ClubRunner

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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.

- 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

Member	s per F	age:	25	•																									
All A	В	С	D	E	F	G	Н	T.	J	К	L	М	Ν	0	Ρ	Q	R	S	Т	U	۷	W	Х	Υ	Ζ]			
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	Bake	er, Su	е																ļ	Active	е		70		0	Change Sta	tus	Reset Pa	ssword
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 After you click on the name of the member, it will take you into their Member Profile. Click on the Rotary tab. Member Profile

Personal Rotary Biogr	John Applegate Printable Version date I Rotary Biography Commitments Settings Privacy							
Member Details					Ec	lit		
	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 Commitme	ents 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**.



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?