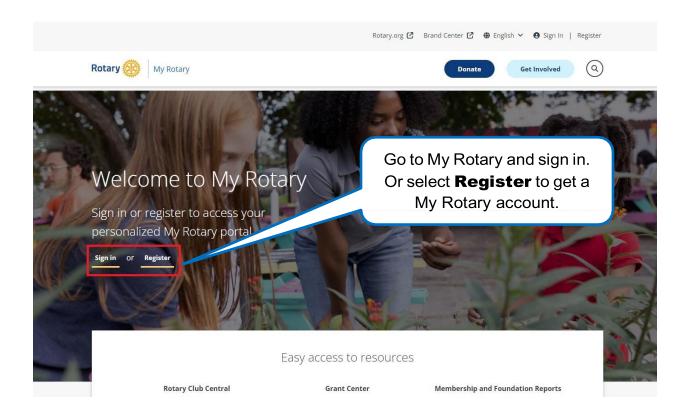


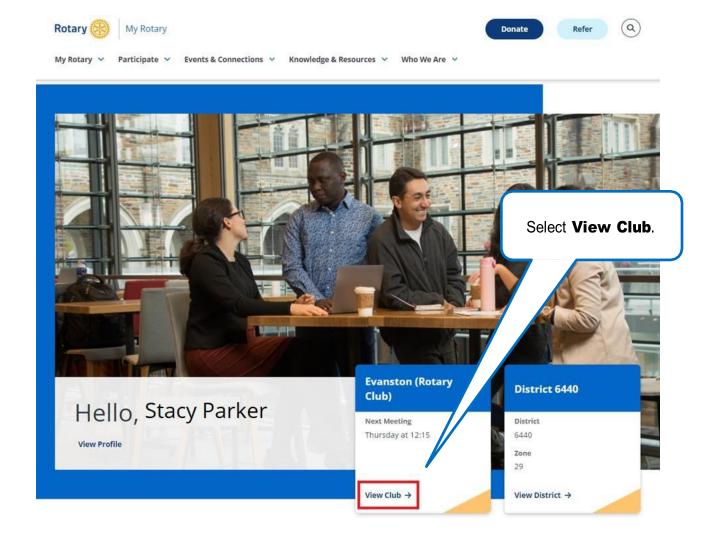
# How to Manage Club Members

#### **GO TO YOUR CLUB'S PAGE**



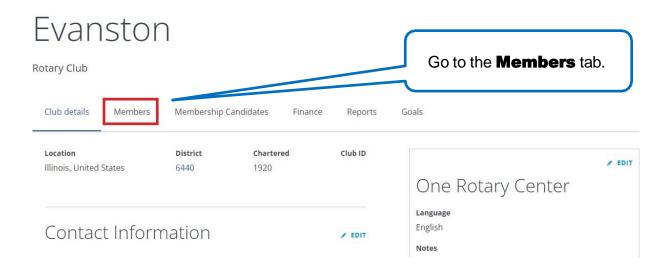


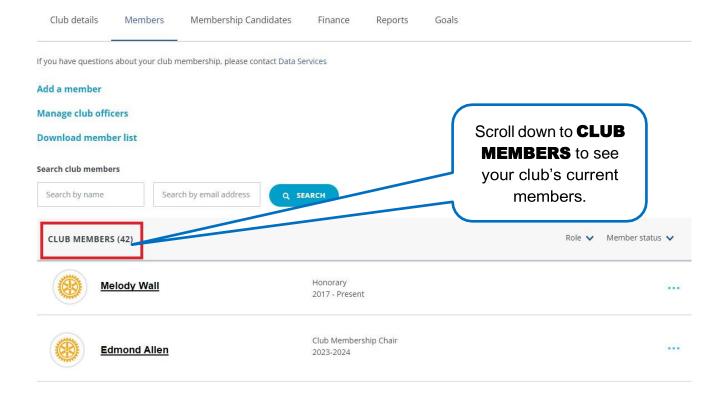
#### **How to Manage Club Members**





#### **GO TO THE CLUB ROSTER**







#### **VIEW OPTIONS FOR EDITING MEMBERSHIP**

Select the **member's name** to view their information.

Select the ... next to the member's record for additional actions.

Assign a club officer role

Terminate membership

Edit membership and sponsorship



CLUB MEMBERS (42)

Melody Wall

Honorary 2017 - Present

#### Assign a club officer role

allows you to report a member's club officer role. You can also do this in the **Manage club officers** area. See the How to Manage Club Officers guide for instructions.

Edit membership and

**sponsorship** allows you to switch the membership type between honorary and active, or change the sponsors listed for the member.

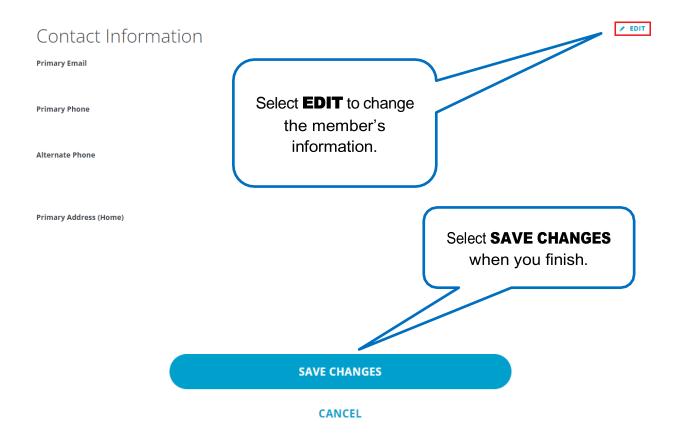
#### **Terminate membership**

allows you to remove a member from your club's member list.



