

ClubRunner

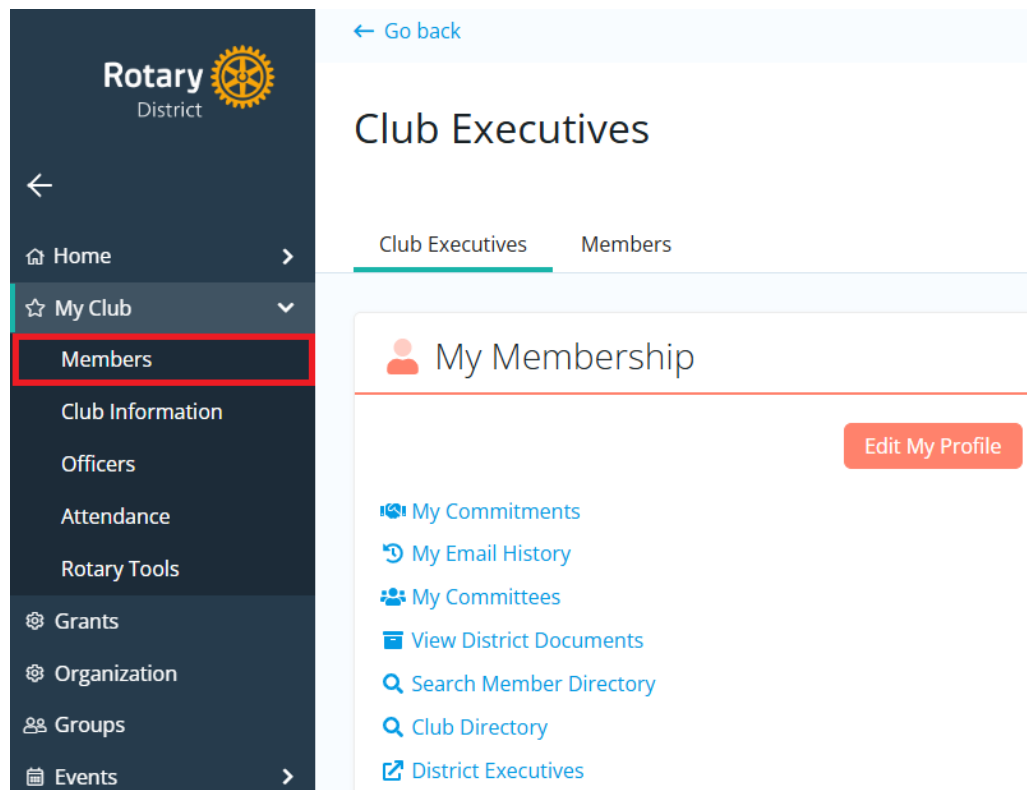
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[NOVA] How do I change a member's status on the district's website?

Michael M. - 2026-07-22 - [District - Executives Articles](#)

You may need to change an active member to an honorary member, or vice versa, or need to change an active membership to a different type such as for satellite or corporate members. This support article will show you how to change a member's status from your district login.

1. To begin, log in to your account through your district homepage, then click on **Member Area** on the top right-hand corner. [Alternatively, click here to go directly to the ClubRunner login page.](#)
2. Once inside the members area, click **My Club** and then **Members** in the left-hand navigation menu.



3. This brings you to the Members page where you will see a list of all your active members. Click the drop-down menu next to the View button on the right-hand side of a member's record and select **Change Status**.



4. If you need to change a member from active to honorary, or vice versa, click **Change Membership**

Status. To edit a member's active membership type, click **Edit Active Member Type**.

Change Status for Enrika Bunt

Please choose one of the following options to continue making changes to this person's status.
To change status from Active to Other, please terminate membership first.

Terminate Membership

Change this member to a former member; e.g. Ex Member, Duplicate, etc.

OR

Change Membership Status

Change this member from Active to Honorary

OR

Edit Active Member Type

Edit this member's Active member type; e.g. Active - Satellite, Active - Corporate, etc.

5. On the Change Membership Status page, you can confirm the membership type you are changing to and enter the effective date of the change. Rotary clubs can then determine whether or not to report the termination to Rotary International. If you do not report the termination, you will have to log in and update the member on [MyRotary.org](https://myrotary.org) as well. Click **Change Membership Status** to complete the update for this member.

Membership Status Settings

Select the new membership type.

Membership Type

Honorary ▾

Date of Membership
Change *

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Notify Rotary International

Rotary International requires that the date of membership change be provided when a member changes their status.

Notify Rotary International



Report this status change to Rotary International



Do NOT report this status change to Rotary International

Cancel

Change Membership Status

6. On the Edit Active Member Type page, select the membership type you wish to assign to this member, then click **Save**.

Membership Type

Active ▾
Active
Active - Satellite
Active - Corporate
Active - Leave of Absence
Active - Service

Save

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