ClubRunner

How do I add a new member to a committee?

Omar S. - 2023-03-17 - Committees

Committees are an excellent way to organize the activities of your club. ClubRunner allows you to manage the creation of committees and their members.

1. To create a new committee, you must go to your club homepage and log in. Then, click on **Member Area** on the top right, under your club banner.

2. Along the top of the screen you will see several tabs. Click on **Organization.**

3. Next, click **Committees**.

4. You are now on the **Committees** page. Here, you can view and edit the details of existing committees and create new ones. To change an existing committee and add a member, click on the **name** of the committee.

Committees

<< Current: 2022 - 23 >>

Add New Committee

Name	Chair	Type	Actions
President (Director: John Dean)			
22/23 Annual Goals Committee			🗒 ✕ 🔽 🔼
Donation Projects and Campaigns	Leigh Brackett		🗒 ✕ 🔽 🔼

Total: 2 committee(s)

1. The **Committee List** view changes to give you more committee editing options. Here, you can add committee members and set other details. To add a member to the committee, click the **Add Member** button.

Committee List

Home > Donation Projects and Campaigns

<< Current: 2022 - 23 >>

Our annual committee to creating & running donation projects.

Carry this committee over to next year

Members   Subcommittees   Documents   Email

☐ Sort using first name

Add Member

Name	Club	Position	Access Level	Preferred Phone	Email	Actions
Chu, Eddie	Green Town	Chair	Chair	515-555-8888	edward@example.com	🗒 ✕

Total: 1 member(s)

1. A popup window launches, in which you can select a member to add to the committee.

Add a member to Donation Projects and Campaigns

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

Clubs: | Green Town ⌄ | OR | Last Name ⌄

Members: | Please select a club member ⌄ | Type at least 3 letters of name

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)

[Cancel] [Save]

1. Click the **Members** drop drop menu to choose a member from your club. You may also search for a member using the options to the right of the Members drop down menu.

Add a member to Donation Projects and Campaigns

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

Clubs: | Green Town ⌄ | OR | Last Name ⌄

Members: | Please select a club member ⌄ | Type at least 3 letters of name

Please select a club member
Assistant, Staff (Staff)
Baker, Sue
Barnes, Burkley
Bobert, Janice
Brackett, Leigh
Chu, Eddie
Corprel, John (Active - Corporate)
Dean, John
Dewy, Mickey
Draper, Judith
Duningham, Milo (Exchange Student)
F, Ughwhr (Exchange Student)
Ford, John (Staff)

2) What is th...   ...mmittee?

3) What is th...   ...ittee?

...s committee)

[Cancel] [Save]

1. Enter the **position** or **title** for the member in the committee.

Add a member to Donation Projects and Campaigns

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

Clubs: [Green Town ▾] OR [Last Name ▾]

Members: [Brackett, Leigh ▾] [Type at least 3 letters of name]

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

[Committee Secretary]

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]

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1. Next, assign an access to the member on the committee. You will have these options:

   - **Member**: This access level cannot edit or change the committee.

   - **Secretary or Administrator**: This access level can add new members and edit the committee.

   - **Chair**: The committee chair has the same access as Secretary or Administrator.

Add a member to Donation Projects and Campaigns

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

Clubs: [Green Town ▾] OR [Last Name ▾]

Members: [Brackett, Leigh ▾] [Type at least 3 letters of name]

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

[Committee Secretary]

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]

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1. Click **Save** to save the member to the committee. To discard your changes, click **Cancel.**

Add a member to Donation Projects and Campaigns

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

Clubs: Green Town ⌄   OR   Last Name ⌄

Members: Brackett, Leigh ⌄   Type at least 3 letters of name

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

Committee Secretary

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

1. Your newly added member will now appear on the **Committee List** details page.

Donation Projects and Campaigns

Home > Donation Projects and Campaigns

<<   Current: 2022 - 23   >>

Our annual committee to creating & running donation projects.

Carry this committee over to next year

Members   Subcommittees   Documents   Email

☐ Sort using first name   Add Member

Name ▲	Club ⇕	Position ⇕	Access Level ⇕	Preferred Phone ⇕	Email ⇕	Actions
Brackett, Leigh	Green Town	Committee Secretary	Secretary	715-555-2323	leigh@sink.sendgrid.net	📝 ✕
Chu, Eddie	Green Town	Chair	Chair	515-555-8888	edward@example.com	📝 ✕

Total: 2 member(s)

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