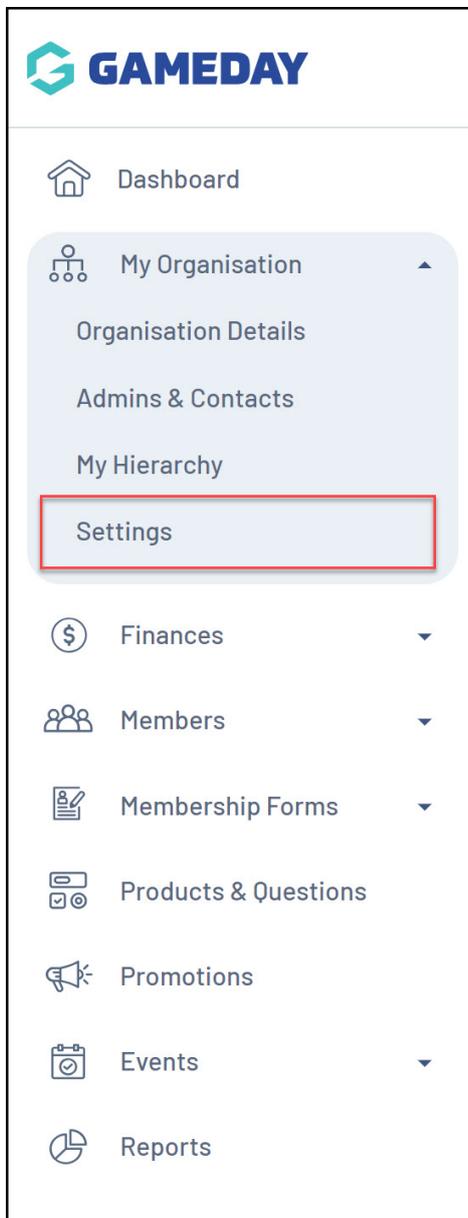# How do I update a Member ID rule?
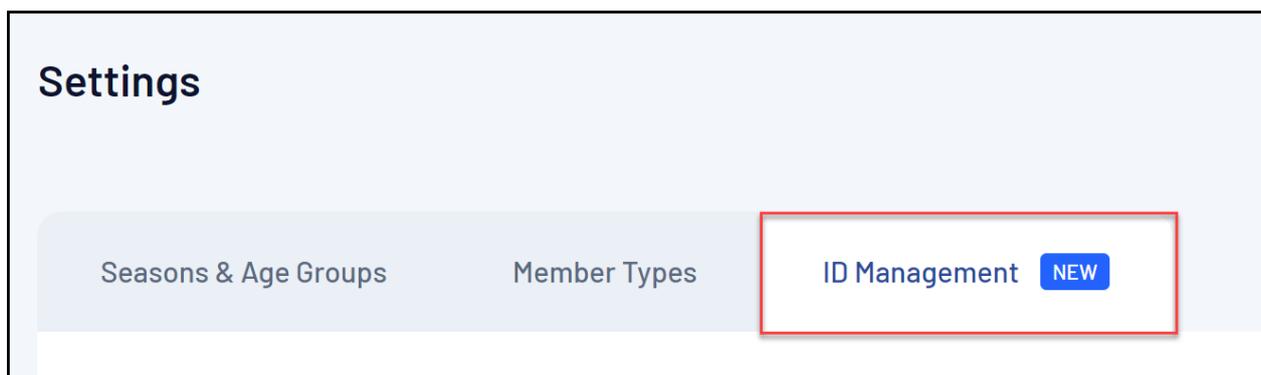
Last Modified on 04/03/2024 10:40 am AEDT

Administrators have the ability to change their organisation's current active Member ID rule and either replace the Member IDs already assigned, or add a new batch of Member IDs for new registrations.
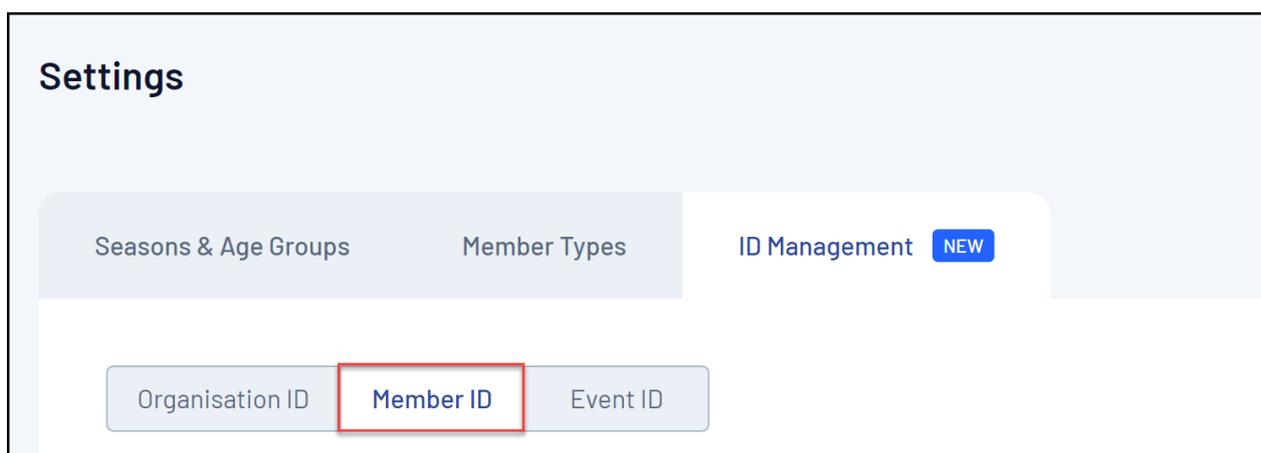
To update a Member ID Rule:

