

ClubRunner

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How do I edit or change an inactive membership type?

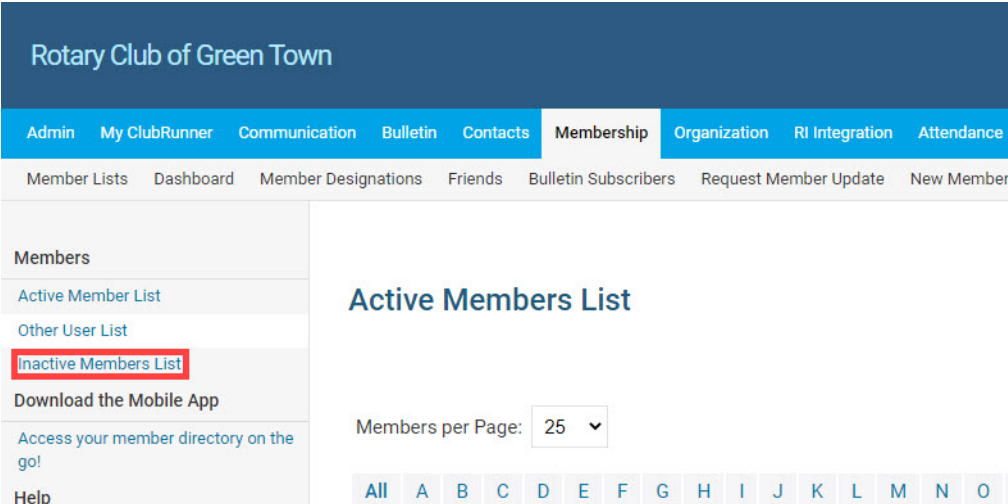
Michael C. - 2022-12-23 - Membership Management

For our club's maintaining inactive member records, or matching records in another system, Inactive Members can be assigned a different inactive membership type. To change an inactive member's membership type, please use 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 '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. Along the top of the screen you will see several tabs. Click on the **Membership** tab.
2. Click on **Member Lists**.
3. In the grey menu on the left, click **Inactive Members List**.



The screenshot shows the ClubRunner interface for the Rotary Club of Green Town. The top navigation bar includes tabs for Admin, My ClubRunner, Communication, Bulletin, Contacts, Membership, Organization, RI Integration, and Attendance. Below this, a secondary navigation bar lists Member Lists, Dashboard, Member Designations, Friends, Bulletin Subscribers, Request Member Update, and New Member. On the left, a grey sidebar menu contains options for Members, Active Member List, Other User List, Inactive Members List (highlighted with a red box), Download the Mobile App, Access your member directory on the go!, and Help. The main content area displays the 'Active Members List' header, a 'Members per Page' dropdown set to 25, and a navigation bar with buttons for All, A, B, C, D, E, F, G, H, I, J, K, L, M, N, O.




4. 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
		Applegate, John	Ex Member	70	Change Status Delete Reset Password
		Avn, Q	Ex Member	70	Change Status Delete Reset Password
		Barnes, Bill	Ex Member	70	Change Status Delete Reset Password
		Barnes, Burkley	Ex Member	70	Change Status Delete Reset Password

5. Click the **Edit Inactive Member Type** button on the Change Status page.

Change Status for Bill Barnes

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.

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

Edit Inactive Member Type for Bill Barnes

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

Membership Type

Ex Member ▾
Ex Member
Deceased
RI Duplicate

Save

7. Click the orange **Save** button.

Edit Inactive Member Type for Bill Barnes

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

Membership Type

Save

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

Related Content

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