ClubRunner

[NOVA] How do I grant a member a designation?

Michael M. - 2025-09-24 - Members & Contacts

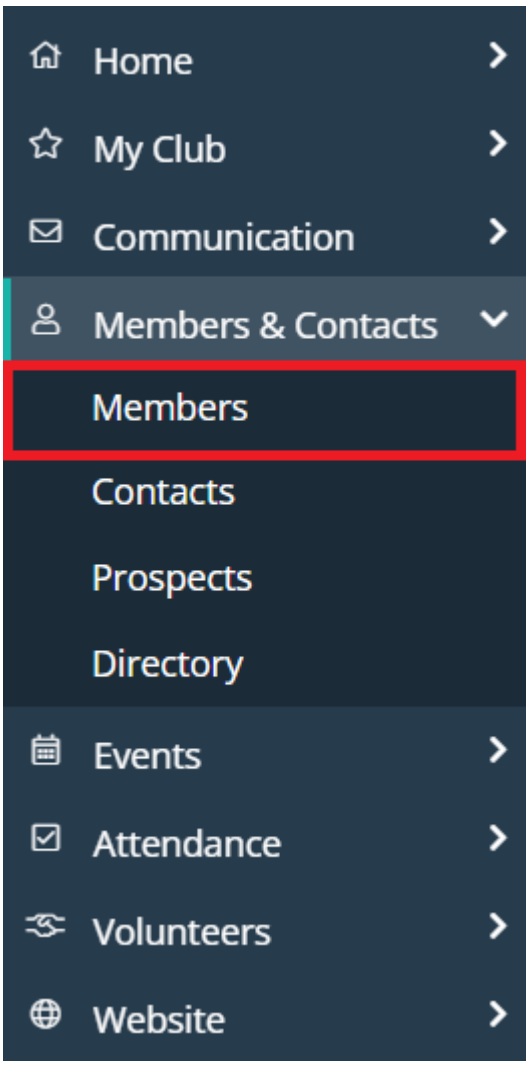
Club members may receive special member designations to acknowledge a particular status or function within the club. For example, your donation level may entitle you to the designation "Sustaining Member." Or, if you have served as a president in the past you may be designated as a "Past President."

You can learn how to create new designations for your club by reading the support article called: **How do I create a new designation in Nova?**

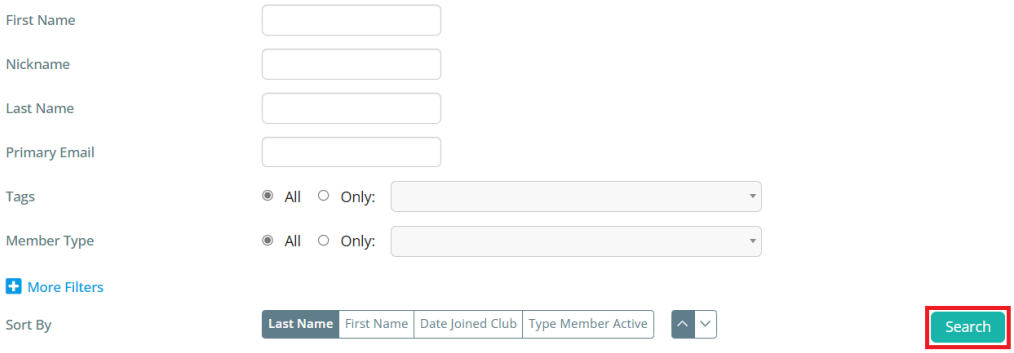
A member with level 50 access or better may add or edit designations for members by following the steps below.

1. Log in to your account through your club homepage, then click on **Member Area** on the top right under your club banner. **Alternatively, click here to go directly to the ClubRunner login page.**

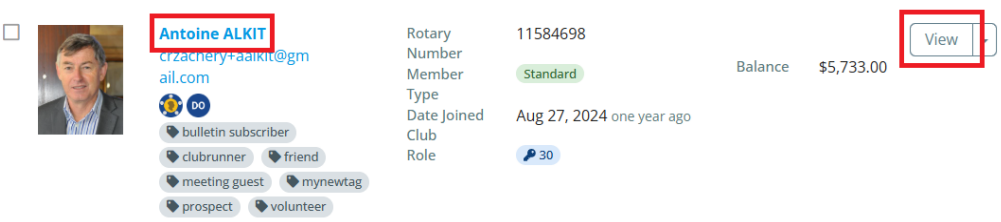
2. Click **Members & Contacts** in the left-hand menu navigation, then click **Members**.



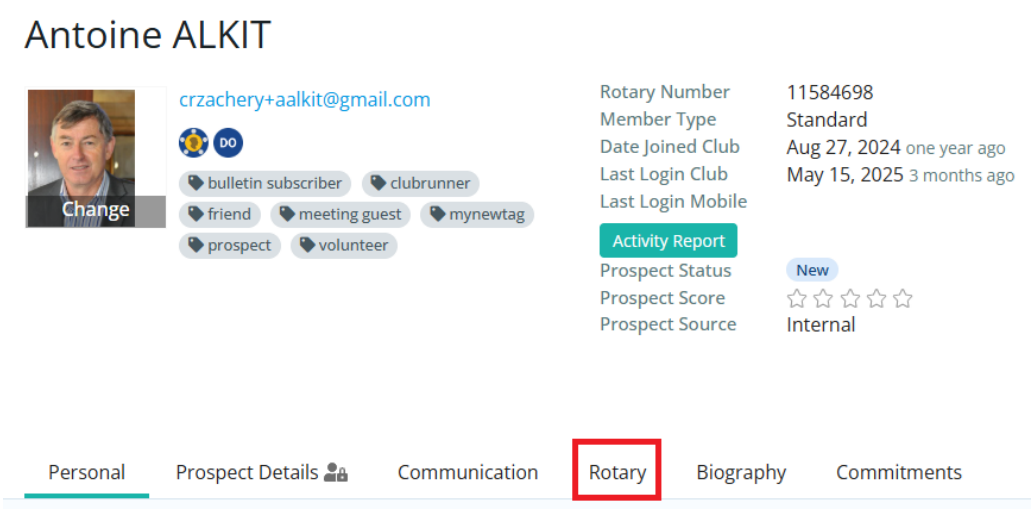
3. Locate the member you wish to edit designations for by scrolling or using the search options at the top of the page.



