# ClubRunner

Help Articles > District Help > District - Administration Guide > Membership Management > How do I request member updates? (District)

## How do I request member updates? (District)

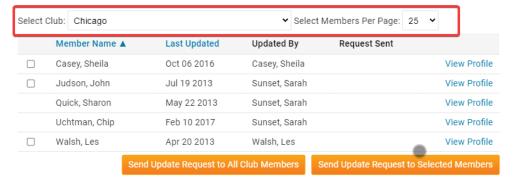
Michael C. - 2021-02-08 - Membership Management

Through your District homepage, you have the ability to request profile updates from your members. This should be done fairly regularly to ensure your contact details and member information remain current.

- To request an update from a 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.
- 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 **Memberships** tab just under the header.
- 4. Next, click on the **Request Member Updates** link.
- 5. You are now presented with a list of active members for your default club. Use the Select Club drop down menu if you wish to view the membership of a different club. Use the Select Members Per Page drop down to set how many members you wish to view at once.

### **Request Member Updates**

This feature allows you to review how recently your members' profiles were updated, and by whom. You can send out an email to each member displaying their current profile details and request an update if required (a link to their profile is in the email). You can also customize the email message sent to your members. Click here to modify the message.



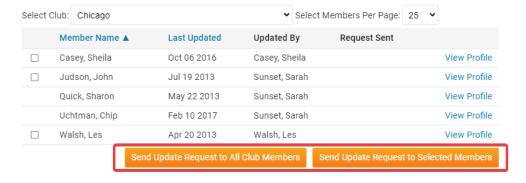
6. You may use the check boxes beside each name to select individual members you wish to ask for an update request.

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7. When you have selected the members to whom you wish to send an update request, click Send Update Request to Selected Members. If you wish to email all the members, click Send Update Request to All Club Members.

### Request Member Updates

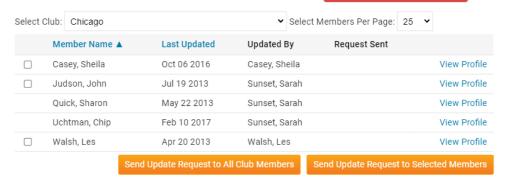
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8. By default, the system will send a generic update request message. You can customize this message to suit your club and situation. Click on the link **Click Here to Modify the Message**.

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Here, you can edit the content and look of the message using the tools provided.
 Enter aSubject for the new update request message in the field provided, and then edit the text as needed.

# Use the editor to modify the email message sent to your members. Note: Once you click Save Template, the modified email text will become the new template and will be used for each request. You can return to the original default text by clicking Restore Default Template. Subject Request for Update to Member Profile Template To add a single line break, hold down Shift and press Enter. Format Font Size B J Size B J Size B J Size B Source Dear \$FIRST\_NAME\$, Please review your membership profile below. If any of your information has changed, or you would like to update this information, please click on the Update button. This will take you to Clubrunner where you can access your Member Profile and make changes.

10. Click Save Template to save your changes to the update request email, or Restore Default Template to erase them and go with the standard system generated message.

Restore Default Template

Save Template

### Related Content

• How do I view and edit a member's profile? (District)