ClubRunner

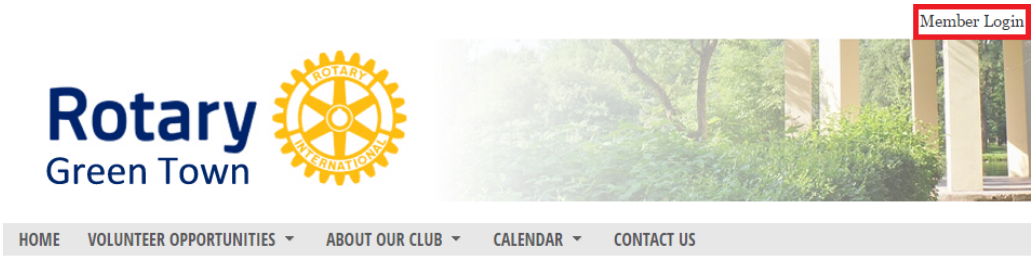
How do I view or change participation points?

Michael C. - 2021-03-01 - Reports

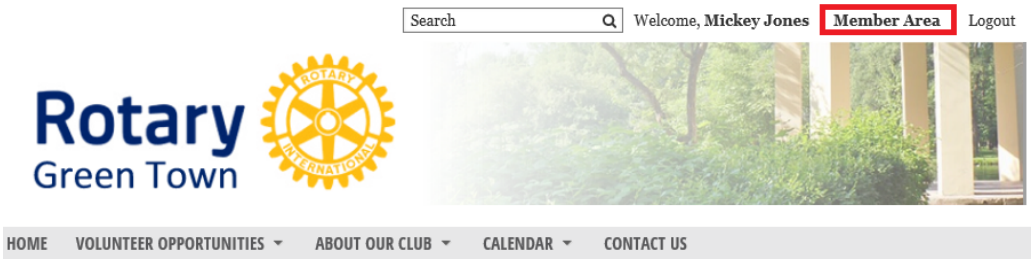
You can view and change the point values used in the **Member Activity** and **Club Activity** report by using the **Participation Points** page.

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.

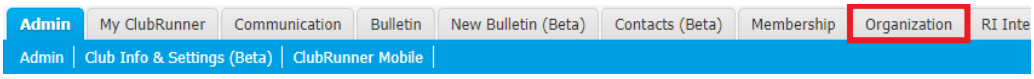
1. Login to ClubRunner by clicking on the **Member Login** link near the top right of the Club's website. Enter your login name and password.



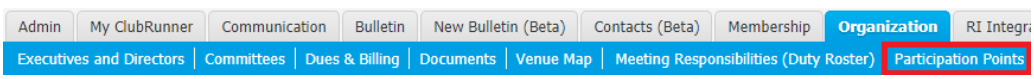
2. Click the **Member Area** link, near the top right.



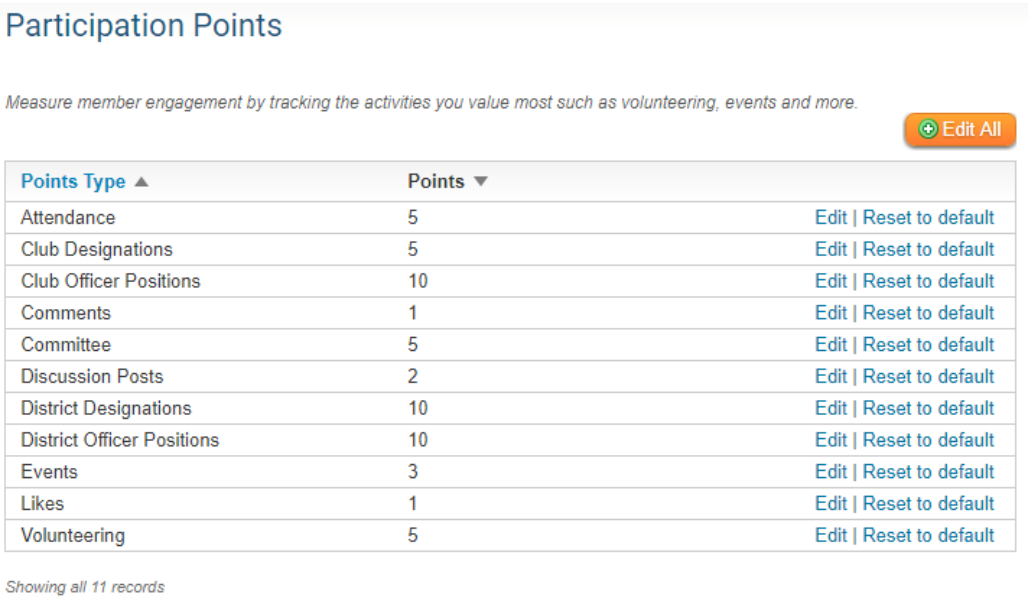
3. On the grey menu bar near the top click **Organization**.



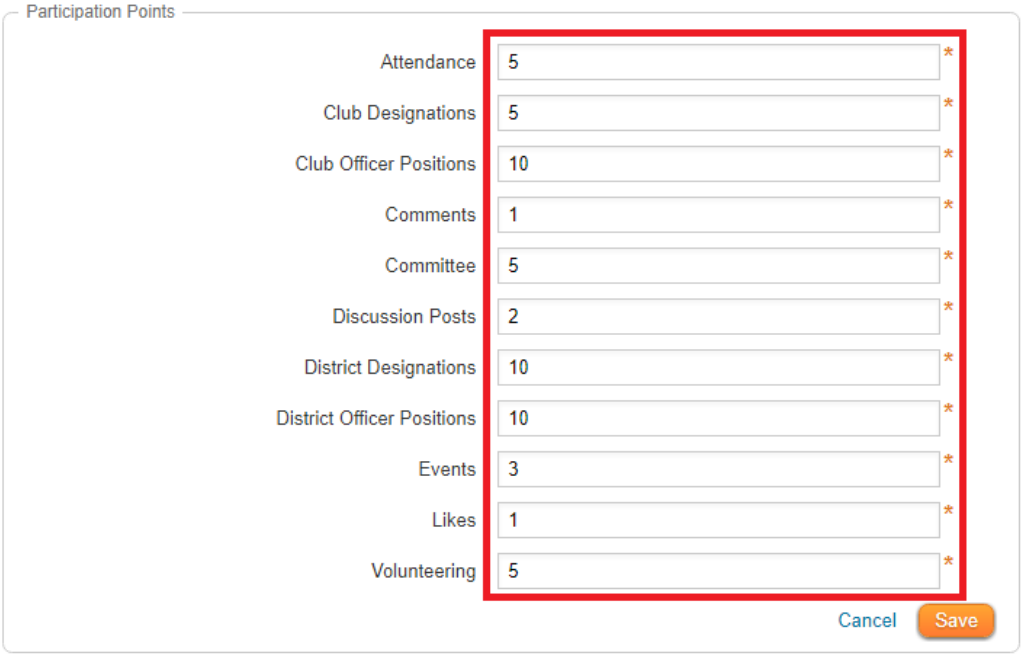
4. On the blue menu bar click **Participation Points**.



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.



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.



Related Content

- What is the club activity report?
- What is the member activity report?