

ClubRunner

Help Articles > Club Help > Club - Administration Guide > Reports > How do I view or change participation points?

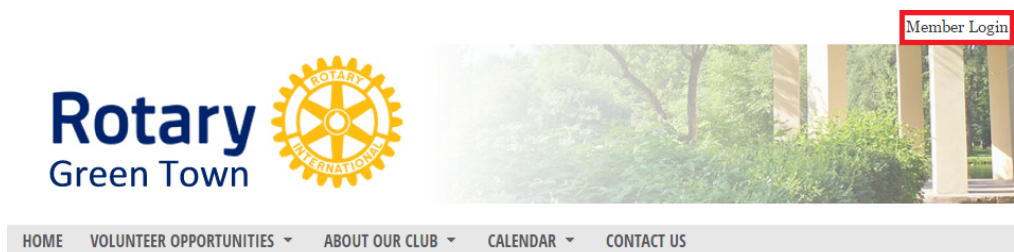
How do I view or change participation points?

Michael C. - 2021-03-01 - Reports

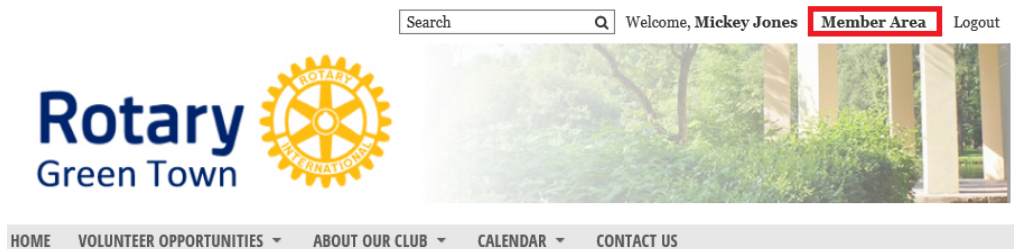
You can view and change the point values used in the **Member Activity** and **Club Activity** report by using the **Participation Points** page.

Note: Members need to have access level 30 - Administrator, 40 - President, or 50 - Executive to access this page. To learn how to change a member's access level please read the document called [Changing a Member's Access Level](#).

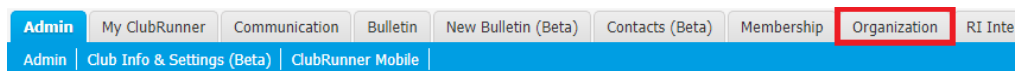
1. Login to ClubRunner by clicking on the **Member Login** link near the top right of the Club's website. Enter your login name and password.



2. Click the **Member Area** link, near the top right.



3. On the grey menu bar near the top click **Organization**.



4. On the blue menu bar click **Participation Points**.



5. This takes you to the **Participation Points** page. From here you can see how many points each type is worth.
 - o **Edit All** - This button allows you to edit all of the type point values at once. Please see step 6 for more details.
 - o **Edit** - This allows you to edit the point value on a line.

- **Reset to default** - This resets the type value to the default value.

Participation Points

Measure member engagement by tracking the activities you value most such as volunteering, events and more.

[Edit All](#)

Points Type ▲	Points ▼	
Attendance	5	Edit Reset to default
Club Designations	5	Edit Reset to default
Club Officer Positions	10	Edit Reset to default
Comments	1	Edit Reset to default
Committee	5	Edit Reset to default
Discussion Posts	2	Edit Reset to default
District Designations	10	Edit Reset to default
District Officer Positions	10	Edit Reset to default
Events	3	Edit Reset to default
Likes	1	Edit Reset to default
Volunteering	5	Edit Reset to default

Showing all 11 records

6. If you click the button named **Edit All** a new page will display which will allow you to change all of the point values for all of the types. Click **Save** once done.

Participation Points

Attendance	<input type="text" value="5"/>	*
Club Designations	<input type="text" value="5"/>	*
Club Officer Positions	<input type="text" value="10"/>	*
Comments	<input type="text" value="1"/>	*
Committee	<input type="text" value="5"/>	*
Discussion Posts	<input type="text" value="2"/>	*
District Designations	<input type="text" value="10"/>	*
District Officer Positions	<input type="text" value="10"/>	*
Events	<input type="text" value="3"/>	*
Likes	<input type="text" value="1"/>	*
Volunteering	<input type="text" value="5"/>	*

[Cancel](#) [Save](#)

Related Content

- [What is the club activity report?](#)
- [What is the member activity report?](#)