

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 Club: Green Town

Members per Page: 25

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Transfer New Member Add New Member

Email	<input type="checkbox"/> By First Name	Name ▲	Type	Access	Action
		Applegate, John	Active	70	Designation Change Status Reset Password
		Baker, Sue	Active	70	Designation Change Status Reset Password
		Brackett, Leigh	Active	40	Designation Change Status Reset Password
		Chu, Edward	Active	30	Designation Change Status Reset Password

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

- Define Club Executives
- RI Integration
- Monthly Club Attendance

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.

Inactive Members List

Select Club: Green Town

Members per Page: 25

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Add New Member

Email	<input type="checkbox"/> By First Name	Name	Type	Access	Action
		Barnes, Bill	Ex Member	70	Designation Change Status Delete Reset Password
		Barnes, Burkley	Ex Member	70	Designation Change Status Delete Reset Password

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

Change Status for Bill Barnes

Please choose one of the following options to continue making changes to this person's status.

Activate Membership

Change this person to an Active or Honorary member

OR

Change Status to Other User

Change this Inactive member to an Other user

OR

Edit Inactive Member Type

Edit this member's Inactive member type; e.g. Ex Member, Duplicate, etc.

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 allows you to move this person to your Active Members list.

Select the new membership type:

Membership Type

Date Joined Club

Date Joined Rotary

- Report this activation to Rotary International
 Do NOT report this activation to Rotary International

Activate Membership

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