

ClubRunner

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How do I view and edit my club's membership on the district's website?

Omar S. - 2021-03-08 - Membership Management

You can view, edit and update your own club's membership information from the District page.

1. Go to your District webpage and click on the **Login** link at the top right of the page. Then, enter your login details on the page that appears.
2. You are now logged in. To access the District Administration page, click on **Member Area** on the top right.
3. You are now on the **District Administration** page. Click the **For Clubs** tab just under the header.
4. Next, click on **Membership Lists** in the menu just below.
5. You are now presented with an **Active Members List** for your own club. You can view and edit member details as on your own club webpage.






Active Members List

Select Club:





Members per Page:

[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 \(Classic\)](#) [Transfer New Member](#) [Add New Member](#)

Email	<input type="checkbox"/> By First Name	Name ▲	Type	Access	Action
		Applegate, John	Active	70	Designation Change Status Reset Password
		Baker, Sue	Active	70	Designation Change Status Reset Password
		Brackett, Leigh	Active	40	Designation Change Status Reset Password
		Chu, Edward	Active	30	Designation Change Status Reset Password
		Corprel, John	Active - Corporate	70	Designation Change Status Reset Password
		Davis, Clare	Honorary	70	Designation Change Status Reset Password

6. Click on a member name to open and edit their profile, or click the email icon to the left of their name to send them a message.

Email	<input type="checkbox"/> By First Name	Name ▲	Type	Access	Action
		Applegate, John	Active	70	Designation Change Status Reset Password
		Baker, Sue	Active	70	Designation Change Status Reset Password
		Brackett, Leigh	Active	40	Designation Change Status Reset Password
		Chu, Edward	Active	30	Designation Change Status Reset Password
		Corprel, John	Active - Corporate	70	Designation Change Status Reset Password

7. You may edit other details as well. Click **Designation** to edit their club designations, **Change Status** to change their membership type, and click **Reset Password** if you want to change the member's password.

Email	<input type="checkbox"/> By First Name	Name ▲	Type	Access	Action
		Applegate, John	Active	70	Designation Change Status Reset Password
		Baker, Sue	Active	70	Designation Change Status Reset Password
		Brackett, Leigh	Active	40	Designation Change Status Reset Password
		Chu, Edward	Active	30	Designation Change Status Reset Password
		Corprel, John	Active - Corporate	70	Designation Change Status Reset Password

8. You may also view and edit your **Other User List** and **Inactive Members List**, by clicking on the relevant links on the left side of the screen.

The image shows a sidebar menu with the following items: **Members** (header), [Active Member List](#), [Other User List](#), [Inactive Members List](#), **Report Updates** (header), [Define Club Executives](#), [RI Integration](#), and [Monthly Club Attendance](#). The first three items under 'Members' are enclosed in a red rectangular box.

9. Finally, you can choose to view the member list of another club by choosing one with the **Select Club** drop down menu.

Note: This option is only available to members who have certain access rights on the District.

Active Members List

The image shows the 'Active Members List' page. At the top, there is a 'Select Club:' dropdown menu with a list of clubs: Green Town, Azure Metro, Blue Village, CRX2020, Green Town (highlighted in blue), Orange City, Plum Grove, Purple Metro, Red Town, Rotaract Azure (Rotaract Club), and Teal County. Below the dropdown, there are filters for 'Members per page' (set to 10) and 'All' (set to A). There are also filters for 'J' and 'K'. Below the filters, there is a table with columns for 'Email', 'Name', and 'Type'. The first three rows of the table are visible: Applegate, John; Baker, Sue; and Brackett, Leigh.

For more instruction on the member profiles, and how to edit a member's information, click

[here to open the 'What is the Member Profile & How Do I Edit It?' guide.](#)

Related Content

- [How do I find club & membership information?](#)
- [How do I add a club executive or director on the district's website?](#)
- [ClubRunner District guide](#)
- [How do I reactivate an inactive member on the district's website?](#)
- [How do I add a new member on the district's website?](#)