

## [NOVA] How do I terminate a member as a duplicate?

Michael M. - 2025-10-08 - [Members & Contacts](#)

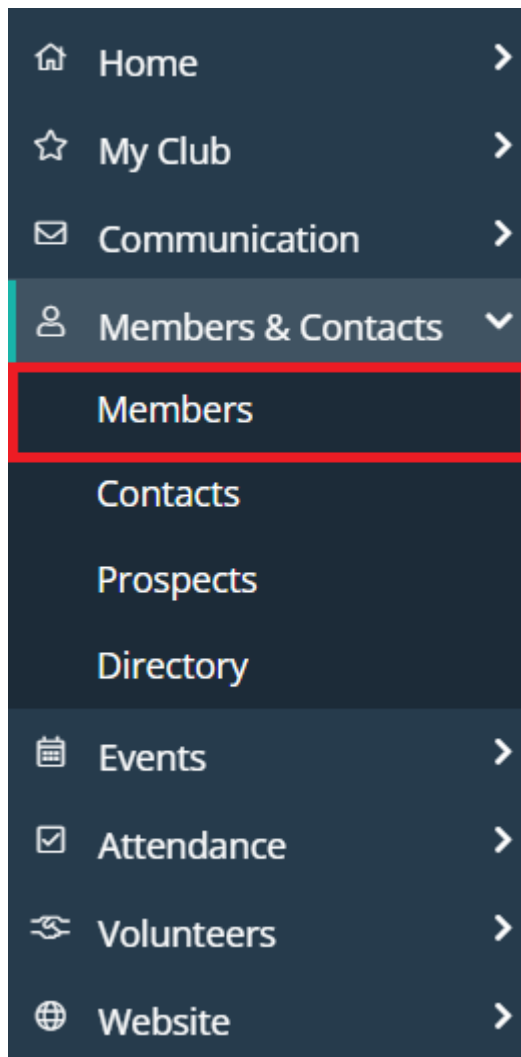
From time to time the same member might have two member profiles. This could be due to erroneous RI integration syncing, or the member's original profile may have been marked as an Inactive Member and a new account was created for the member.

If you would like to mark the duplicate profile and deactivate it, please determine which profile is most complete and has the most correct data about the member. You can do this by asking the member which login name they use to log in to the club, checking the Attendance data, the volunteer data and which profile contains the most profile information for the member.

### Note

When terminating a member as a duplicate in ClubRunner, the duplicate profile will be removed from any Club Membership Reports, like the Club Dashboard Report.

1. 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. On the left-hand menu, click the arrow to the right of **Members & Contacts**, then click on **Members**.



3. This brings you to the **Members** page where you will see a list of all your active members.

The image shows the 'Members' page in the Rotary application. The page has a sidebar with the Rotary logo and navigation options. The main content area has a search bar and filters. The 'Members' section is active, showing a list of members. The list includes columns for First Name, Last Name, Date Joined Club, Type Member Active, and Net Balance. Two members are listed: Aaron Aaronsons and Sara James Alberts. Aaron Aaronsons is a Standard member, and Sara James Alberts is a Satellite member. Both are active and have a balance of \$1,629.00 and \$3,717.00 respectively. The page also has buttons for 'Transfer Member' and 'Add Record'.

4. Click on the dropdown menu next to a member's record and select **Change Status**.

Active & Honorary

Active

Honorary

Past

Bulk Actions

Email

Export



Display 100

persons

Transfer Member

Add Record

View

<input type="checkbox"/>	 <div> <div>Jareb Blintz</div> <div>jareb@sink-sendgrid.net</div> <div>our rotary foundation committee</div> </div>	<div>Rotary Number</div> <div>Member Type</div> <div>Date Joined Club</div> <div>Role</div>	<div>123456</div> <div>Standard</div> <div>May 27, 2023 2 years ago</div> <div>30, 70</div>	<div>Balance</div>	<div>\$260.00</div>
<input type="checkbox"/>	 <div> <div>Red Bugenhagen</div> <div>rhagen@sink.sendgrid.net</div> </div>	<div>Member Type</div> <div>Date Joined Club</div> <div>Role</div>	<div>Corporate</div> <div>Jun. 09, 2023 one year ago</div> <div>30, 70</div>	<div>Balance</div>	<div>\$456.33</div>

Change Status

Assign Tags

Send Email

Send Update Request

Send Login Instructions

Send Account Statement

5. Next, click on the **Terminate Membership** button.

## 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.

6. Enter the date of termination using the date selector.

# Jareb Blintz

Ex-Member as of:

Apr 25 2025

Please indicate reason for removal:

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Today: April 25, 2025

Ex-Member since:

Please select action to take:

The member has been removed from the organization.

7. Select **Duplicate record on ClubRunner** as the termination reason from the available list. If you are with a Rotary club, the option to not report this termination will be selected, as duplicate terminations are not reported to Rotary International.

# Jareb Blintz

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:

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

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

# Jareb Blintz

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:

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

## Ex-Member Confirmation

Please note that once you confirm this member to be marked as an ex-member, the following actions will take place. These cannot be undone if the member is reinstated.

The member's access rights will be changed to access level 70 (Member) and this member will no longer be able to login.

This member will be removed from the following committee(s):

Fundraising Committee

This member will be removed from the following distribution list(s):

Robin's Version

New Distribution List

Terminate Member