

ClubRunner

Help Articles > District Help > District - Administration Guide > Committees > How do I add a member to a District Committee?

How do I add a member to a District Committee?

Zach W. - 2021-04-19 - Committees



Once you've created a District committee, you'll need to assign some members to it, to take on the tasks for the committee.

1. To add a member to a District committee, 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. To get to the District committees, click on the **Organization** tab on the grey menu bar.
4. Next, click on the **District Committees** link on the blue menu bar.
5. This brings you to the **District Committees** page, where you can view, edit or delete existing committees, or create a new one. To learn how to create a new committee please read the article called [How to Create a District Committee](#).

Committees

<< Current: 2020 - 21 >>

Add New Committee

Name	Chair	Type	Actions
District Governor (Director: Carlo Digg)			
Board		Private	   
Demo Committee			   
District Secretary (Director: Annetta Blackboro)			
Website Committee	Abe Aaronson		   

Total: 3 committee(s)

6. To add a member to a committee, click on the name of the committee in question.

Note: Clicking on the **Edit** icon will allow you change the properties of the committee, but not add a member.

Committees

<< Current: 2020 - 21 >>

Add New Committee

Name	Chair	Type	Actions
District Governor (Director: Carlo Digg)			
Board		Private	   
Demo Committee			   
District Secretary (Director: Annetta Blackboro)			
Website Committee	Abe Aaronson		   

Total: 3 committee(s)

7. You are now taken to the Committee List page for the committee. To add a committee member, click the **Add Member** link.

Committee List






Home > Website Committee

<< Current: 2020 - 21 >>

Members Subcommittees Documents Email

Sort using first name

Add Member

Name ^	Club ^	Position ^	Access Level ^	Preferred Phone ^	Email ^	Actions
Aaronson, Abe	Purple Metro	Chair	Chair		aaa@example.com	 
Campbell, Kimberly	Purple Metro	Member	Member		Kimberly.Campbell@example.com	 
Castiele, Karen	Purple Metro	Member	Member		kcastiele@example.com	 

Total: 3 member(s)

8. This launches a pop up window that permits you to assign any person in your District as a member of the committee. First, search for and select the member you wish to assign by searching according to club, or by last name, using the fields provided.

Add a member to Website Committee

1) Please locate the member either by selecting their club and name, or by searching their name:

Clubs: Azure Metro OR Last Name

Members: Please select a club member

2) What is the position or title of that member in this committee?

3) What is the access level of that member in this committee?

Member
 Secretary or Administrator (can edit this committee)
 Chair (can edit this committee)

9. Next, assign a title for the committee member, if needed.

Add a member to Website Committee

1) Please locate the member either by selecting their club and name, or by searching their name:

Clubs: Orange City OR Last Name

Members: Garcia, Sharon Type at least 3 letters of name

2) What is the position or title of that member in this committee?

Member

3) What is the access level of that member in this committee?

Member

Secretary or Administrator (can edit this committee)

Chair (can edit this committee)

Cancel Save

10. Finally, assign an access level to the committee member.

- **Member:** Can view the committee members and documents, is included on committee communications.
- **Secretary:** Can view and edit the committee.
- **Chair:** Can view and edit the committee, serves as coordinator.

Add a member to Website Committee

1) Please locate the member either by selecting their club and name, or by searching their name:

Clubs: Orange City OR Last Name

Members: Garcia, Sharon Type at least 3 letters of name

2) What is the position or title of that member in this committee?

Member

3) What is the access level of that member in this committee?

Member

Secretary or Administrator (can edit this committee)

Chair (can edit this committee)

Cancel Save

11. When you have finished adding details for the new member, click **Save** or **Cancel**, if you have decided not to add a committee member.

Add a member to Website Committee

1) Please locate the member either by selecting their club and name, or by searching their name:

Clubs: OR

Members:

2) What is the position or title of that member in this committee?

3) What is the access level of that member in this committee?

Member
 Secretary or Administrator (can edit this committee)
 Chair (can edit this committee)

12. The member is now added to the committee list. Here, you can edit their information or delete them using the icons under the **Actions** column.

Website Committee

[Home](#) > [Website Committee](#)

<< Current: 2020 - 21 >>

[Members](#) [Subcommittees](#) [Documents](#) [Email](#)

Sort using first name

Name ^	Club ^	Position ^	Access Level ^	Preferred Phone ^	Email ^	Actions
Aaronson, Abe	Purple Metro	Chair	Chair		aaa@example.com	
Campbell, Kimberly	Purple Metro		Member		Kimberly.Campbell@example.com	
Castiele, Karen	Purple Metro		Member		kcastiele@example.com	
Garcia, Sharon	Orange City	Member	Member	1-(406)136-4683	Sharon.Garcia@example.com	

Total: 4 member(s)

Related Content

- [How do I send emails to Committee members?](#)
- [How do I carry over Yearly Committees?](#)
- [How do I post Documents for a Committee?](#)
- [How do I create a District Committee?](#)