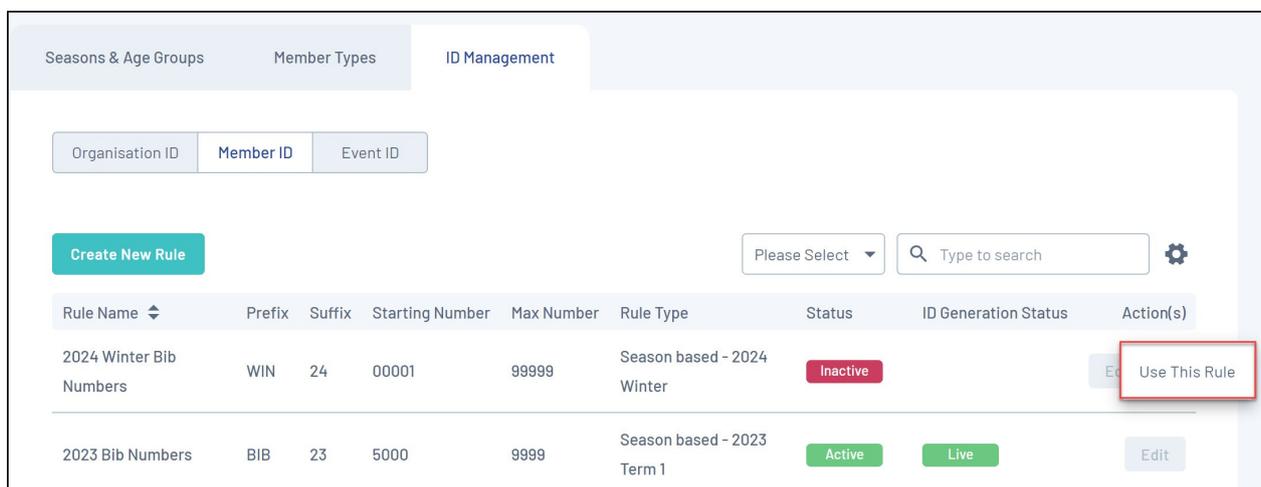1. In the left-hand menu, click **My Organisation** > **SETTINGS.**

2. Click the **ID MANAGEMENT** tab.

Settings

Seasons & Age Groups	Member Types	ID Management NEW

3. Click the **MEMBER ID** tab

Settings

Seasons & Age Groups	Member Types	ID Management NEW

Organisation ID	Member ID	Event ID

4. To activate a new ID Rule, expand the **Actions** arrow on the Member ID Rule List, then select **USE THIS RULE**

Seasons & Age Groups	Member Types	ID Management

Organisation ID	Member ID	Event ID

Create New Rule

Please Select ▾   🔍 Type to search   ⚙

Rule Name ⇕	Prefix	Suffix	Starting Number	Max Number	Rule Type	Status	ID Generation Status	Action(s)
2024 Winter Bib Numbers	WIN	24	00001	99999	Season based - 2024 Winter	Inactive		Ed... Use This Rule
2023 Bib Numbers	BIB	23	5000	9999	Season based - 2023 Term 1	Active	Live	Edit

5. If you already had a rule active, you will be prompted to either replace the existing rule, or update the rule for new registration

Set this as your active rule ✕

Would you like to update all existing member ID's to reflect this rule change? Choosing "Replace Rule" will will set your active rule and re-generate IDs for all eligble members. Choosing "Update Rule Only" will apply this rule for new registrations only.

[Replace Rule] [Update Rule Only]

- **Replace Rule**: Selecting this option will overwrite all Member IDs that had been assigned to existing members and replace them with IDs from the new rule, and will also apply IDs from the new rule to new member registrations.
- **Update Rule Only**: Selecting this option will leave any Member IDs assigned to existing members intact, and will only use IDs from the new rule for new member registrations.

NOTE: Please allow up to 5 minutes for members to have their IDs generated and assigned

Related Articles