

# ClubRunner

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## How do I edit or change an other user's membership type?

Michael C. - 2021-07-08 - [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 'Other User List'
5. Click the 'Change Status' link to the right of the other user's name

### Other Users 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  |
|---|--|------------------|------------------|--------|---|
|   |  | Duningham, Milo  | Exchange Student | 70     | <a href="#">Change Status</a>   <a href="#">Delete</a>   <a href="#">Reset Password</a> |
|  |  | Ford, John       | Staff            | 80     | <a href="#">Change Status</a>   <a href="#">Delete</a>   <a href="#">Reset Password</a> |
|   |  | Parker, Peter    | Exchange Student | 70     | <a href="#">Change Status</a>   <a href="#">Delete</a>   <a href="#">Reset Password</a> |
|   |  | Williamson, Jack | Other            | 80     | <a href="#">Change Status</a>   <a href="#">Delete</a>   <a href="#">Reset Password</a> |

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

## Change Status for Milo Dunningham

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

Activate Membership

Change this person to an Active or Honorary member

OR

Edit Other User Type

Edit this person's Other user type; e.g. Staff, Other, etc.

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

## Edit Other User Type for Milo Dunningham

Completing this form allows you to change this person's Other User type.

Membership Type

Exchange Student

- Exchange Student
- Staff
- Other
- Leave of Absence
- Corporate Member
- Prospective Member
- Visiting Member
- Interact
- Rotaract
- Past Honorary (Ex Member)
- Past Honorary (Deceased)

Save

8. Click the orange 'Save' button

## Edit Other User Type for Milo Dunningham

Completing this form allows you to change this person's Other User type.

Membership Type

Leave of Absence

Save

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

## Related Content

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