

How do I grant a member a designation in Nova?

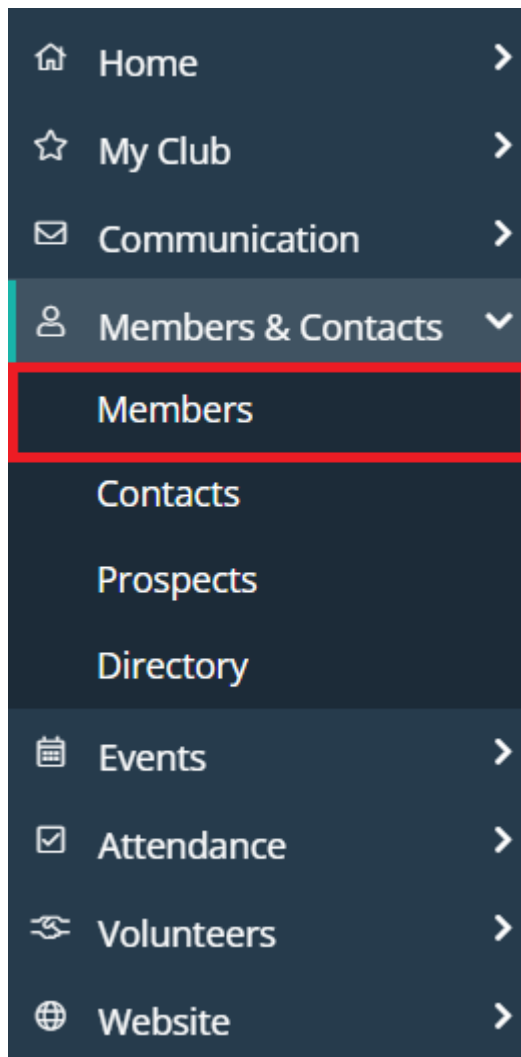
Michael M. - 2025-08-14 - [Members & Contacts](#)

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.

First Name

Nickname

Last Name

Primary Email

Tags ☒ All ☐ Only:


Member Type ☒ All ☐ Only:

[+ More Filters](#)

Sort By

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

☐



Antoine ALKIT
crzachery+aaikit@gmail.com
ail.com

bulletin subscriber
 clubrunner friend
 meeting guest mynewtag
 prospect volunteer

Rotary Number 11584698

Member Standard

Type

Date Joined Aug 27, 2024 one year ago

Club

Role

Balance \$5,733.00

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

Antoine ALKIT



crzachery+aalkit@gmail.com



bulletin subscriber clubrunner
friend meeting guest mynewtag
prospect volunteer

Rotary Number 11584698
Member Type Standard
Date Joined Club Aug 27, 2024 one year ago
Last Login Club May 15, 2025 3 months ago
Last Login Mobile
Activity Report
Prospect Status New
Prospect Score ☆☆☆☆
Prospect Source Internal

Personal

Prospect Details

Communication

Rotary

Biography

Commitments

6. You will see the member's existing designations in the Member Designations section. To add or edit a member designation, click **Edit Designations**.

MEMBER DESIGNATIONS

Edit Member Designations

Universal Designations



Bequest Society
2024



District Officer
2022










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.

Member: Antoine ALKIT


Designations: Universal Designations:

<input checked="" type="checkbox"/>		Bequest Society	<input type="text" value="2024"/>
<input checked="" type="checkbox"/>		District Officer	<input type="text" value="2022"/>
<input type="checkbox"/>		Past District Governor	<input type="text"/>
<input type="checkbox"/>		Past District Officer	<input type="text"/>
<input type="checkbox"/>		Past President	<input type="text"/>
<input type="checkbox"/>		Paul Harris Fellow	<input type="text"/>
<input type="checkbox"/>		Paul Harris Society	<input type="text"/>
<input type="checkbox"/>		PHF+1-9	<input type="text"/>
<input type="checkbox"/>		Sustaining Member	<input type="text"/>

District-Defined Designations:

<input type="checkbox"/>		Past Area Governor	<input type="text"/>
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District-Only Designations: (Cannot edit district-only designations at the club level.)

<input type="checkbox"/>		District Only Designation	<input type="text"/>
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Save

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