ClubRunner

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How do I change an inactive member to an active member?

Michael C. - 2022-08-26 - Membership Management

When an inactive member returns to the club, you can reactivate them making use of the **Inactive Members List**. This situation can arise when a member takes a leave of absence for illness, travel or other reason.

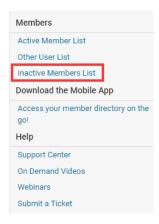
- 1. To access the **Inactive Members List**, you must go to your club homepage and log in. Then, click on **Member Area** near the top right of the page.
- 2. Along the top of the screen you will see several tabs. Click on the **Membership** tab.
- 3. Now, click on Member Lists.

Active Members List

4. You are now on the Active Members List page, where you can browse a list of all currently active members.

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 **>** Email By First Name Name A Access Action Aaron, Johnathon Change Status | Reset Password Active 30 Change Status | Reset Password Aaronson, Abe Active Aaronson, Erin Active 50 Change Status | Reset Password 70 Active Change Status | Reset Password Arnold, Kathy 70 Change Status | Reset Password Active

5. To view and edit currently inactive members, click the **Inactive Members List** link under the **Members** header on the left side.



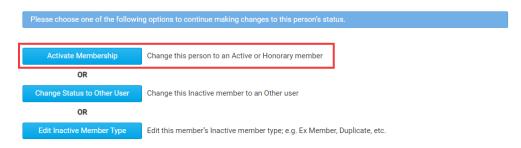
6. Here, you can view and edit the details of all your inactive members. In order to reinstate a member, click on **Change Status** under the **Action** column.

Inactive Members List



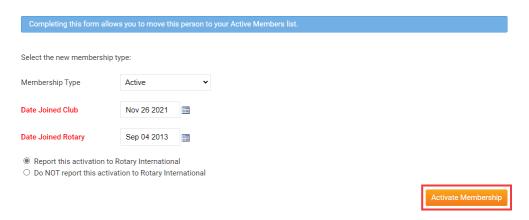
7. This takes you to the change status screen. It now gives you three choices. Click **Activate Membership**.

Change Status for Janice Allen



- 8. There are now a few options:
 - Membership Type This is what type of membership the member would be changed to.
 - **Date Joined Club** This is the member's rejoin date.
 - Date Joined Rotary/Organization This is the first date when the member joined the organization.
 - Check Box This is only for Rotary Clubs. If you do NOT want to notify Rotary
 International about the change click on this check box.
- 9. Once done, click **Activate Membership**.

Activate Membership for Janice Allen



The member is now active. To further edit their profile, look them up in the **Active Member List.**

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- How do I edit or change an inactive membership type?