ClubRunner

How do I add or change a club executive / director as a district officer?

Mickey D. - 2021-03-05 - Club Management

Members with **District Administrator**, **Membership Editor** and **Club Information Editor** access levels have the ability to add or change club executives and directors.

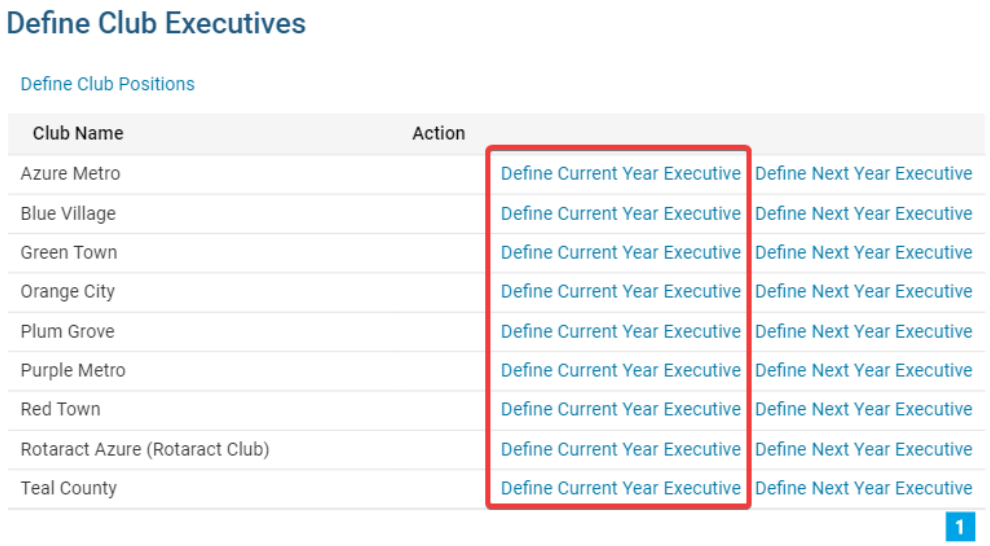
1. Go to the District webpage and click on the **Login** link at the top right of the page. Then, enter your login details on the page that appears.

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

3. Now, click on the **Organization** tab.

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

5. This will display a list of Clubs. Click **Define Current Year Executive** on the same row as the Club you would like to change. You could click **Define Next Year Executive** if you need to change next years.



6. This brings you to a page listing the current club executives and directors. Use the **Next Year**, or **Previous Year** links to move back/forth year to year.

7. Now you can identify club officers, remove past officers, edit positions, and more. Below the heading **Action** you have three options:

- **Edit** - Allows to you edit the position.
- **Clear** - Erases the name in the position.
- **Delete** - Removes the name and the position.

Note: To change the order of the officers, click and hold the '3 dots' to the left of each title, then drag and drop into the desired sequence.

