ClubRunner

How do I reactivate an inactive member on the district's website?

Omar S. - 2021-03-31 - Membership Management

Members who have been removed from the **Active Member List** can be returned to active member status on your District page, through the use of the **For Clubs** feature.

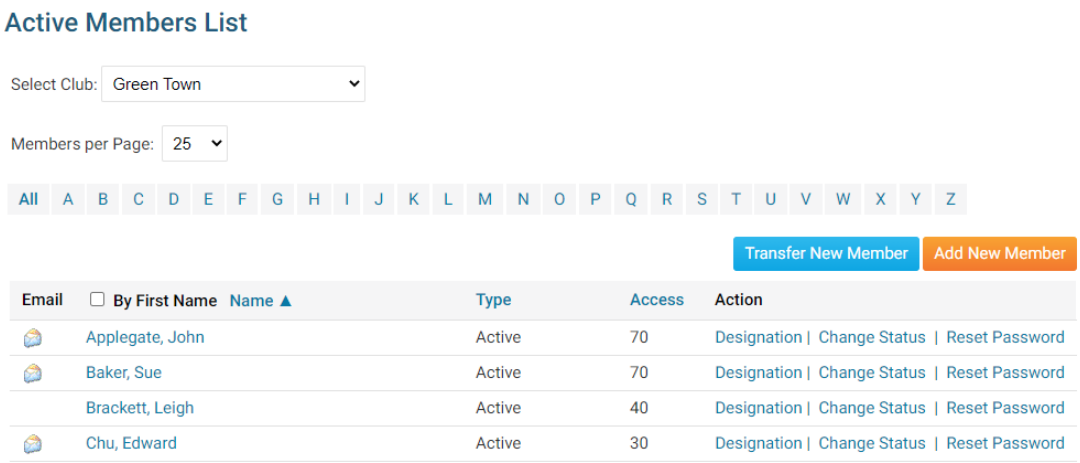
1. To reactivate an inactive/past member, go to your District webpage and click on the **Login** link at the top right of the page. Then, enter your login details on the page that appears.

2. You are now logged in. To access the District Administration page, click on **Member Area** on the top right.

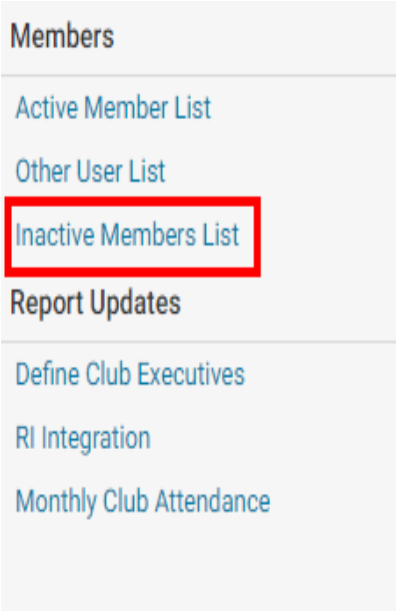
3. You are now on the **District Administration** page. Click the **For Clubs** tab just under the header.

4. Next, click on **Membership Lists.**

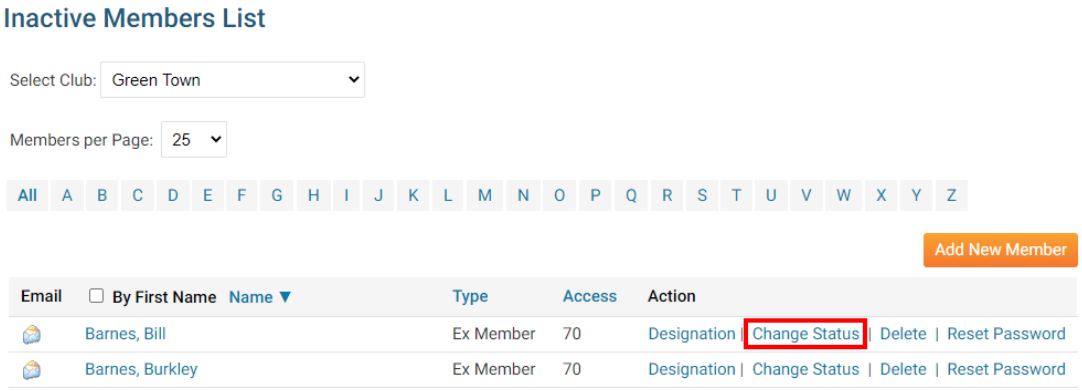
5. You are now presented with an **Active Members List** for your own club.



