

# ClubRunner

Help Articles > Club Help > Club - Administration Guide > Reports > How do I view or change participation points?

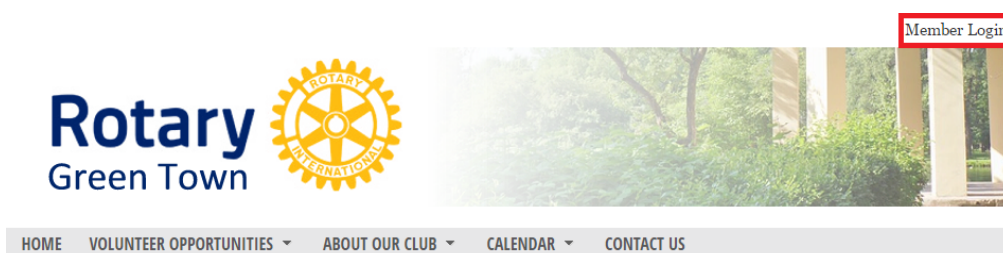
## How do I view or change participation points?

Michael C. - 2021-03-01 - Reports

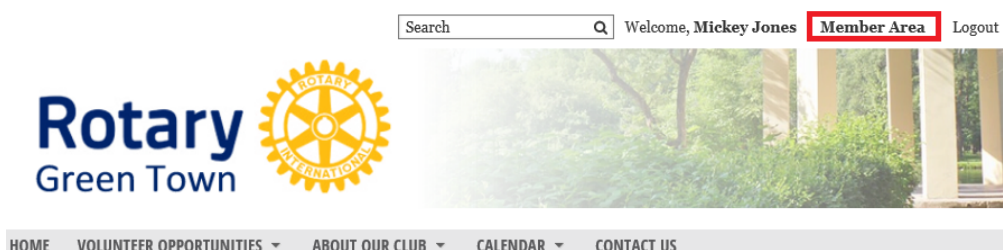
You can view and change the point values used in the **Member Activity** and **Club Activity** report by using the **Participation Points** page.

**Note:** Members need to have access level 30 - Administrator, 40 - President, or 50 - Executive to access this page. To learn how to change a member's access level please read the document called [Changing a Member's Access Level](#).

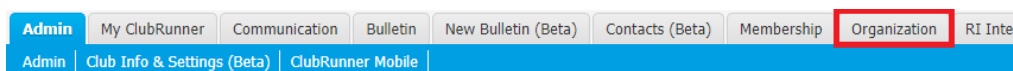
1. Login to ClubRunner by clicking on the **Member Login** link near the top right of the Club's website. Enter your login name and password.



2. Click the **Member Area** link, near the top right.



3. On the grey menu bar near the top click **Organization**.



4. On the blue menu bar click **Participation Points**.



5. This takes you to the **Participation Points** page. From here you can see how many points each type is worth.
  - o **Edit All** - This button allows you to edit all of the type point values at once. Please see step 6 for more details.
  - o **Edit** - This allows you to edit the point value on a line.

- **Reset to default** - This resets the type value to the default value.

## Participation Points

Measure member engagement by tracking the activities you value most such as volunteering, events and more.

[Edit All](#)

Points Type ▲	Points ▼	
Attendance	5	<a href="#">Edit</a>   <a href="#">Reset to default</a>
Club Designations	5	<a href="#">Edit</a>   <a href="#">Reset to default</a>
Club Officer Positions	10	<a href="#">Edit</a>   <a href="#">Reset to default</a>
Comments	1	<a href="#">Edit</a>   <a href="#">Reset to default</a>
Committee	5	<a href="#">Edit</a>   <a href="#">Reset to default</a>
Discussion Posts	2	<a href="#">Edit</a>   <a href="#">Reset to default</a>
District Designations	10	<a href="#">Edit</a>   <a href="#">Reset to default</a>
District Officer Positions	10	<a href="#">Edit</a>   <a href="#">Reset to default</a>
Events	3	<a href="#">Edit</a>   <a href="#">Reset to default</a>
Likes	1	<a href="#">Edit</a>   <a href="#">Reset to default</a>
Volunteering	5	<a href="#">Edit</a>   <a href="#">Reset to default</a>

Showing all 11 records

- If you click the button named **Edit All** a new page will display which will allow you to change all of the point values for all of the types. Click **Save** once done.

Participation Points

Attendance	<input type="text" value="5"/>	*
Club Designations	<input type="text" value="5"/>	*
Club Officer Positions	<input type="text" value="10"/>	*
Comments	<input type="text" value="1"/>	*
Committee	<input type="text" value="5"/>	*
Discussion Posts	<input type="text" value="2"/>	*
District Designations	<input type="text" value="10"/>	*
District Officer Positions	<input type="text" value="10"/>	*
Events	<input type="text" value="3"/>	*
Likes	<input type="text" value="1"/>	*
Volunteering	<input type="text" value="5"/>	*

[Cancel](#)
[Save](#)

### Related Content

- [What is the member activity report?](#)
- [What is the club activity report?](#)