How do I access the district directory? (District)

Michael C. - 2021-04-16 - Reports

ClubRunner gives you access to member directors at the Club and District level. To access the **District eDirectory**, you'll need to log in on your District webpage.

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.

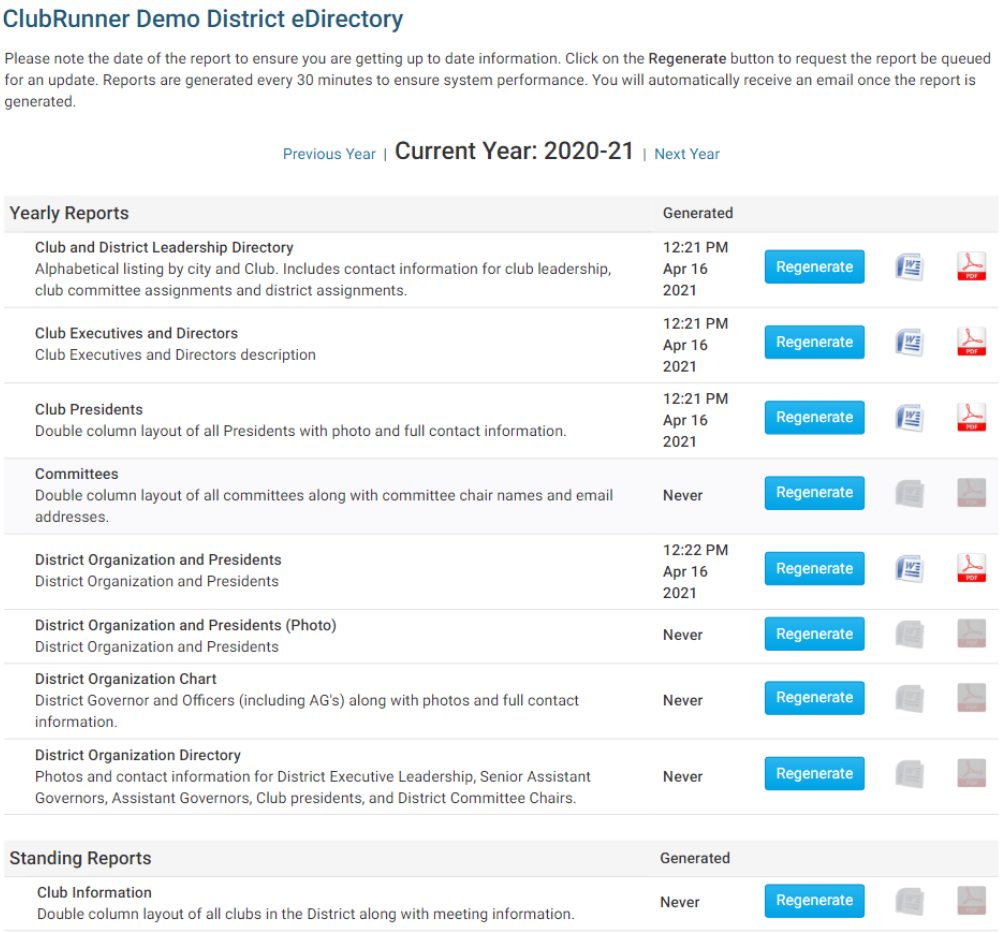
2. You are now logged in. To access the District Administration page, click on **Member Area** on the top right.

3. You are now on the District Administration page. Above the Administration heading you will see a number of tabs. To access the eDirectory, click on **Organization**.

4. Next, click on **District eDirectory Reports 2.0**.

5. You can now view the **District eDirectory** reports. You can click on the **Word** or **PDF** icon to download the report.

   Note: The **Regenerate** button is grayed out if you do not have certain access. To generate an updated report please contact the Site Administrator. Once the report is set to be regenerated it will take up to 30 minutes for the report to be generated.



6. You can use the links on the left side of the screen to access the **Search Directory,** look up a given member, build a report, or access trend reports.



Search Directory
Lookup Member



Custom Export

eDirectory Builder

Don't see a report that suits your needs? Build a custom report with our highly flexible eDirectory Builder!
Launch eDirectory Builder

Trend Reports

Club Size/Growth Report
District Dashboard
Rule of 85
Gender Distribution (Summary)
Gender Distribution (Members)
Age Distribution (Summary)
Age Distribution (Members)
Years of Service Distribution (Summary)
Years of Service Distribution (Members)
Login Activity (Summary)
Login Activity (Members)

Club Positions

View and download members in a particular club position for all clubs.
View Club Positions