

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

Michael C. - 2025-02-19 - Membership Management

For our Club's maintaining other user records, these records can be assigned a different type, allowing you to differentiate between users. To change an other user's user type, please see the following steps.


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	Change Status Delete Reset Password
 Ford, John			Staff	80	Change Status Delete Reset Password
Parker, Peter			Exchange Student	70	Change Status Delete Reset Password
Williamson, Jack			Other	80	Change Status Delete Reset Password

6. Click the **Edit Other User Type** button on the Change Status page to switch to another other user type. Alternatively, clicking on **Activate Membership** will convert them to an active member.

Change Status for Milo Duningham

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 user

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