

ClubRunner

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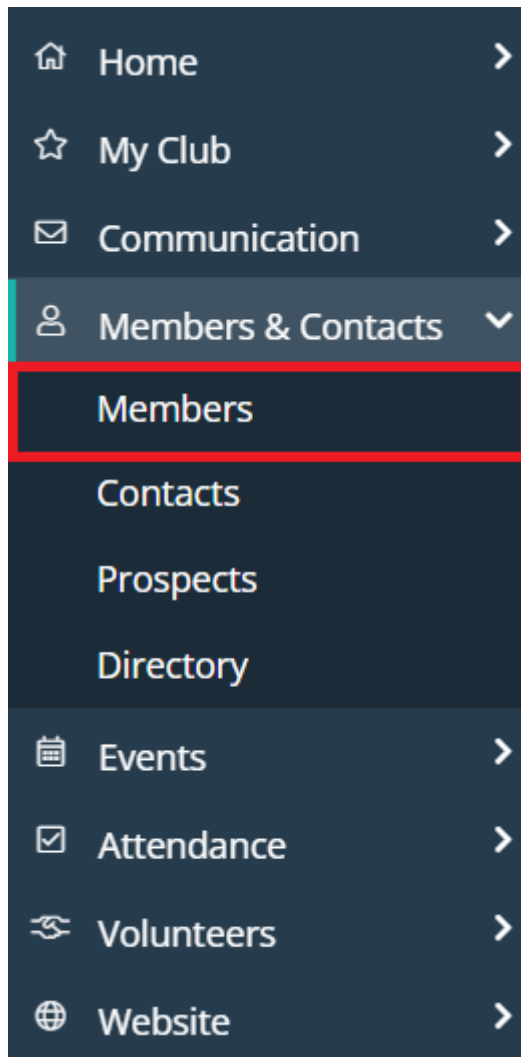
[NOVA] How do I change an inactive member to an active member?

Michael C. - 2026-08-30 - [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. Click on the **Inactive** membership list tab.

Active & Honorary Active Honorary **Inactive**

☐ Bulk Actions Display 100 persons

☐	 Ike Bruineman ibruineman5@sink.sendgrid.net volunteer	Member Type Date Joined Club Role Balance	Active - Standard Oct. 01, 2024 one year ago Club Executive 50 \$7,495.00	View
☐	 Enrika Bunt enrika.bunt@sink.sendgrid.net bbq organizers	Member Type Date Joined Club Role Balance	Active - Standard Jul. 01, 2020 6 years ago Club Admin 30 \$8,420.78	View

4. Navigate to the inactive 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**.

Active & Honorary

Active

Honorary

Inactive

Bulk Actions

Email

Export Contact Info

Add Record

Transfer Member

James (Jimmy) Allen

jallen@sink.sendgrid.net

Rotary Number

12345678

Inactive

RI Duplicate

Member Type

Satellite

Previous Member Type

Apr. 19, 2023 3 years ago

Termination Date

View

Send Email

Change Status

5. Click **Activate Membership**.

Change Status for James Allen

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.

Go Back

6. Select their new Membership Type and then enter the Club Join Date using the date selector.

Activate Membership for James Allen

Completing this form allows you to move this person to your Active Members list.

Activate Membership Settings

Select the new membership type.

Membership Type

Active

Date Joined Club *

Jun 29, 2026

Notify Rotary International

Notify Rotary International

☒ Report this status change to Rotary International
 ☐ Do NOT report this status change to Rotary International

Cancel

Activate Membership

7. 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

8. Once you are ready, click on the **Activate Membership** button to complete the status change for the selected member.

Notify Rotary International

Notify Rotary International

☒ Report this status change to Rotary International
 ☐ Do NOT report this status change to Rotary International

Cancel

Activate Membership

