

[NOVA] How do I change a task's status?

Michael M. - 2026-09-14 - [Membership Success](#)

Members can be assigned tasks to assist with onboarding prospects to the club, such as booking follow ups, inviting the prospects to meetings, scheduling video calls, and more. This support article will show you how assigned members and club staff can track the completion status of assigned tasks.

To learn how to create and assign tasks, please read the support article: [How do I create and assign tasks?](#)

1. To begin, log in to your account through your club homepage, then click on **Member Area** in the top right-hand corner. [Alternatively, click here to go directly to the ClubRunner login page.](#)
2. If you have level 50 or better access, you may navigate to the list of tasks by scrolling down from your members area dashboard and clicking the **Tasks** link in the Membership section.

Membership

Get the complete picture on your membership with reporting, directories and analytics.

Active Members →

 Help

Active Members

Inactive Members

Other Users

Contacts

Members and Contacts List

Prospects

Tasks

Member Directory

Designations

Request Membership Updates

New Member Program

Custom Member Fields

Download Member Data

Note

You may also access the Task Listing from the Prospects dashboard, or by navigating to the Tasks tab of the prospect or assigned member's profile.

If you have been assigned a task to complete, you may access it from the Tasks tab of your member profile, or by clicking the **My Tasks** link in the My Information section of your members area dashboard.

My Information

[My Member Activity](#)

[View & Pay Balance](#)

[My Email History](#)

[My Tasks](#)

[Manage MFA](#)

[My Friends](#) [+ Add Friend](#)

[My Referrals](#) [+ Refer a Member](#)

3. On the task listing, members with level 50 or better access will see the list of all assigned tasks for the club, and may use the options at the top of the page to filter using the **Search** button, or sort the displayed results. You may also use the tabs above the list of statuses to view the assigned task for each status.

Task Name	
Task Type	☒ All ☐ Only:
Assigned For	--- Any ---
Due Date	☐ None ☒ Any ☐ Date Range To To
Assigned To	☒ All ☐ Only:
Task Status	☒ All ☐ Only:
Sort By	Due Date Task Name Created On ^ v

Locate the task you wish to edit and click the **View** button on the right-hand side of its information.

Assigned	In Progress	Needs Review	Completed	Postponed	Cancelled	All
Call Taylor Task Type Follow Up	Task Status Task Assigned For Member To Complete Task	Assigned Taylor Timmins Copper Alfright	Created On Due Date	Sep. 10, 2026 2 minutes ago Oct. 02, 2026 21 days from now	View	

4. Members with the appropriate access may click the **Edit** buttons in any of the boxes to make changes to this task's information, or click the **Notes** tab to view a history of changes for this task or add a related custom note. You may update the task's status by clicking the **Change Task Status** button in the top right-hand corner.

Task / Call Taylor

Status
Prospect [Assigned](#)
[Taylor Timmins](#)

Assigned To
Due Date [Copper Alfright](#)
Oct. 02, 2026 21 days from now

[Details](#) [Notes !\[\]\(eabd9f9ababee93effadc3b380fe65fd_img.jpg\)](#)

TASK INFO

Task Status	Assigned
Task Name	Call Taylor
Task Type	Follow Up
Task Method	Phone Call
Due Date	Oct. 02, 2026 21 days from now

DESCRIPTION

Call Taylor on the phone asking for feedback and impressions from last week's meeting

ASSIGNMENT DETAILS

Prospect	Taylor Timmins
Assigned To	Copper Alfright

TASK DETAILS

Last Updated On	Sep. 10, 2026 one second ago
Created On	Sep. 10, 2026 2 seconds ago
Created By	Beverly Smandly

5. Select the appropriate status for the task. You may add an optional comment to include details relating to the status change which will appear in the private Notes tab for the task. The available statuses are: Assigned, In Progress, Needs Review, Completed, Postponed, Cancelled.

Change Status

Shows the task's current status. Select the status that best matches its current state.

Task Status *

Comments

Assigned

-- Please Select --

Assigned

In Progress

Needs Review

Completed

Postponed

Cancelled

Cancel

Change Status

6. Click the **Change Status** button to save your changes.