ClubRunner

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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 <u>How to Create a District Committee</u>.

Committees

Current: 2020 - 21 >>

		Add New Committee	
Name	Chair	Туре	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.

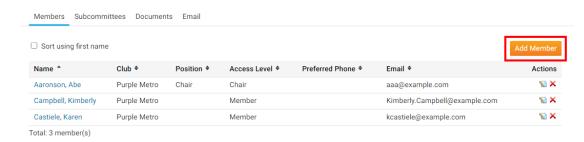
Committees

Current: 2020 - 21 >>

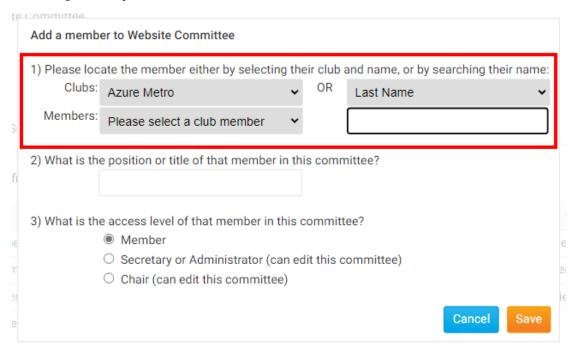


7. You are now taken to the Committee List page for the committee. To add a committee member, click the **Add Member** link.

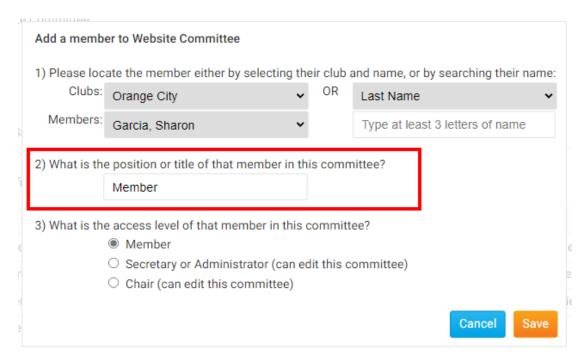
<< Current: 2020 - 21 >>



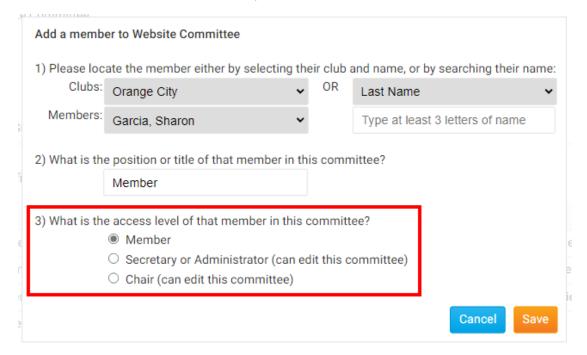
8. This launches a pop up window that permits you to assign any person in your District as a member of the committee. First, search for and select the member you wish to assign by searching according to club, or by last name, using the fields provided.



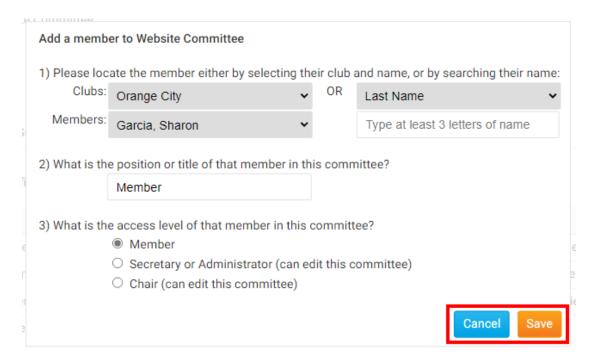
 $9.\ Next,$ assign a title for the committee member, if needed.



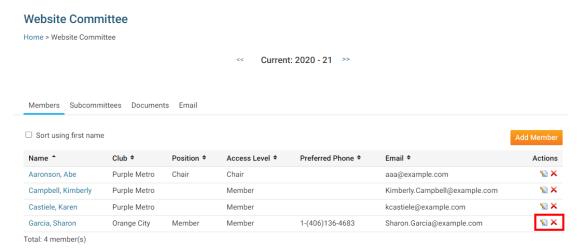
- 10. Finally, assign an access level to the committee member.
 - Member: Can view the committee members and documents, is included on committee communications.
 - Secretary: Can view and edit the committee.
 - Chair: Can view and edit the committee, serves as coordinator.



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.



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.



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?