

ClubRunner

[Help Articles](#) > [Club Help](#) > [Club - Administration Guide](#) > [Reports](#) > [How do I view or change participation points?](#)

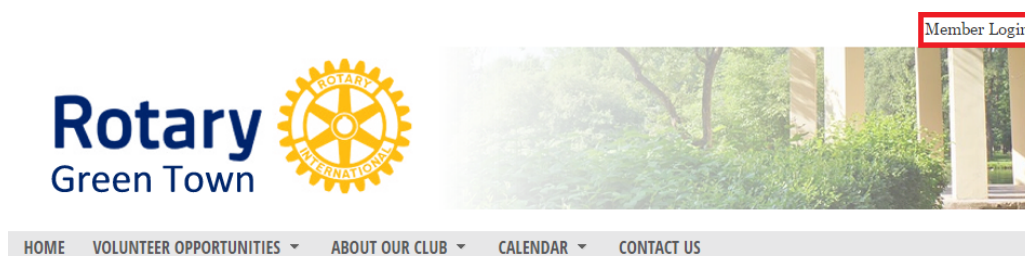
How do I view or change participation points?

Michael C. - 2021-03-01 - [Reports](#)

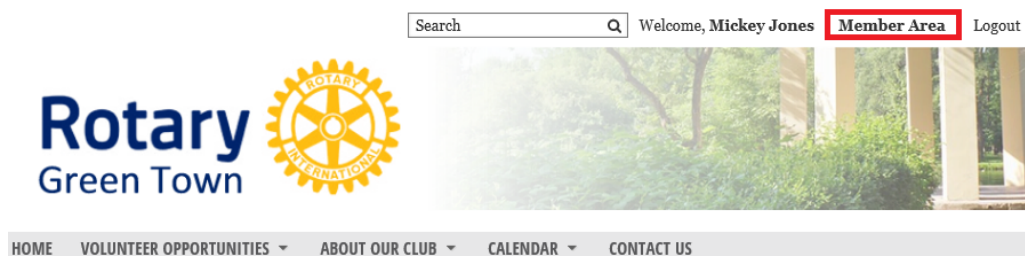
You can view and change the point values used in the **Member Activity** and **Club Activity** report by using the **Participation Points** page.

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](#).

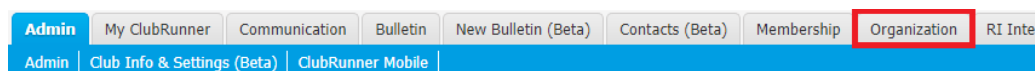
1. Login to ClubRunner by clicking on the **Member Login** link near the top right of the Club's website. Enter your login name and password.



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.
 - **Edit All** - This button allows you to edit all of the type point values at once. Please see step 6 for more details.
 - **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	Edit Reset to default
Club Designations	5	Edit Reset to default
Club Officer Positions	10	Edit Reset to default
Comments	1	Edit Reset to default
Committee	5	Edit Reset to default
Discussion Posts	2	Edit Reset to default
District Designations	10	Edit Reset to default
District Officer Positions	10	Edit Reset to default
Events	3	Edit Reset to default
Likes	1	Edit Reset to default
Volunteering	5	Edit Reset to default

Showing all 11 records

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