ClubRunner

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.

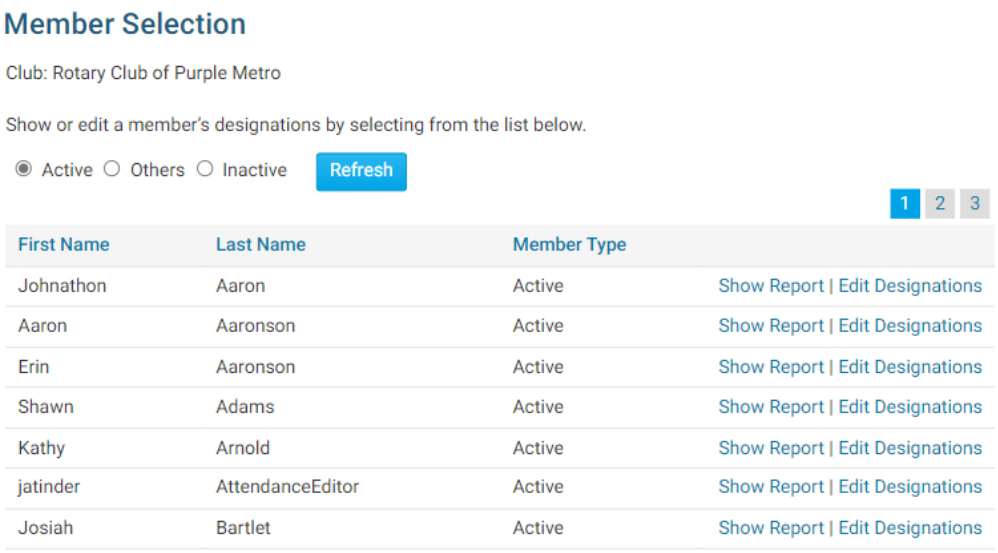
1. To add a member designation, you must go to your club homepage and log in. Click **Member Login** near the top right of the page.

2. Then, click on **Member Area** near the top right of the page.

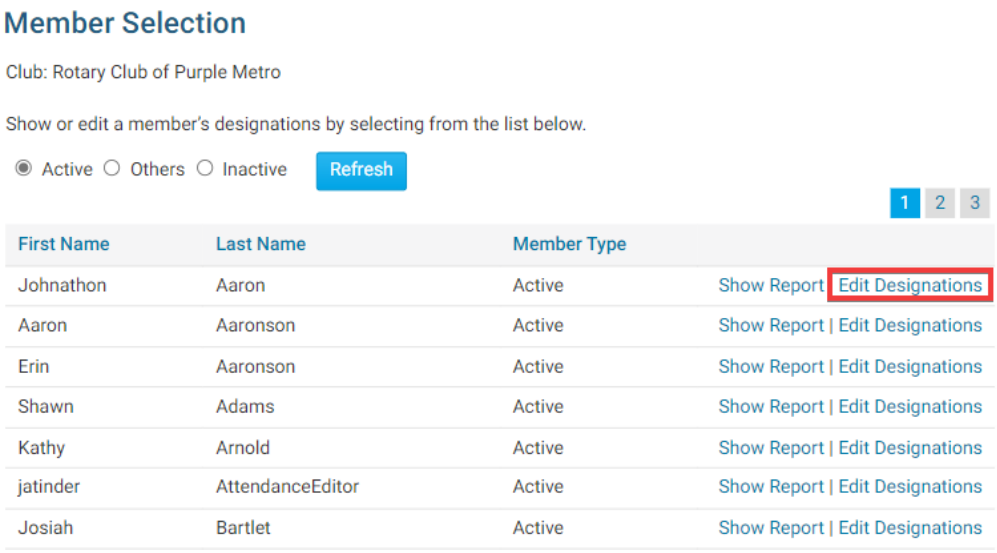
3. Along the top of the screen you will see several tabs. Click on the **Membership** tab.