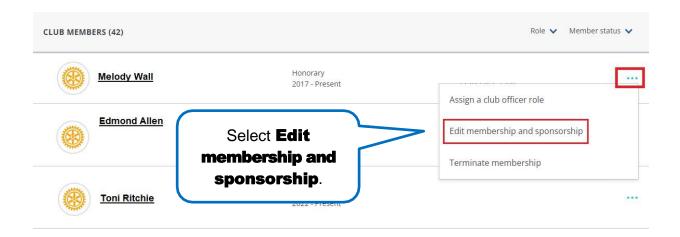
#### **EDIT MEMBER DETAILS**







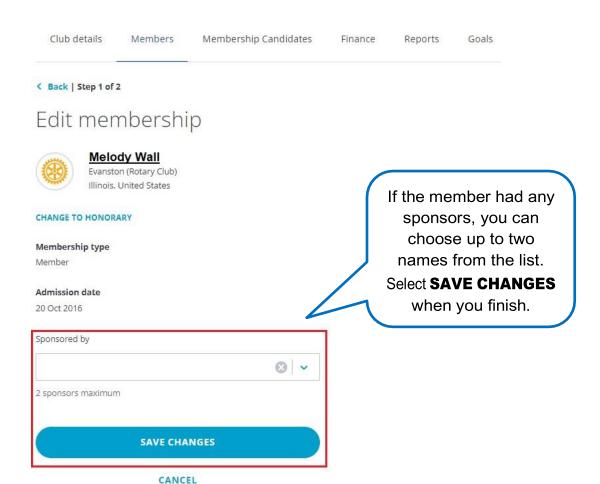
## **EDIT MEMBERSHIP TYPE OR SPONSORS**





## Evanston

#### Rotary Club





## Evanston

Rotary Club Club details Members Membership Candidates Finance < Back | Step 1 of 2 Edit membership Melody Wall Evanston (Rotary Club) Illinois, United States CHANGE TO HONORARY Membership type Admission date 20 Oct 2016 Sponsored by 2 sponsors maximum SAVE CHANGES

CANCEL

#### Select CHANGE TO HONORARY to switch an active member to

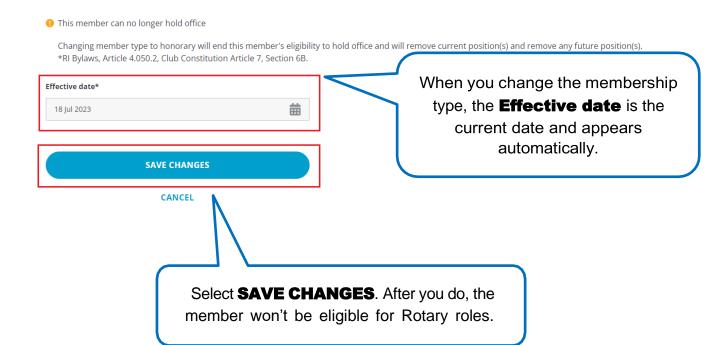
Reports

Goals

honorary status. This takes you to another page.

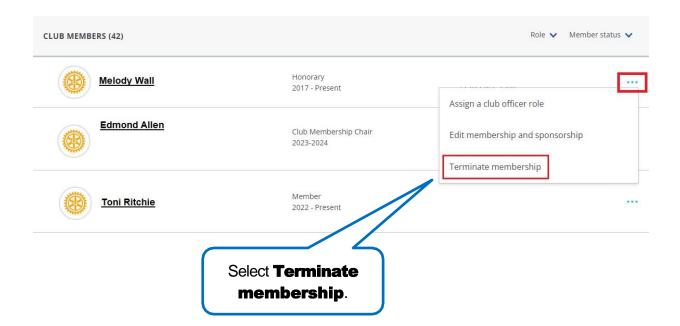








## **REMOVE A MEMBER**



Select **CONTINUE** when you finish.



# Select Termination Details

Please provide a date and reason for termination and review how this data will be used by Rotary. Select the date the member left or will Termination Date\* leave your club. It can be as much as 30 画 days in the past or future. Termination Reason\* Select... HOW THIS INFORMATION WILL BE USED We are sorry to see members leave Rotary. The personal information provided to Rotary about members termination will not be shared and will be used to better understand why members leave Rotary. We may also use this information to contact former members about future memberships Use the down arrow to opportunities. Please contact membershipdevelopment@rotary.org with any open a list of reasons for questions. termination. Select one. CONTINUE CANCEL AND BACK TO CLUB ROSTER



# Confirm Termination Details

Please confirm the details of this member's termination



CANCEL AND BACK TO CLUB ROSTER