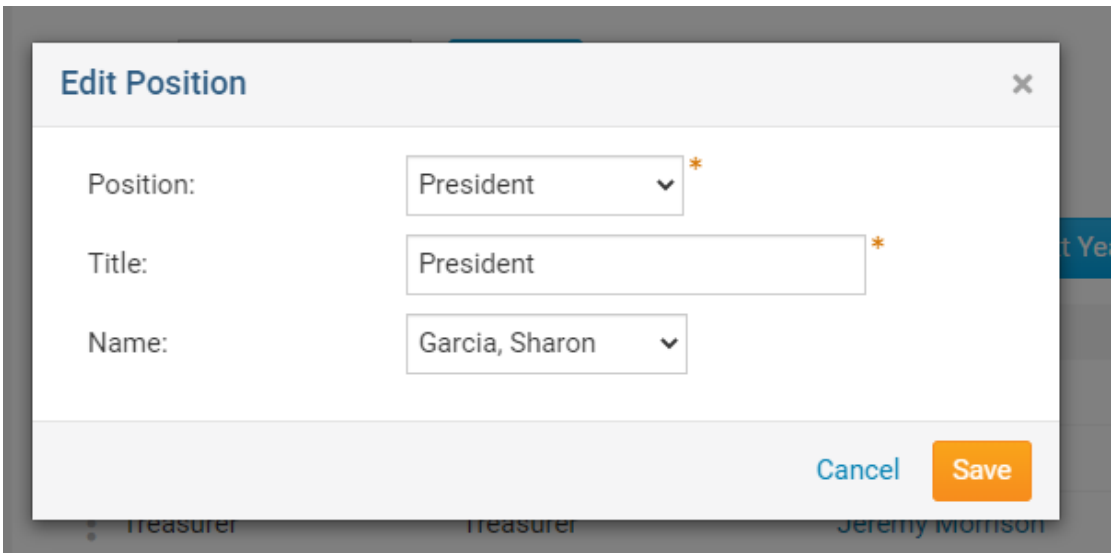
- Click here to see how to **Edit** a position
- Click here to see how to **Clear** a position
- Click here to see how to **Delete** a position
- Click here to see how to **Add a New Position**
- Click here to see how to **Copy the Current Positions to the Next Year**

Edit

You can click on **Edit** to change the executive position details. Here, you can change the **Position**, **Title**, and **Name** of the officer.

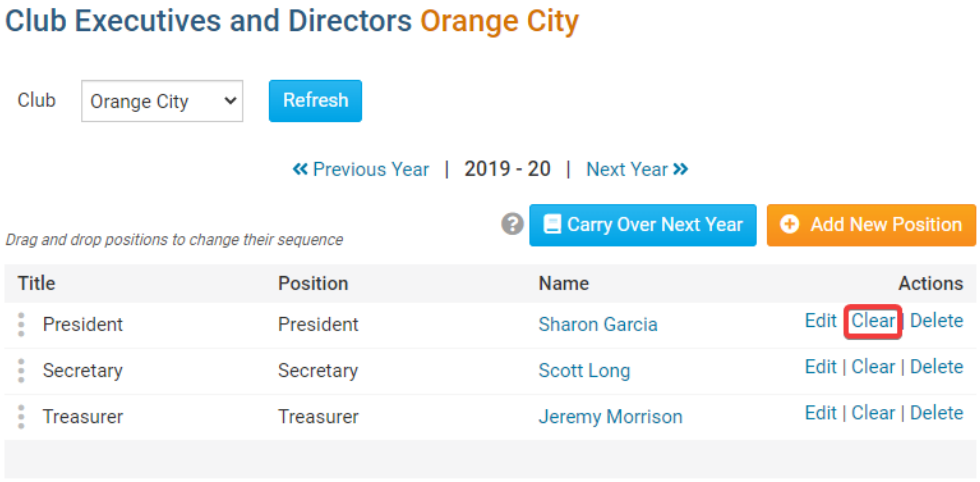
- **Position** is the position the executive holds *as defined by the District*. Selecting this determines the District access level the member is given.
- **Title** refer to the title of the executive, which you can modify as needed for your club. This field is mandatory.
- **Name** is the name of the officer.

Click **Save** to keep your changes, or **Cancel** to discard them.

