

ClubRunner

[Help Articles](#) > [Nova](#) > [Members & Contacts](#) > [\[NOVA\] How do I change an active member to an other user?](#)

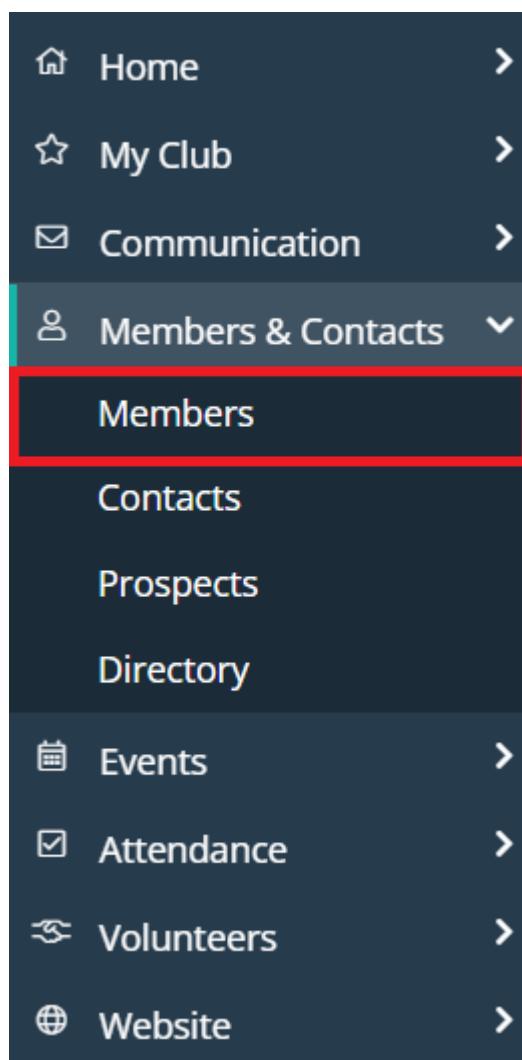
[NOVA] How do I change an active member to an other user?

Michael M. - 2025-12-18 - [Members & Contacts](#)

In some circumstances, a member may need to leave the club but still need to log in and access member resources. For example, if someone is no longer a member of the club but is still involved with managing the website, or needs to be able to register for events, it may be beneficial to change their member account into an other user.

In order to convert an active member to an other user, you will first need to terminate their active membership, which will allow you to convert the inactive member into an other user.

1. To begin, log in to your account through your club homepage, then click on **Member Area** on the top right under your club banner. [Alternatively, click here to go directly to the ClubRunner login page.](#)
2. Click **Members & Contacts** in the left-hand menu navigation, then click **Members**.



3. Navigate to the member you wish to edit and click the **drop-down arrow** to the right-hand side of their information next to the View button, then click **Change Status**.

The screenshot shows a list of members. For Jareb Blintz, the 'Change Status' option in the dropdown menu is highlighted with a red box. The dropdown menu also includes other options: Assign Tags, Send Email, Send Update Request, Send Login Instructions, and Send Account Statement.

4. Click **Terminate Membership**.

Change Status for Jareb Blintz

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.

[← Go Back](#)

5. Enter the date of termination using the date selector, then select the termination reason from the available list. If none of the available options are valid, you can enter a custom reason using the Other field.

Jareb Blintz

Ex-Member as of: Oct 09 2025



Please indicate reason for termination:

- Classification
- Business Transfer
- Moved
- Attendance
- Business Pressure
- Disinterest
- Health
- Deceased
- None Given
- Joined Other Club
- Family Obligations
- Duplicate record on ClubRunner
- Non-payment of club dues
- By club for cause
- Lack of participation
- Other

If other, please specify:

6. Rotary clubs can then determine whether or not to report the termination to Rotary International.

- Report this termination to Rotary International
- Do NOT report this termination to Rotary International

7. Once you are ready, click on the **Terminate Member** button to complete the status change for the selected member.

If other, please specify:

- Report this termination to Rotary International
- Do NOT report this termination to Rotary International

Terminate Member

8. Now that the active membership has been terminated, we can change this inactive member to an Other User. You will automatically be brought to the inactive member's profile. From here, click the **drop-down arrow** to the right-hand side of their information next to the View button, then click **Change Status**.

Jareb Blintz

Rotary Number	123456
Inactive Member	Past Member
Type	Standard
Date Joined Club	Jan. 06, 2025 9 months ago
Last Login Club	Mar. 25, 2024 one year ago
Last Login Mobile	

Activity Report

Personal Communication Rotary Biography Commitments Privacy and Settings Financials Documents

9. Click **Change Status to Other User**.

Change Status for Jareb Blintz

Please choose one of the following options to continue making changes to this person's status.

Activate Membership

Change this person to an Active or Honorary member

OR

Change Status to Other User

Change this Inactive member to an Other user

OR

Edit Inactive Member Type

Edit this member's Inactive member type; e.g. Ex Member, Duplicate, etc.

10. Select the appropriate membership type from the drop-down menu, then click **Save**.

Change Jareb Blintz from Inactive to Other User

Completing this form allows you to change this member to an Other user.

Membership Type

Exchange Student

- Exchange Student
- Staff
- Other
- Leave of Absence
- Corporate Member
- Prospective Member
- Visiting Member
- Interact
- Rotaract

Save

← Go Back