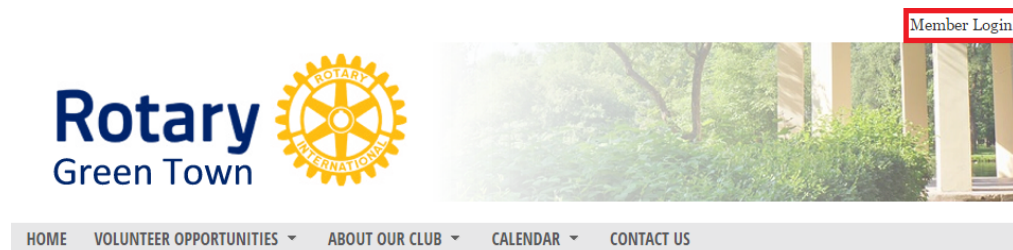# ClubRunner

How do I view or change participation points?
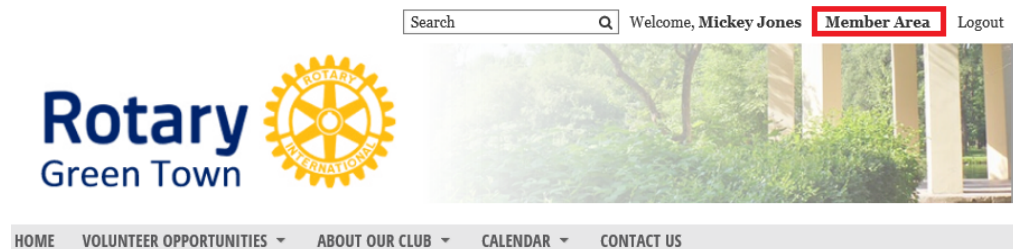
Michael C. - 2021-03-01 - Reports

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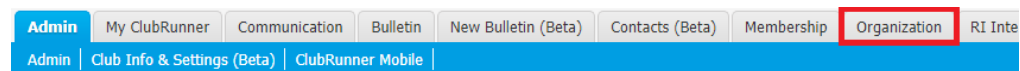
1. Login to ClubRunner by clicking on the **Member Login** link near the top right of the Club's website. Enter your login name and password.

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	5 *
Club Designations	5 *
Club Officer Positions	10 *
Comments	1 *
Committee	5 *
Discussion Posts	2 *
District Designations	10 *
District Officer Positions	10 *
Events	3 *
Likes	1 *
Volunteering	5 *

Cancel   Save

Related Content

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