

How do I grant a member a designation?

Michael C. - 2021-12-24 - Membership Management

Club members may receive special member designations to acknowledge a particular status or function within the club. For example, your donation level may entitle you to the designation "Sustaining Member." Or, if you have served as a president in the past you may be designated as a "Past President." Designations can be added or edited through the **Membership** function of ClubRunner.

1. To add a member designation, you must go to your club homepage and log in. Click **Member Login** near the top right of the page.
2. Then, click on **Member Area** near the top right of the page.
3. Along the top of the screen you will see several tabs. Click on the **Membership** tab.
4. Next, click on **Member Designations**.
5. This will bring you to the **Member Selection** screen. By default, a view of active members is provided. You may also choose to view **Inactive** and **Other** members.

Member Selection

Club: Rotary Club of Purple Metro

Show or edit a member's designations by selecting from the list below.

Active Others Inactive [Refresh](#)

1 2 3

First Name	Last Name	Member Type	
Johnathon	Aaron	Active	Show Report Edit Designations
Aaron	Aaronson	Active	Show Report Edit Designations
Erin	Aaronson	Active	Show Report Edit Designations
Shawn	Adams	Active	Show Report Edit Designations
Kathy	Arnold	Active	Show Report Edit Designations
jatinder	AttendanceEditor	Active	Show Report Edit Designations
Josiah	Bartlet	Active	Show Report Edit Designations

6. To add a member designation, or edit an existing designation, click **Edit Designations**.

Member Selection

Club: Rotary Club of Purple Metro

Show or edit a member's designations by selecting from the list below.

Active Others Inactive [Refresh](#)

1 2 3

First Name	Last Name	Member Type	
Johnathon	Aaron	Active	Show Report Edit Designations
Aaron	Aaronson	Active	Show Report Edit Designations
Erin	Aaronson	Active	Show Report Edit Designations
Shawn	Adams	Active	Show Report Edit Designations
Kathy	Arnold	Active	Show Report Edit Designations
jatinder	AttendanceEditor	Active	Show Report Edit Designations
Josiah	Bartlet	Active	Show Report Edit Designations










7. On the **Assign Member Designation** page, you can add new designations by clicking the relevant box. You can also remove a designation by clicking on an already checked box. Use the text field provided to add any appropriate notes about the designation, such as the date it was awarded. This page also shows designations from the District.

Assign Member Designations

Assign the designations that apply to this member. You can optionally include a comment for each designation, such as year, club name, number of awards, etc.

Member: **Johnathon Aaron**

Designations: **Universal Designations:**

<input type="checkbox"/>	 Bequest Society	<input type="text"/>
<input type="checkbox"/>	 District Officer	<input type="text"/>
<input type="checkbox"/>	 Past District Governor	<input type="text"/>
<input type="checkbox"/>	 Past District Officer	<input type="text"/>
<input checked="" type="checkbox"/>	 Past President	1988
<input checked="" type="checkbox"/>	 Paul Harris Fellow	1996
<input type="checkbox"/>	 Paul Harris Society	<input type="text"/>
<input type="checkbox"/>	 PHF+1-9	<input type="text"/>
<input type="checkbox"/>	 Sustaining Member	<input type="text"/>

[Save](#)










8. When you have finished making your changes, click the **Save** button.

Assign Member Designations

Assign the designations that apply to this member. You can optionally include a comment for each designation, such as year, club name, number of awards, etc.

Member: **Johnathon Aaron**

Designations: **Universal Designations:**

<input type="checkbox"/>		Bequest Society	<input type="text"/>
<input type="checkbox"/>		District Officer	<input type="text"/>
<input type="checkbox"/>		Past District Governor	<input type="text"/>
<input type="checkbox"/>		Past District Officer	<input type="text"/>
<input checked="" type="checkbox"/>		Past President	1988
<input checked="" type="checkbox"/>		Paul Harris Fellow	1996
<input type="checkbox"/>		Paul Harris Society	<input type="text"/>
<input type="checkbox"/>		PHF+1-9	<input type="text"/>
<input type="checkbox"/>		Sustaining Member	<input type="text"/>

Save

Related Content

- [How do I create a new designation?](#)