## ClubRunner

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# How do I add a club executive or director on the district's website?

Omar S. - 2021-03-31 - Membership Management

You have the ability to add club Executives and Officers via your District page, provided you have appropriate access levels.

1. To do this, 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. Now, click on the For Clubs tab.
- 4. Next, select the **Define Club Executives** link.

5. This brings you to a page listing the current club Executives and Directors. Use the **Next Year**, or **Previous Year** links if required to navigate to the year you want to update.

#### **Club Executives and Directors Green Town**

Club Green Town 🗸	Refresh		
	Previous Year   2020 -	21   Next Year ≫	
Drag and drop positions to change their sequenc	re	😧 📃 Carry Over Next Year	Add New Position
Title	Position	Name	Actions
President	President	Leigh Brackett	Edit   Clear   Delete
Secretary	Secretary	Mickey Dewy	Edit   Clear   Delete
Treasurer	Treasurer	Judith Draper	Edit   Clear   Delete
Rotary Foundation Chair	Rotary Foundation	Cyril Kornbluth	Edit   Clear   Delete
Sergeant-at-Arms	Sergeant-at-Arms	Edward Chu	Edit   Clear   Delete

#### Click here to see how to copy the current positions to the next year

#### Adding a New Position

1. Once you have the correct year selected, add a new officer by clicking the **Add New Position** button at the right side of the screen.

#### **Club Executives and Directors Green Town**

Club	Green Town 🗸	Refresh		
		« Previous Ye	ar   2020 - 21   Next Year »	
Drag and d	rop positions to change their se	quence	😮 🗏 Carry Ove	r Next Year 🕒 Add New Position
Title		Position	Name	Actions
Pres	sident	President	Leigh Brackett	Edit   Clear   Delete
Sec	retary	Secretary	Mickey Dewy	Edit   Clear   Delete
Trea	asurer	Treasurer	Judith Draper	Edit   Clear   Delete
Rota	ary Foundation Chair	Rotary Foundation	Cyril Kornbluth	Edit   Clear   Delete
Serg	geant-at-Arms	Sergeant-at-Arms	Edward Chu	Edit   Clear   Delete

2. Here, you can change the add the Position, Title, and Name of the officer.

- **Position** is the position the officer has in the club.
- **Title** refer to the title of the officer, which you can modify as needed for your club. This field is mandatory.
- Name is the name of the officer.

Click Save to keep your changes, or Cancel to discard them.

Add New Position			×
Position:	President Elect	k	
Title:	President Elect	*	
Name:	Jane, Mary 🗸		
	President	Cancel	Save

3. You can see Sue was added as President.

Note: To change the order of the officers, drag and drop the position into the desired sequence.



#### **Carry Positions Over to the Next Year**

1. At the start of the new year instead of entering the positions all over again you can save time by carrying them over to the next year. To do this click the **Carry Over Next Year** button.

**Note:** If this button is grayed out, this means there are already positions listed for the next year. Delete those next year positions to reactivate the button.

#### **Club Executives and Directors Green Town**

Club	Green Town	✓ Refres	h		
			« Previous Year	r   2020 - 21   Next Year »	
Drag and o	lrop positions to change their	r sequence		🕄 📃 Carry Over Nex	Add New Position
Title		Pos	tion	Name	Actions
Pre	sident	Pres	ident	Leigh Brackett	Edit   Clear   Delete
Pre	sident Elect	Pres	ident Elect	Mary Jane	Edit   Clear   Delete
Sec	retary	Sec	etary	Mickey Dewy	Edit   Clear   Delete
Trea	asurer	Trea	surer	Judith Draper	Edit   Clear   Delete
Rot	ary Foundation Chair	Rota	ary Foundation	Cyril Kornbluth	Edit   Clear   Delete
Ser	geant-at-Arms	Serg	eant-at-Arms	Edward Chu	Edit   Clear   Delete

2. The assigned titles and positions are automatically carried over to the next year.

Note: The names of the members are not carried over, only the positions. To view the next year, click **Next** Year at the top right.

Club Executive and Director positions and yearly Committees have successfully carried over to the new year.						
Club Executives and Directors Green Town						
Club Green Town 🗸	Refresh					
« Previous Year   2020 - 21   Next Year »						
Drag and drop positions to change their seque	Drag and drop positions to change their sequence ? 🖪 Carry Over Next Year 🛇 Add New Position					
Title	Position	Name	Actions			
President	President	Leigh Brackett	Edit   Clear   Delete			
President Elect	President Elect	Mary Jane	Edit   Clear   Delete			
Secretary	Secretary	Mickey Dewy	Edit   Clear   Delete			
Treasurer	Treasurer	Judith Draper	Edit   Clear   Delete			
Rotary Foundation Chair	Rotary Foundation	Cyril Kornbluth	Edit   Clear   Delete			
Sergeant-at-Arms	Sergeant-at-Arms	Edward Chu	Edit   Clear   Delete			

3. Here, you can confirm the officer positions are correctly assigned for the next year.

#### **Club Executives and Directors Green Town**

Club	Green Town	~	Refresh		
			Previous	3 Year   2021 - 22   Next Year >>	
Drag and o	frop positions to change the	ir sequenco	e	😮 📃 Carry Over Next Y	ear 🚱 Add New Position
Title			Position	Name	Actions
Pre	sident		President		Edit   Clear   Delete
Pre	sident Elect		President Elect		Edit   Clear   Delete
Sec	retary		Secretary		Edit   Clear   Delete
Trea	asurer		Treasurer		Edit   Clear   Delete
Rot	ary Foundation Chair		Rotary Foundation		Edit   Clear   Delete
Ser	geant-at-Arms		Sergeant-at-Arms		Edit   Clear   Delete

### **Related Content**

- How do I define Executive/Director positions for clubs?
- ClubRunner District training for club executives PPT
  ClubRunner District guide
- How do I view and edit my club's membership on the district's website?