ClubRunner

How do I carry current year officers over to the next year?

Michael C. - 2023-01-24 - Club Management

Your club officers list only applies to the given calendar year in which it was created. However, you can easily carry your current list of executives over to a future year.

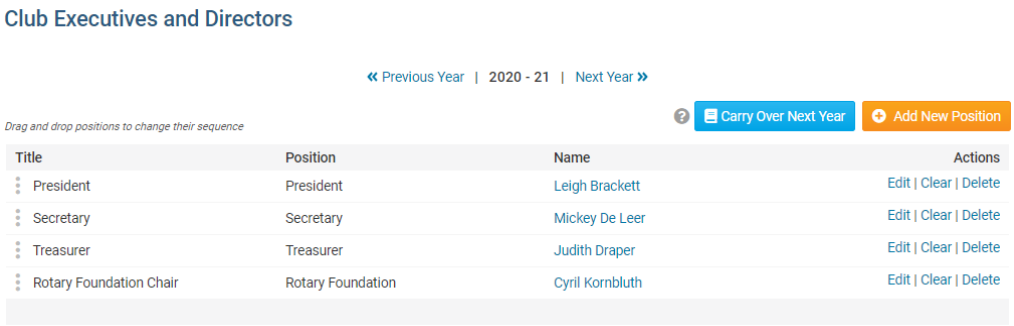
1. To manage your club officers, you must go to your club homepage and login. Click **Member Login** at the top right. Enter your login name and password, then click login.

2. Then, click on **Member Area** at the top right of your club website.

3. At the top of the page in the admin menu, click on the **Organization** tab.

4. The **Organization** tab contains several features which allow you to organize your club membership. Click on **Executives and Directors** under the Organization tab.

5. You are now on the **Club Executives and Directors** page. Here, you can identify club officers, remove past directors and executives, edit their contact details, and more.

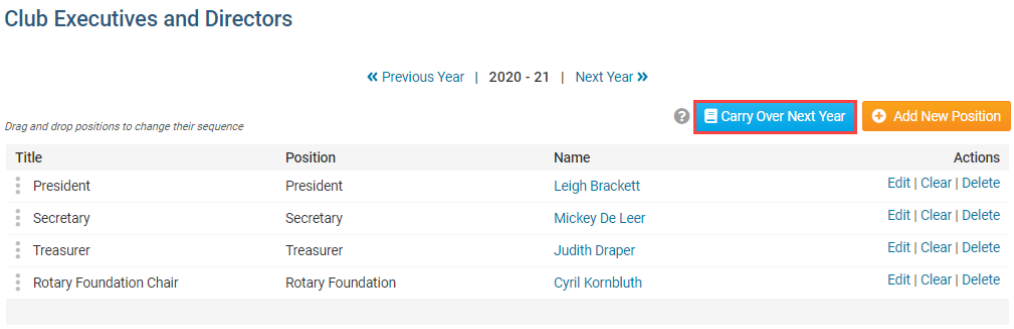


6. To carry over the existing positions with their current members, click **Carry Over Next Year**, as highlighted below.

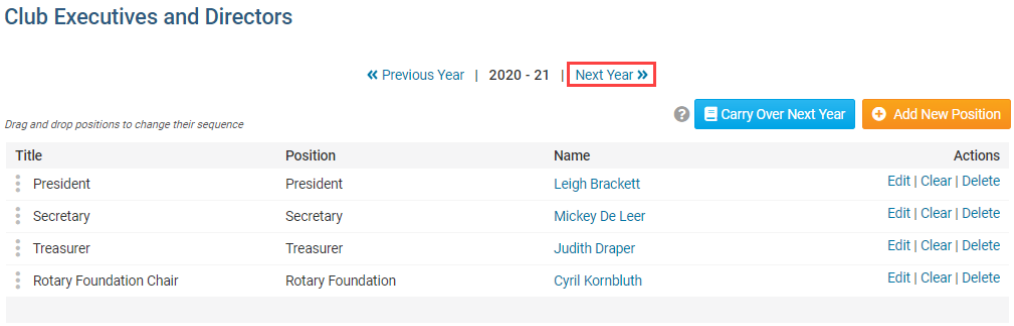
   Note

   When you carry over the officers, it will also carry over the current Yearly Committees too. Learn more about creating a Yearly Committee.

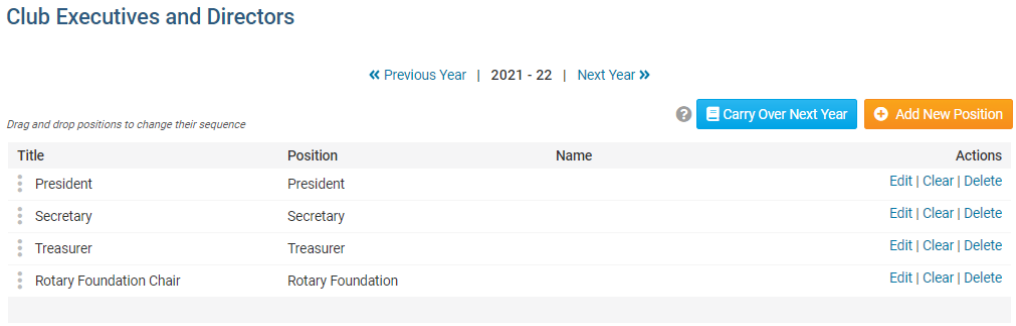
   If any positions are entered for the following year, the **Carry Over Next Year** button will be disabled. Please delete the positions from the following year, then return to the current year to carry over the positions.



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



8. Here, you can confirm the officer positions are correctly assigned for the next year. [Learn more about updating your club's Executives and Directors.]



Related Content

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