4. Next, click on **Member Designations.**

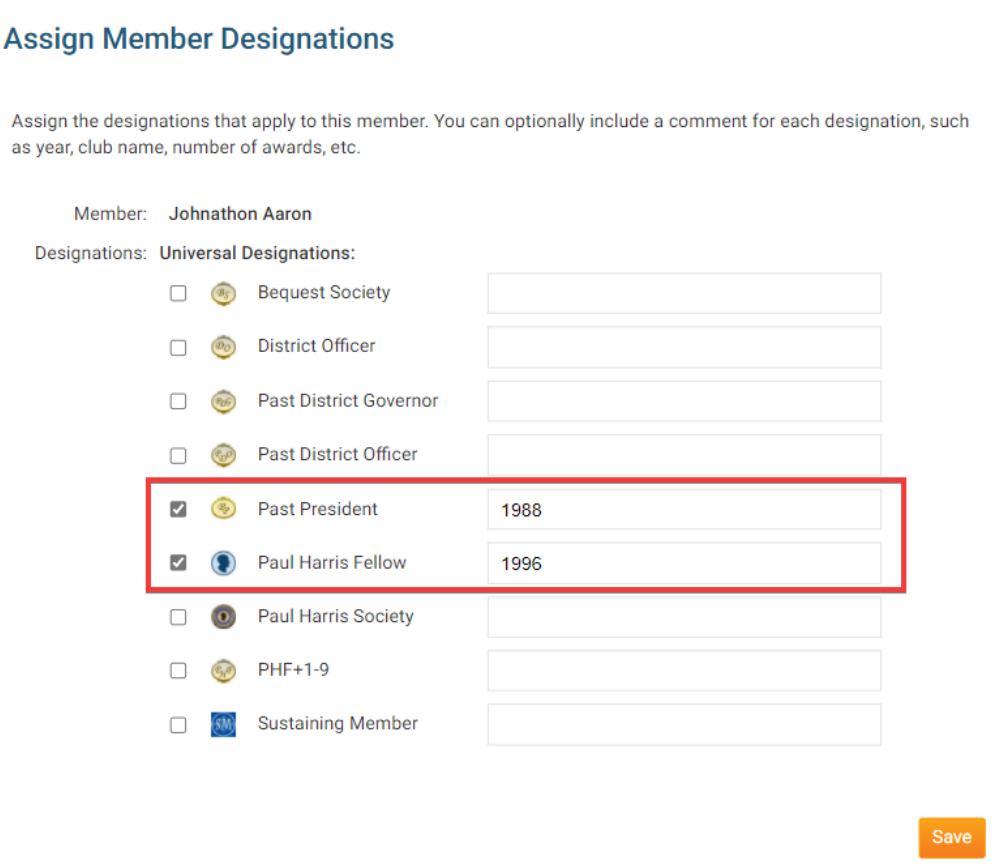
5. This will bring you to the **Member Selection** screen. By default, a view of active members is provided. You may also choose to view **Inactive** and **Other** members.



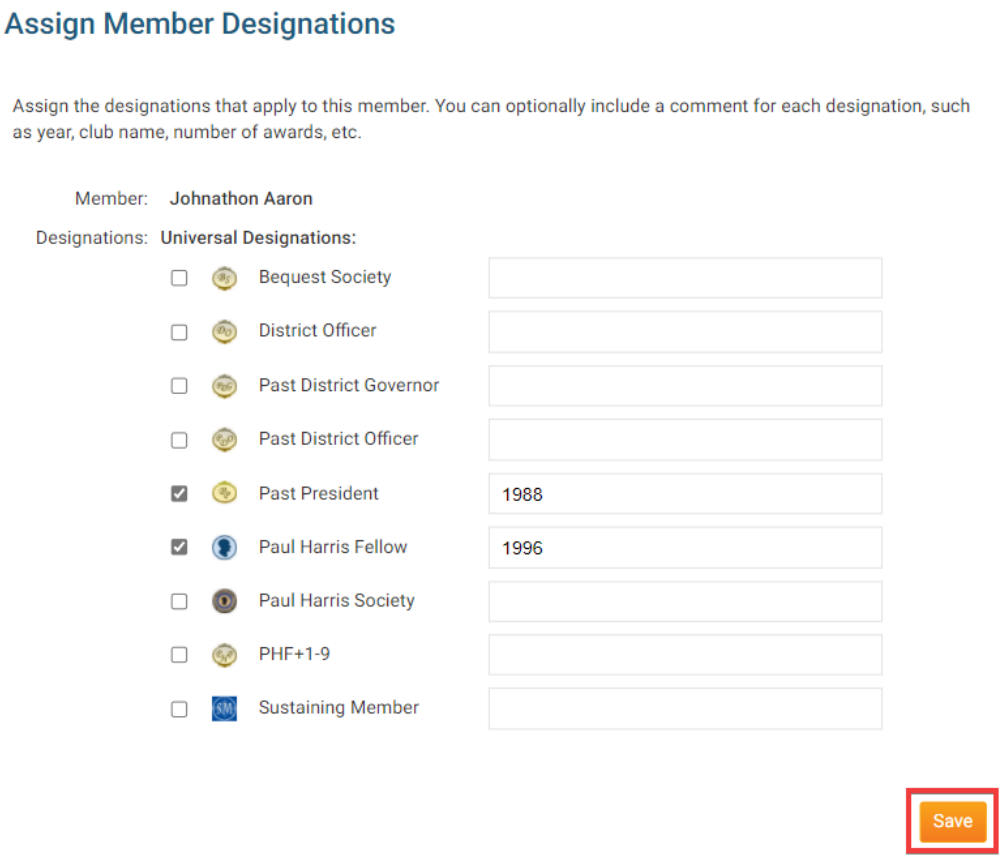
6. To add a member designation, or edit an existing designation, click **Edit Designations**.



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.



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



Related Content

- How do I create a new designation?