ClubRunner

How do I carry over Yearly Committees?

Zach W. - 2021-04-19 - Committees

Yearly Committees are carried over to the next year when the District Organization Chart is carried over. We made it this way to make it quicker and easier.

1. To carry over a yearly District committee, go to your District website and click on the **Member 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** near the top right.

3. You are now on the District Administration page. Above the Administration heading you will see a number of tabs. To access the District committee page, click on the **Organization** tab.

4. Next, click on the District Organization Chart link.

5. You are now on the District Organization Chart page. To carry over a yearly committee, we have to carry over the organization chart of the previous year. Click **Previous Year** to go the previous year.

Note: To carry over the District Organization Chart there cannot be any position filled on the year you would like it to be carry overed to. So if you wanted to carry over 2015-16 to 2016-17, 2016-17 has to have no positions on it.

District Organization Chart

Previous Year | **Current Year: 2020-21** | Next Year

6. We are now on last year's organization chart. To carry over the organization chart and yearly committees, click on **Carry over this organization chart to the next year** near the bottom left.

District Organization Chart

Previous Year | **Current Year: 2020-21** | Next Year

District Governor

Title	Name				
District Governor	Carlo Digg (CRX2020)	Committees	Edit	Clear	Delete

District Executives   [Add]

	Title	Name				
⊞⊞	District Secretary	Annetta Blackboro (CRX2020)	Committees	Edit	Clear	Delete
⊞⊞	District Treasurer	Mervin Kernes (CRX2020)	Committees	Edit	Clear	Delete

District Officers and Directors   [Add]

Title	Name				
Media Relations	Jil Thrussell (CRX2020)	Committees	Edit	Clear	Delete

Assistant/Area Governors   [Add]

Area	Name					
Metro	Bob Newell (Purple Metro v3 CRM)	Clubs	Area Information	Edit	Clear	Delete

Carry over this organization chart to the next year

7. This will carry over the organization chart and yearly committees to the next year. You can now update the organization chart and yearly committees with the new information.

Related Content

- How do I send emails to Committee members?
- How do I add a member to a District Committee?
- How do I create a District Committee?
- How do I add, remove, or edit a district officer/director?