

# ClubRunner

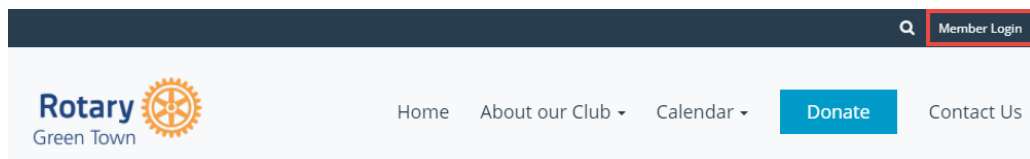
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## How do I add a new member to a committee?

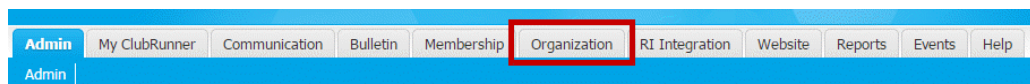
Omar S. - 2021-07-23 - [Committees](#)

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

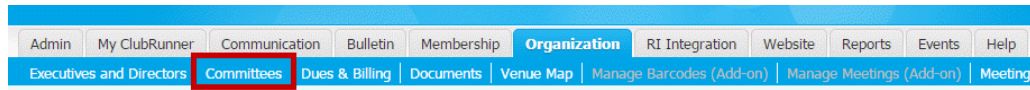
1. To create a new committee, you must go to your club homepage and log in. Then, click on **Member Area** on the top right, under your club banner.



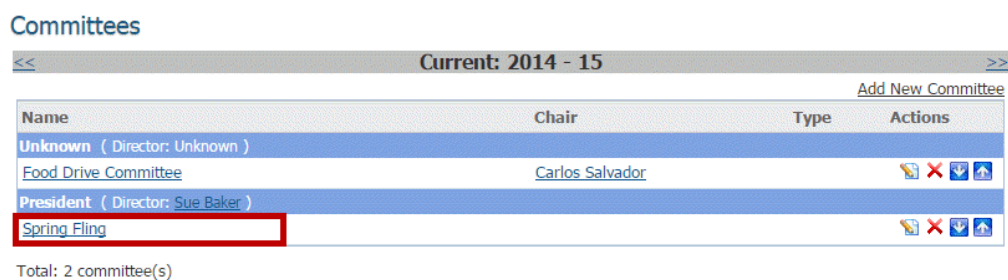
2. Along the top of the screen you will see several tabs. Click on **Organization**.



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.



5. 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** link.

<< Current: 2014 - 15 >>

Annual seed and flower sale to benefit the club. [Carry this committee over to next year](#)

**Members** Subcommittees Documents Email

Sort using first name **Add Member**

Name	Club	Position	Access Level	Preferred Phone	Home Phone	Work Phone	Actions
No record found.							

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

**Add a member to Spring Fling**

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)

7. Use the **Clubs** drop down menu to select a member from another club. This menu defaults to your own club. Use the **Members** drop drop menu to choose a member from your own club. You may also search for a member using the relevant drop down menu.

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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?

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

8. Next, assign a position on the committee to that member in the text field provided, and give them the appropriate access level.

- o **Member:** This access level cannot edit or change the committee.
- o **Secretary/Administrator:** This access level can add new members and edit the committee.
- o **Chair:** The committee chair has the same access as secretary/administrator.

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9. To confirm the member as part of the committee, click **Save**. To discard your changes, click **Cancel**.

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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)

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

## Related Content

- [How do I create a New Committee?](#)
- [What is the difference between basic and enhanced committees?](#)