ClubRunner

How do I add, edit, or remove Executives or Directors on the District?

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

Through your district's website you can add and modify your Club Officers. This will give the Officers the access to perform their duties on the District. If an Officer is not listed on the District they will not be able to perform club changes. The executive positions that can preform club changes vary for every district but are often: President, President Elect, Past President, Secretary , Treasurer, and Executive Secretary.

Note: When the district has configured a club position to be an executive, members assigned to this position will automatically receive access to manage their club through the district website.

1. 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, then click **Login**.

2. You are now logged in. To access the District Administration page, click **Member Area** near the top right.

3. Now, click on the **For Clubs** tab.

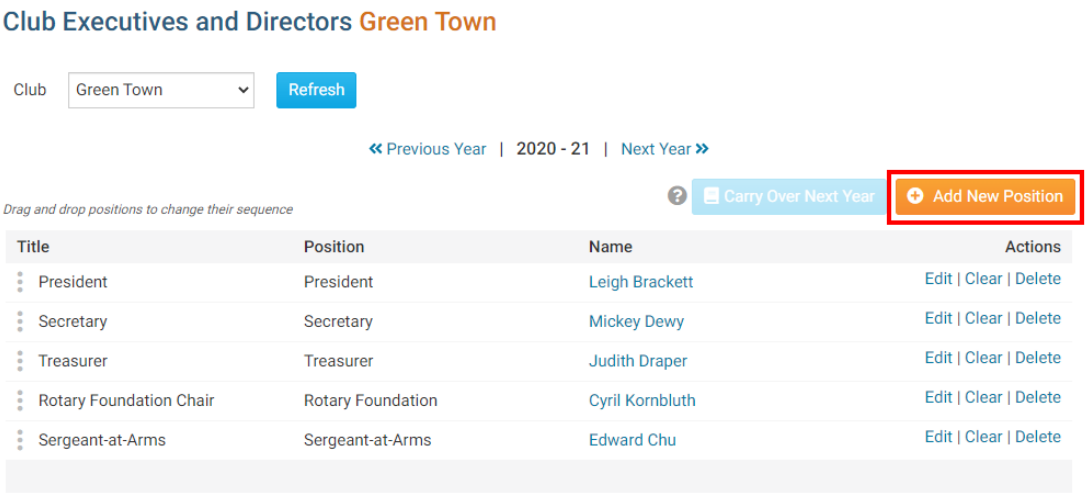
4. Next, select the **Define Club Executives** link.

5. You are now on the **Club Executives and Directors** page. On this page you can view, add, remove, or edit Club Officers. Please click on the following links to learn more about this page.

- How to add a Club Executive or Director.
- How to Edit your Club Officers.
- How to Carry Current Officers Over to the Next Year.
- How to View Past Officers.

How to add a Club Executive or Director.

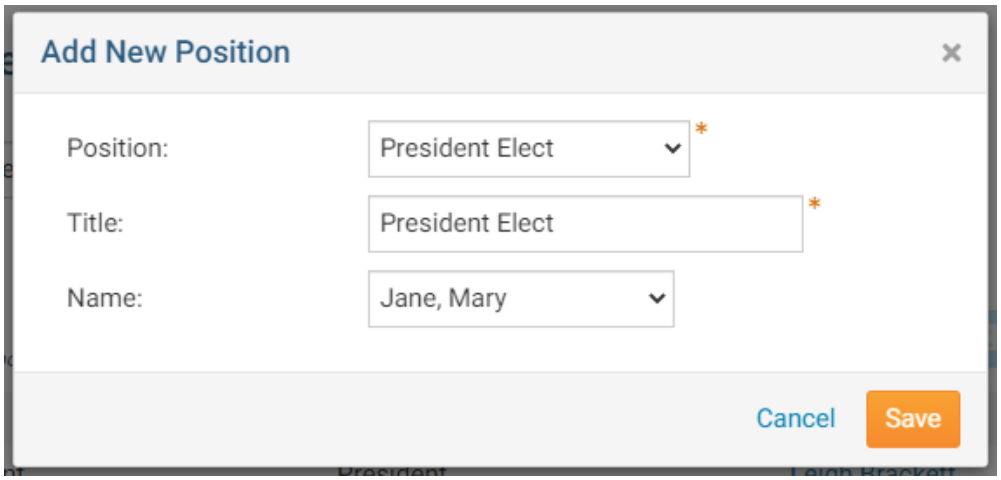
1. To add a new officer position, click the **Add New Position** button, on the right.



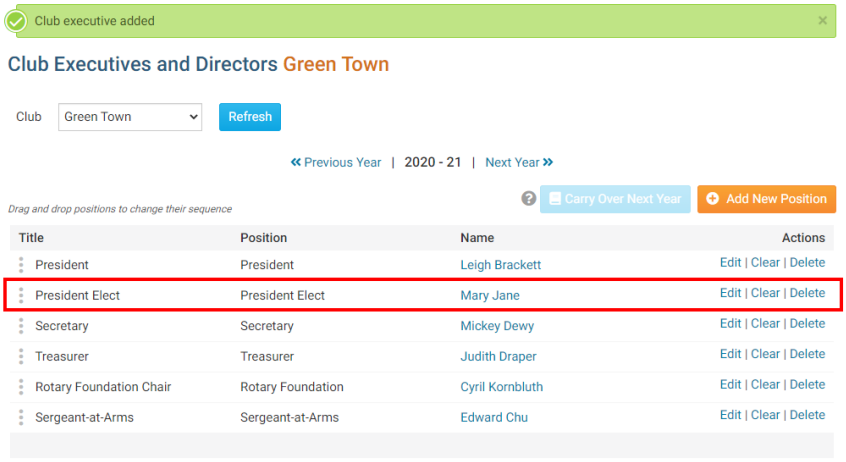
2. Here, you can select the **Position**, **Title**, and **Name** of the officer.

- **Position** - This is the position the officer has in the Club.
- **Title** - This refers to the title of the position. It is displayed on the website. You can modify this as needed to fit the position. *This field is mandatory.*
- **Name** - This is the name of the officer.

Once the position is entered click **Save** to save your changes, or **Cancel** to discard them.



3. You'll now see your newly added officer listed on the page.



How to edit your Club Officers

1. On the **Club Executives and Directors** page it displays three options below the heading **Action** on the right:

- **Edit** - Allows to you edit the position, title, member. Selecting this determines the access levels the member is given.
- **Clear** - Erases the name in the position.
- **Delete** - Removes the name and the position.

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