ClubRunner

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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.

Active Members List

Select Cl	ub: Greer	n Tow	n			~																				
Member	s per Page:	25	~																							
All A	B C	D	Е	F G	Н	Т	J	К	L	М	Ν	0	Ρ	Q	R	S	Т	U	۷	W	Х	Y	Ζ			
																		Frans	fer N	lew N	lemb	er	Ado	l New	Memt	pei
Email	🗆 By Fir	rst Na	me N	lame 🖌						Тур	e			Ac	cess	÷ .	Actio	n								
	Applegat	e, Joh	in							Act	ive			70			Desi	gnati	on	Chan	ge St	atus	R	eset P	asswo	ord
	Baker, Su	е								Act	ive			70			Desi	gnati	on	Chan	ge St	atus	R	eset P	asswo	ord
	Brackett,	Leigh								Act	ive			40			Desi	gnati	on	Chan	ge St	atus	R	eset P	asswo	ord
	Chu, Edw	ard								Act	ive			30			Desi	gnati	on	Chan	ge St	atus	R	eset P	asswo	ord

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

Members
Active Member List
Other User List
Inactive Members List
Report Updates
Report Updates Define Club Executives
Report Updates Define Club Executives RI Integration

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.

Inactiv	e Members L	ist												
Select Clu	ib: Green Town		~											
Members per Page: 25 V														
All A	B C D E	F G H I	J	K L	MN	0 P	Q	R S	Т	U V	W	Х	Y Z	
													Ado	d New Member
Email				Туре			Access		Action					
	Barnes, Bill			E	x Member	70		Designat	ion	Change	Status	Dele	ete R	eset Password
	Barnes, Burkley			E	x Member	70		Designat	ion (Change	Status	Dele	ete R	eset Password

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

Change Status for Bill Barnes



- 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.

Activate Membership for Bill Barnes

Completing this form a	llows you to move thi	is person to yo	ur Active Members list.	
Select the new membersh	in type:			
Select the new membersh	np type.			
Membership Type	Active	~		
Date Joined Club	Mar 31 2021			
Date Joined Rotary	Feb 09 2010			
Report this activation	to Rotary Internation	al		
○ Do NOT report this ac	tivation to Rotary Inte	ernational		
				Activate M

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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- How do I find club & membership information?
- How do I find and transfer new members? (District Club Exec.)
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- How do I upload member profile photos on the district's website?
- How do I view and edit my club's membership on the district's website?
- How do I terminate a member on the district's website?
- How do I add a new member on the district's website?