

ClubRunner

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How do I edit or change an active membership type?

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

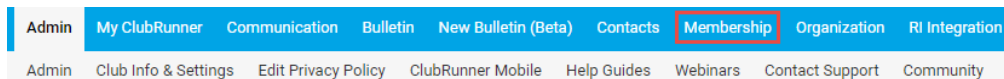
In ClubRunner we have two alternative Active membership types to help our Clubs organize their membership, the 'Active - Corporate' membership type, and the 'Active - Satellite' membership type.

These membership types function the same as a regular 'Active' membership type, and these member's will have access to the Club Member area and its resources with respect to the access level assigned to the member.

Note that on the RI website all custom 'Active' member types are still shown as regular 'Active' members.

Once these membership types are added to the Club, please see the guide below on how to change the 'Active' membership type to a differing active type, such as 'Active - Satellite' or 'Active - Corporate'

1. To access the Member List, you must go to your club website's homepage and log in. Then, click on 'Member Area' near the top right of the page.
2. Along the top of the screen you will see several tabs. Click on the 'Membership' tab.



3. Click on 'Member Lists'.








4. Click the 'Change Status' link to the right of the member's name

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
		Aaronson, Aaron	Active	90	Change Status Reset Password
		Aaronson, Erin	Active	70	Change Status Reset Password
		Arnold, Kathy	Active	70	Change Status Reset Password
		Bennett, Norma	Active	70	Change Status Reset Password
		Black, Johnny	Active	70	Change Status Reset Password
		Bowman, Peter	Active	70	Change Status Reset Password

5. Click the 'Edit Active Member Type' button on the Change Status page

Change Status for Kathy Arnold

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.

6. From the 'Membership Type' drop-down, select the membership type you wish to assign to the member

Edit Active Member Type for Kathy Arnold

Completing this form allows you to change this member's Active type.

Membership Type

Active - Satellite ▾

Save

7. Click the orange 'Save' button

Edit Active Member Type for Kathy Arnold

Completing this form allows you to change this member's Active type.

Membership Type

Active - Satellite ▾

Save

Once this is saved, the member will be given the new assigned membership type.

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- [How do I add or terminate a member past the 30 day limit?](#)
- [How do I change the membership type to honorary?](#)
- [How do I add a new member?](#)
- [How do I terminate or delete an active member?](#)
- [How do I edit or change an other user's membership type?](#)