

ClubRunner

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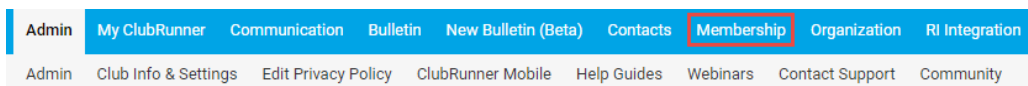
How do I edit or change an inactive membership type?

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

For our Club's maintaining inactive member records, or matching records in another system, Inactive Members can be assigned a different in active membership type. To change an inactive member's membership type, please see the following steps.

Note: For Rotary International Clubs this guide can be helpful to resolve Inactive Member Type Mismatches. Such as marking a profile as an 'RI Duplicate'. For example, a member may have had a duplicate record in ClubRunner, but this record was originally terminated for reasons other than being a duplicate (Disinterest for example).

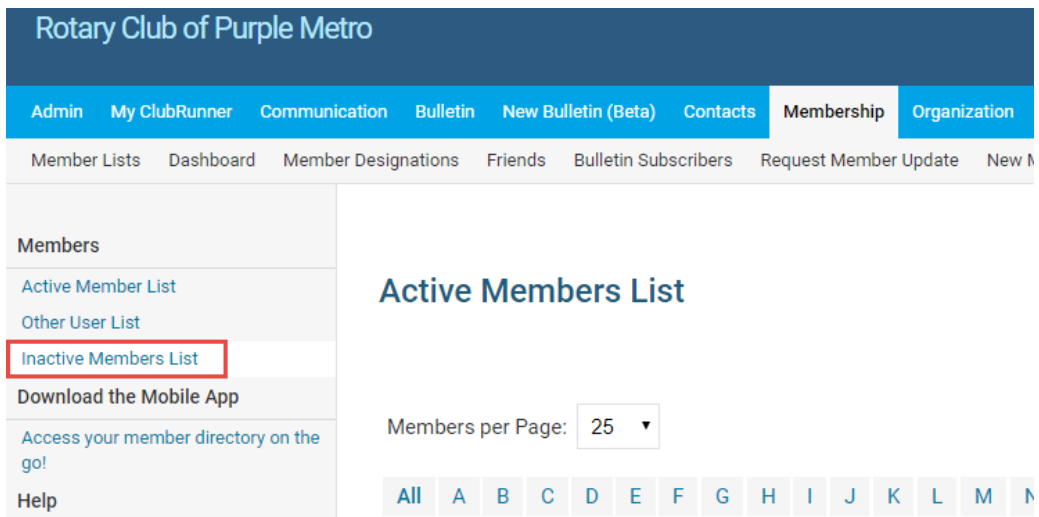
1. To access the Member List feature, you must go to your club homepage and log in. Then, click on 'Member Area' near the top right of the page.
2. Along the top of the screen you will see several tabs. Click on the 'Membership' tab.



3. Click on 'Member Lists'.



4. In the menu on the left-hand side, click 'Inactive Members List'



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

Inactive 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
		Adams, Shawn	Ex Member	70	Change Status Delete Reset Password
		Allen, Janice	Ex Member	70	Change Status Delete Reset Password
		Allen, Kelly	Ex Member	70	Change Status Delete Reset Password
		Arnold, Kathy	Deceased	70	Change Status Delete Reset Password
		Bryant, Randy	Ex Member	70	Change Status Delete Reset Password

6. Click the 'Edit Inactive Member Type' button on the Change Status page

Change Status for Kelly Allen

Please choose one of the following options to continue making changes to this person's status.

Activate Membership

Change this person to an Active or Honorary member

OR

Change Status to Other User

Change this Inactive member to an Other user

OR

Edit Inactive Member Type

Edit this member's Inactive member type; e.g. Ex Member, Duplicate, etc.

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

Edit Inactive Member Type for Kelly Allen

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

Membership Type

Ex Member ▾
Ex Member
Deceased
RI Duplicate

Save

8. Click the orange 'Save' button

Edit Inactive Member Type for Kelly Allen

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

Membership Type

Ex Member ▾

Save

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

Related Content

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