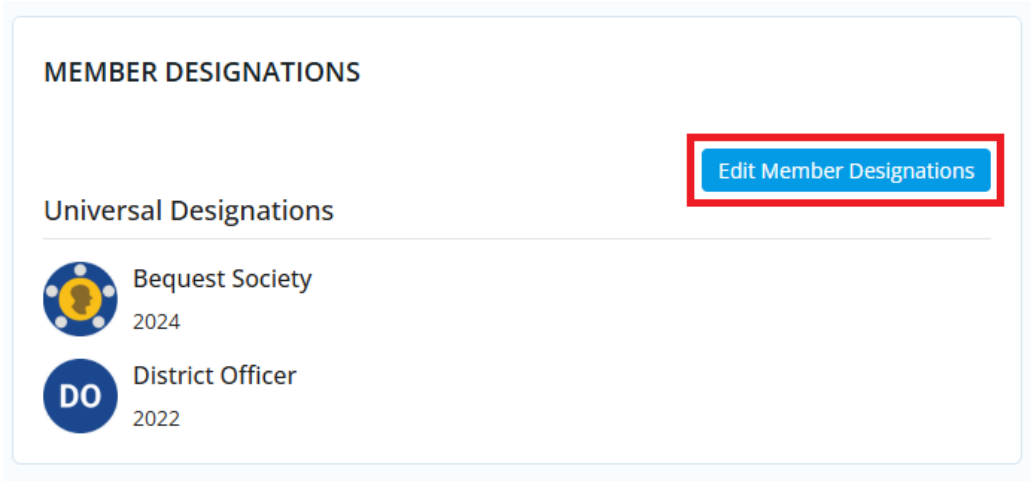
4. Click on a member name or click **View** on the right-hand side to view their profile.



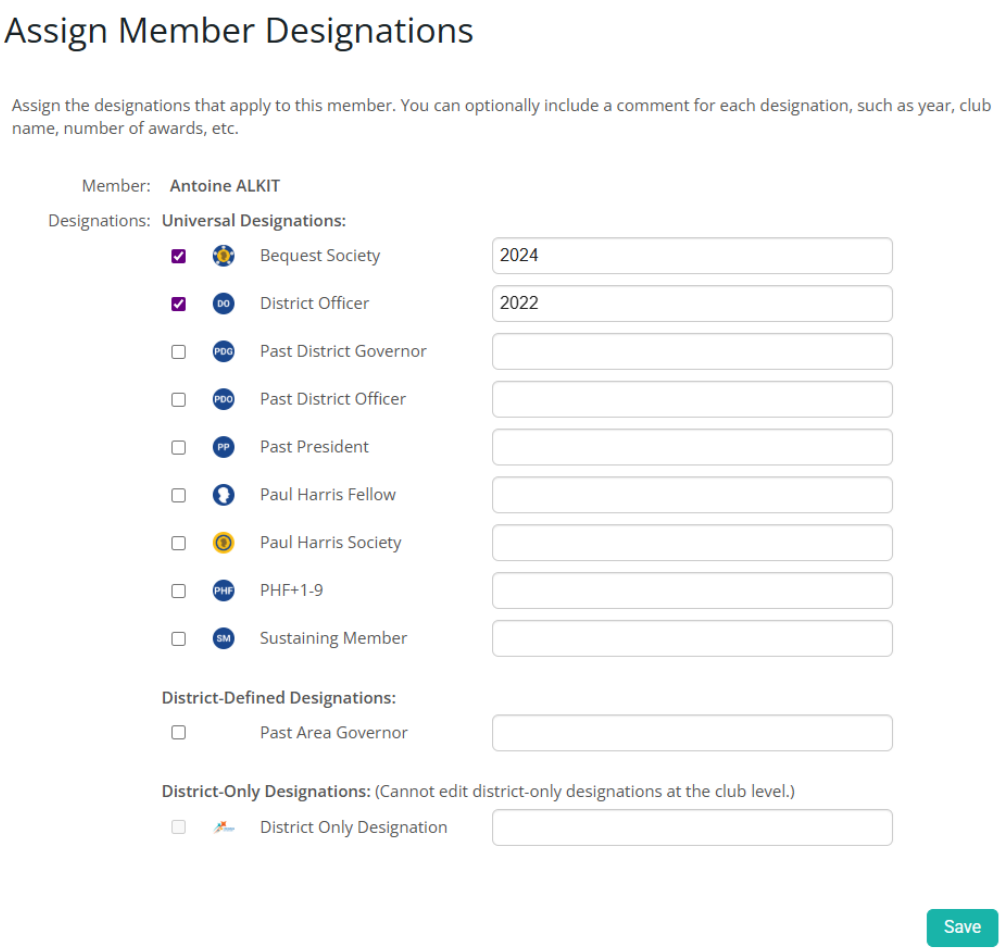
5. Click the **Rotary** tab in the member's profile.



6. You will see the member's existing designations in the Member Designations section. Click **Assign Designations** to add a designation to a profile that does not have any designations, or edit a member designation by clicking **Edit Member 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.