

# ClubRunner

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## How do I add or terminate a member past the 30 day limit?

Michael C. - 2021-02-18 - Membership Management

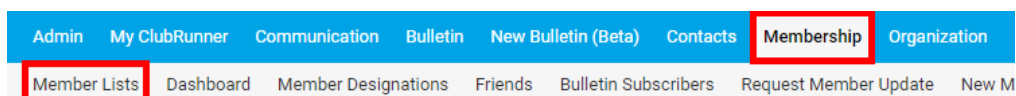
As per Rotary International's requirement, adding a new member or terminating a member must be done within 30 days of the **Join Date** or **Termination Date**. If the date is over 30 days, please follow the steps below to successfully:

[Add member after 30 days](#)

[Terminate member after 30 days](#)

### Adding a member after 30 days

1. Login to the **Member Area** of your Club website.
2. Select the **Membership** tab from the blue menu near the top. Then select the **Membership Lists** link from the grey menu just below.






3. Select the **Add New Member** link located near the right.

#### Active Members List

Members per Page: 25 ▾

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

[Add New Member](#)

Email	<input type="checkbox"/> By First Name	Name ▲	Type	Access	Action
		Arnold, Kathy	Active	70	<a href="#">Change Status</a>   <a href="#">Reset Password</a>
		Bennett, Norma	Active	70	<a href="#">Change Status</a>   <a href="#">Reset Password</a>
		Black, Johnny	Active	70	<a href="#">Change Status</a>   <a href="#">Reset Password</a>

4. Add in all of the new member information but set the **Club Join Date** and the **Rotary Join Date** to yesterday's date.

Fields marked in red are required.

### Rotary Membership Details

Club	Purple Metro (ID# 12345)	Membership Type	Active
Rotary Member No.	<input type="text"/>	Classification	<input type="text"/>
Membership	<input type="text"/>	Date Joined Club	Feb 28 2017
Office	<input type="text"/>	Date Joined Rotary	Feb 28 2017
Sponsor	<input type="text"/>	Enter a different date if you would like track years of service from an earlier. (i.e. for a transferring member)	
Badge No.	952044		

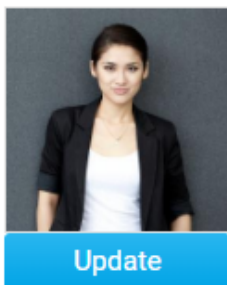
5. Once all of the information has been entered, please click on the **Add Member** button near the bottom of the page.

### ClubRunner Account

Email	<input type="text"/>
Login Name	<input type="text"/>
Temporary Password	13684
Send email notification to this member?	<input checked="" type="checkbox"/> System <input type="text"/> Welcome New Member <input type="text"/>
<input type="radio"/> Report this new member to Rotary International	
<input type="radio"/> Do NOT report this new member to Rotary International	
Please note that member additions are performed manually by RI Data Services, and could take up to 5 business days to be processed.	
<input type="button" value="Add Member"/>	

6. From the member list, click on the name of the newly added member to open their member profile.
7. Select the **Rotary** tab.

## Member Profile



**Kathy Arnold**  
[Printable Version](#)

Personal **Rotary** Biography Commitments Settings Privacy

8. Click the **Edit** button on the right.

Personal Rotary Biography Commitments Settings Privacy

**Edit**

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**Rotary Membership Details**

Club	Purple Metro (ID# 12345)	Membership Type	Active	<a href="#">Change Status</a>
Rotary Member No.		Classification		
Membership		Date Joined Club	Feb 28 2017	
Office		Date Joined Rotary	Feb 28 2017	
Sponsor				
Badge No.	952044			

9. Modify the **Club Join Date** and the **Rotary Join Date** to the correct dates.

10. Click on the **Save** button.

Personal Rotary Biography Commitments Settings Privacy

[Cancel](#) **Save**

Fields marked in red are required.

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**Rotary Membership Details**

Club	Purple Metro (ID# 12345)	Membership Type	Active
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11. Once this is complete, please send an email to [data@rotary.org](mailto:data@rotary.org) and include the member's full name, member's rotary number, Club name, and the correct **Club Join Date** and **Rotary Join Date** so they can update their database.

### Terminating a member after 30 days

1. Login to the **Member Area** of your Club website.
2. Select the **Membership** tab from the blue menu near the top. Then select the **Membership Lists** link from the grey menu just below.

Admin My ClubRunner Communication Bulletin New Bulletin (Beta) Contacts **Membership** Organization

**Member Lists** Dashboard Member Designations Friends Bulletin Subscribers Request Member Update New M

3. Locate the member you would like to terminate and select the **Change Status**.

Email	<input type="checkbox"/> By First Name	Name ▼	Type	Access	Action
		Arnold, Kathy	Active	70	<b>Change Status</b>   Reset Password

4. Select the **Terminate Membership** button.

Terminate Membership

Change Membership Status

Edit Active Member Type

5. Enter the **Termination Date** as yesterday's date and select the reason for termination.

## Kathy Arnold

Ex-Member as of: Apr 27 2018



Please indicate reason for termination:

- Classification
- Business Transfer

6. Click on the **Terminate Member** button.

If other, please specify:

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

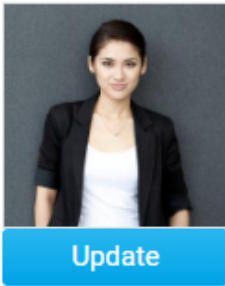
Terminate Member

7. Select the **Inactive Member Lists** link from the **Members** menu on the left.

Members
Active Member List
Other User List
Inactive Members List

8. Click on the member's name which you just terminated.
9. Select the **Rotary** tab.

# Member Profile



**Kathy Arnold**  
[Printable Version](#)

[Personal](#) **[Rotary](#)** [Biography](#) [Commitments](#) [Settings](#) [Privacy](#)

10. Click on the **Edit** button near the right.

[Personal](#) [Rotary](#) [Biography](#) [Commitments](#) [Settings](#) [Privacy](#)

**Edit**

## Rotary Membership Details

Club	Purple Metro (ID# 12345)	Membership Type	Active	<a href="#">Change Status</a>
Rotary Member No.		Classification		
Membership		Date Joined Club	Feb 28 2017	
Office		Date Joined Rotary	Feb 28 2017	
Sponsor				
Badge No.	952044			

11. Modify the **Termination Date** to the correct date.

Fields marked in red are required.

## Rotary Membership Details

Club	Purple Metro (ID# 12345)	Membership Type	Ex Member
Rotary Member No.	<input type="text" value="15627078"/>	Classification	<input type="text"/>
Membership	<input type="text"/>	Date Joined Club	<input type="text"/>
Office	<input type="text"/>	Date Joined Rotary	Dec 22 2012
Sponsor	<input type="text"/>	<b>Termination Date</b>	<b>Dec 31 2013</b>
Badge No.	<input type="text" value="942145"/>		

Enter a different date if you would like track years of service from an earlier. (i.e. for a transferring member)

12. Click on the **Save** button.

Cancel

Save

Fields marked in red are required.

### Rotary Membership Details

Club Purple Metro (ID# 12345)

Membership Type Active

13. Once this is complete please send an email to [data@rotary.org](mailto:data@rotary.org) and include the member's full name, member's rotary number, Club name, and the correct **Termination Date** so they can update this on their database.

#### Related Content

- [How do I terminate or delete an active member?](#)
- [How do I add a new member?](#)
- [How do I remove duplicate member profiles?](#)
- [How do I edit or change an active membership type?](#)
- [How do I edit or change an inactive membership type?](#)