ClubRunner

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How do I view and edit my club's membership on the district's website?

Omar S. - 2021-03-08 - Membership Management

You can view, edit and update your own club's membership information from the District page.

- 1. 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** in the menu just below.
- 5. You are now presented with an **Active Members List** for your own club. You can view and edit member details as on your own club webpage.

Active Members List Select Club: Green Town Members per Page: 25 🕶 Add New Member (Classic) Transfer New Member Add New Member Email Dy First Name Name Type Applegate, John 70 Active Designation | Change Status | Reset Password Baker, Sue 70 Active Designation | Change Status | Reset Password Brackett, Leigh Active 40 Designation | Change Status | Reset Password Chu, Edward Active 30 Designation | Change Status | Reset Password Corprel, John 70 Designation | Change Status | Reset Password Active - Corporate Davis, Clare 70 Designation | Change Status | Reset Password Honorary

6. Click on a member name to open and edit their profile, or click the email icon to the left of their name to send them a message.



7. You may edit other details as well. Click **Designation** to edit their club designations, **Change Status** to change their membership type, and click **Reset Password** if you want to change the member's password.



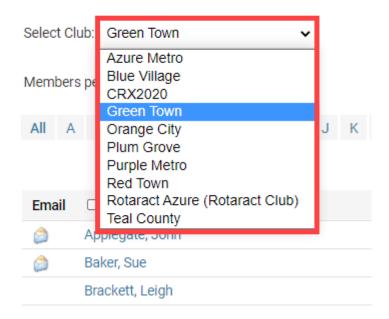
8. You may also view and edit your **Other User List** and **Inactive Members List**, by clicking on the relevant links on the left side of the screen.



9. Finally, you can choose to view the member list of another club by choosing one with the **Select Club** drop down menu.

Note: This option is only available to members who have certain access rights on the District.

Active Members List



For more instruction on the member profiles, and how to edit a member's information, click

here to open the 'What is the Member Profile & How Do I Edit It?' guide.

Related Content

- How do I find club & membership information?
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- ClubRunner District guide
- How do I reactivate an inactive member on the district's website?
- How do I add a new member on the district's website?