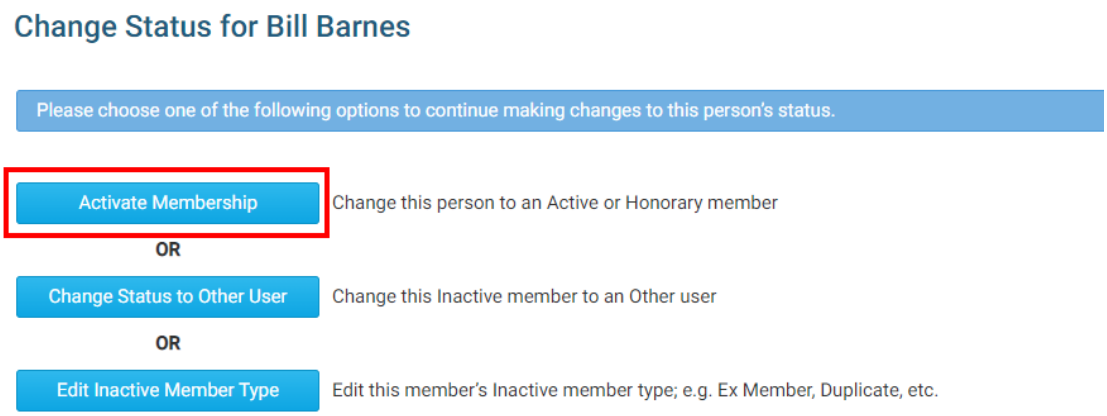
6. On the left side of the screen, click on the **Inactive Members List** link under the **Members** heading.



7. You are now viewing the **Inactive Members List.** On the same line as the member you wish to reactivate, click **Change Status** on the right.



8. This takes you to the change status screen. It now gives you three choices. Click **Active Membership**.

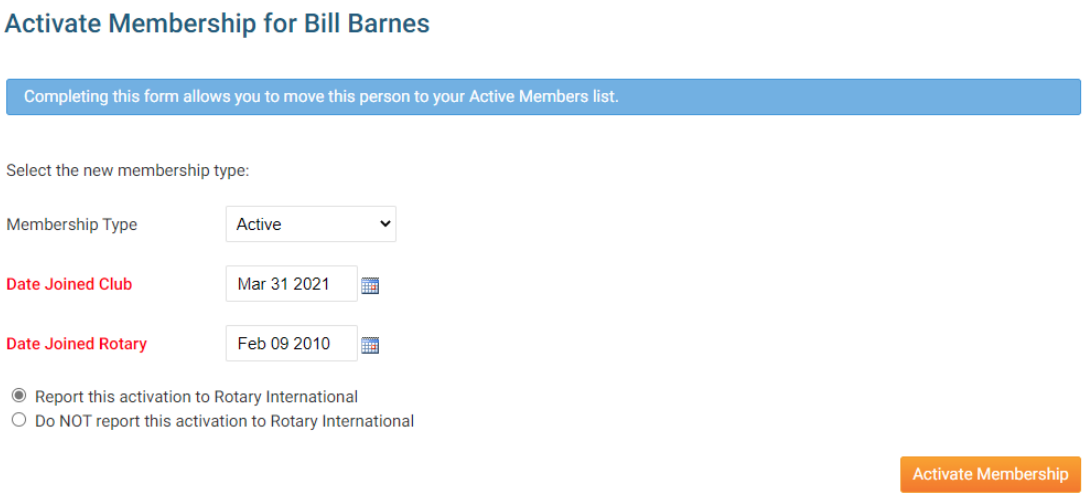


9. There are now a few options:

- **Membership Type** - This is what type of membership the member would be changed to.
- **Date Joined Club** - This is the member's rejoin date.
- **Date Joined Rotary/Organization** - This is the first date when the member joined the organization.

Note: Rotary Clubs will see an option to notify Rotary International about the change. We recommend always reporting this change. If you do not want to report the change to RI please click **Do NOT report this activation**

to RI.



10. Once done, click **Activate Membership**.

11. The member is now active. To further edit their profile, look them up in the **Active Member List**.

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