ClubRunner

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How do I grant a member a designation?

Michael C. - 2025-08-14 - Membership Management

Club members may receive special member designations to acknowledge a particular status or function within the club. For example, your donation level may entitle you to the designation "Sustaining Member." Or, if you have served as a president in the past you may be designated as a "Past President." Designations can be added or edited through the **Membership** function of ClubRunner.

- To add a member designation, you must go to your club homepage and log in. Click **Member Login** near the top right of the page.
- 2. Then, click on **Member Area** near the top right of the page.
- 3. Along the top of the screen you will see several tabs. Click on the **Membership** tab.
- 4. Next, click on Member Designations.
- This will bring you to the **Member Selection** screen. By default, a view of active members is provided. You may also choose to view **Inactive** and **Other** members.

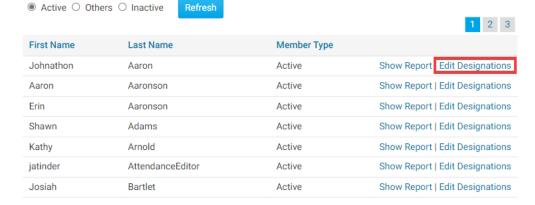
Member Selection Club: Rotary Club of Purple Metro Show or edit a member's designations by selecting from the list below. Active ○ Others ○ Inactive Refresh First Name Member Type Last Name Johnathon Aaron Active Show Report | Edit Designations Show Report | Edit Designations Aaron Aaronson Active Erin Aaronson Active Show Report | Edit Designations Shawn Adams Active Show Report | Edit Designations Arnold Show Report | Edit Designations Kathy Active jatinder AttendanceEditor Active Show Report | Edit Designations Josiah Bartlet Active Show Report | Edit Designations

6. To add a member designation, or edit an existing designation, click Edit Designations.

Member Selection

Club: Rotary Club of Purple Metro

Show or edit a member's designations by selecting from the list below.



7. On the Assign Member Designation page, you can add new designations by clicking the relevant box. You can also remove a designation by clicking on an already checked box. Use the text field provided to add any appropriate notes about the designation, such as the date it was awarded. This page also shows designations from the District.

Assign Member Designations

Assign the designations that apply to this member. You can optionally include a comment for each designation, such as year, club name, number of awards, etc.



Save

8. When you have finished making your changes, click the **Save** button.

Assign Member Designations

Assign the designations that apply to this member. You can optionally include a comment for each designation, such as year, club name, number of awards, etc.

Member:	Johnathon Aaron			
Designations:	Universal Designations:			
		(B ₅)	Bequest Society	
		00	District Officer	
		966	Past District Governor	
		©	Past District Officer	
	V	(Rp	Past President	1988
	V	•	Paul Harris Fellow	1996
		0	Paul Harris Society	
		(Cyp)	PHF+1-9	
		(SM)	Sustaining Member	



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