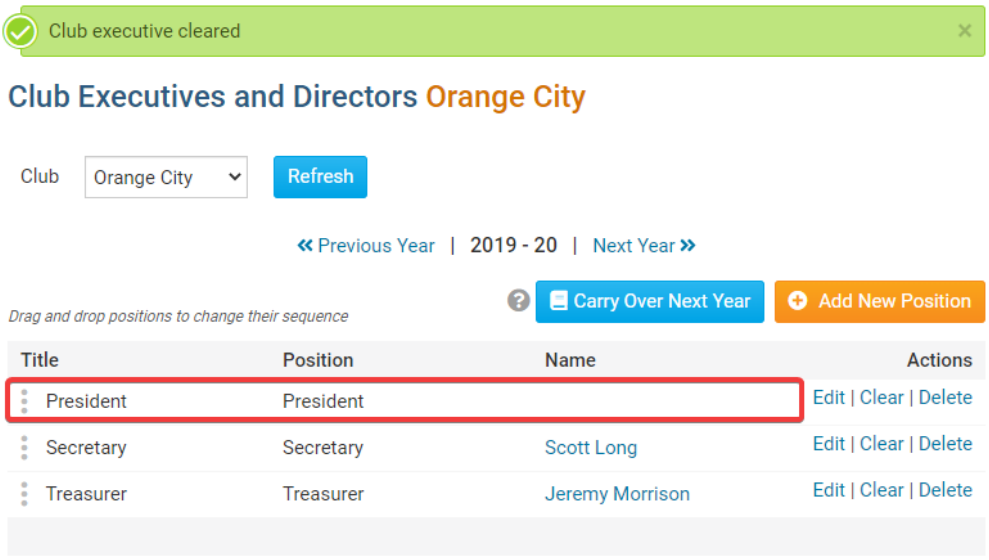


Clear

1. You can click **Clear** if you want to remove the member from the position, *without deleting the position itself.*



2. The position still remains, but there will be no member assigned.

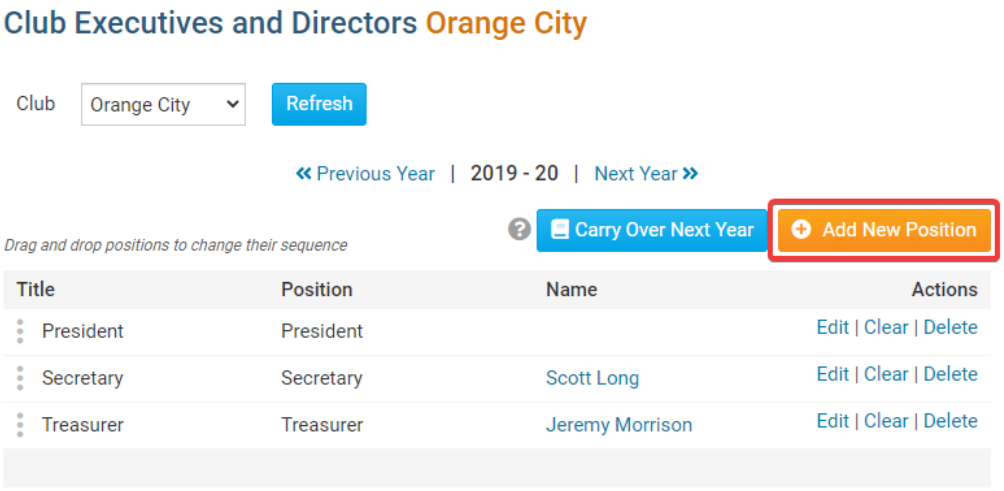


Delete

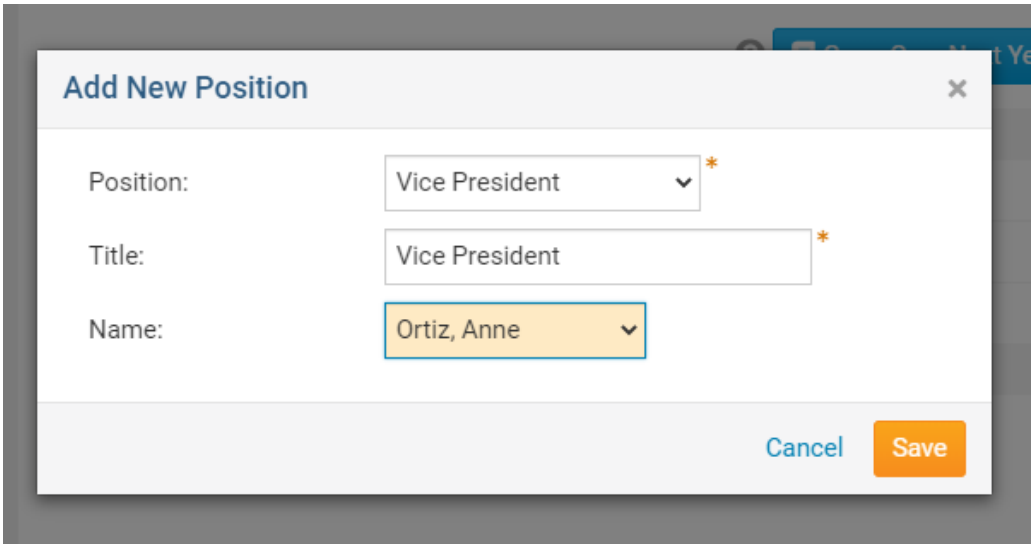
Click **Delete** if you wish to remove the position entirely.

Adding a New Position

1. Once you have the correct year selected add a new officer by clicking the **Add New Position** button at the right side of the screen.



2. Here, you can edit the added the Position, Title, and Name of the officer.
    - **Position** is the position the officer has in the club.
    - **Title** refer to the title of the officer, which you can modify as needed for your club. This field is mandatory.
    - **Name** is the name of the officer.
3. Click **Save** to keep your changes, or **Cancel** to discard them.

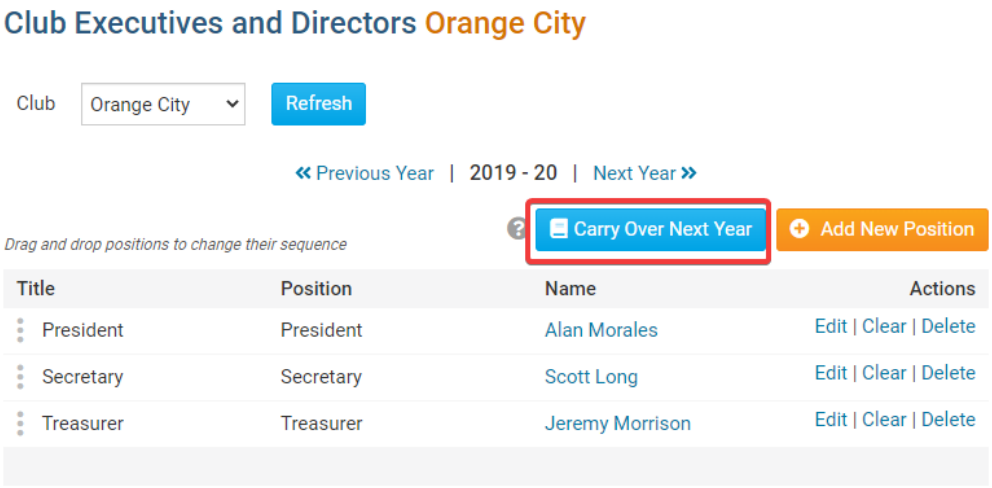


Note: To change the order of the officers, click and hold the '3 dots' to the left of each title, then drag and drop into the desired sequence.

Carry positions over to the next year

1. At the start of the new year instead of entering the positions all over again you can save time by carrying them over to the next year. To do this click the **Carry Over Next Year** button.

    Note: If this button is grayed out, this means there are already positions listed in the next year. Delete those positions from the future year in order to activate this button.



2. The assigned titles and positions are automatically carried over to the next year. The names of the members are not carried over. To view the next year, click **Next Year** at the top right.

Related Content

- How to use the Compare & Synchronize tool (District Executive)
- How to use the RI Integration Member Updates Archive (District Executive)
- What is the Club Updates Archive? (District Executive)
- Activating RI Synchronization on the District by a District Administrator
- How do I define Executive/Director positions for clubs?