

ClubRunner

Help Articles > Club Help > Club - Administration Guide > Membership Management > How do I edit or change an other user's membership type?

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