership first.

Terminate Membership   Change this member to a former member; e.g. Ex Member, Duplicate, etc.

OR

Change Membership Status   Change this member from Active to Honorary

OR

Edit Active Member Type   Edit this member's Active member type; e.g. Active - Satellite, Active - Corporate, etc.

8. There are now a few options.

   ○ **Membership Type** - This is what type of membership the member would be changed to.
   ○ **Date of Membership Change** - This is when the member got changed to the new type. *Please note you cannot input a date in the future - it must be today's date, or some past date within 30 days of current date.*
   ○ **Report this status change to Rotary International** - This is only for Rotary Clubs. If you do want to notify Rotary International about this change click on this radial button.
   ○ **Do NOT report this status change to Rotary International** - This is only for Rotary Clubs. If you do <u>NOT</u> want to notify Rotary International about the change click on this radial button.

9. Once done click **Change Membership Status**.

Change Membership Status for John Applegate

Completing this form allows you to change the Active status of this member.

Select the new membership type:

Membership Type   Honorary ▾

Date of Membership Change   Apr 23 2020   🗓

Rotary International requires that the date of membership change be provided when a member changes their status.

◉ Report this status change to Rotary International
○ Do NOT report this status change to Rotary International

Change Membership Status

This completes changing the member from Active to Honorary.

Related Content

- [How do I change an inactive member to an active member?](#)
- [How do I terminate or delete an honorary member?](#)
- [How do I edit or change an active membership type?](#)
- [How do I edit or change an inactive membership type?](#)