## ClubRunner

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## How do I create a District Committee?

Zach W. - 2021-03-23-Committees
District Committees provide you with a way to organize the positive efforts of clubs at a higher level. You can set up and organize district level committees through your ClubRunner district homepage.

1. To set up a district committee, 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.
2. You are now logged in. To access the District Administration page, click on Member Area on the top right.
3. You are now on the District Administration page. Above the Administration heading you will see a number of tabs. To create a district committee, click on the Organization tab in the top blue menu bar.
4. Next, click on the District Committees link in the grey bar, just below.
5. You are now on the District Committees page, where you can create a new committee, edit, or delete existing committees.

Committees


Total: 2 committee(s)
6. To create a committee, click the Add New Committee link at the right side of the committees list.

Committees

|  | $\ll$ Current: 2020-21 | $\gg$ |  |
| :--- | :---: | :---: | :---: | :---: |
|  |  |  |  |

7. This launches a pop-up window in which you may enter the details of your new committee. Enter a name for the committee in the Name text field.

## Add New Committee

Current: 2020-21
Name (at most 250 characters)
District Events Committee
Director
District GovernorPrivate
Description (at most 1000 characters)
A committee to oversee ongoing event management throughout the year.|

Associate to a previous year's committee
District Photography

## Cancel Save

8. Next, select a director for the committee from the Director drop down menu.

Note: If you create a Committee in a year that does not yet have a Director, it will not display on the District Organization chart until a Director is assigned to the Committee.

## Add New Committee

Current: 2020-21
Name (at most 250 characters)
District Events Committee
Director
District Governor
$\square$ Private
Description (at most 1000 characters)
A committee to oversee ongoing event management throughout the year.|

Associate to a previous year's committee
District Photography

## Cancel Save

9. You have the option to set the committee to private. If a committee is private, it is hidden from members of the public visiting your District homepage.

## Add New Committee

Current: 2020-21
Name (at most 250 characters)
District Events Committee
Director
District Governor
Private
Description (at most 1000 characters)
A committee to oversee ongoing event management throughout the year.
$\square$ Associate to a previous year's committee
District Photography

## Cancel Save

10. You now have the option to enter a description of the new committee in
the Description field. The description text is limited to 1,000 characters.

## Add New Committee

Current: 2020-21
Name (at most 250 characters)
District Events Committee
Director
District GovernorPrivate
Description (at most 1000 characters)
A committee to oversee ongoing event management throughout the year.|
$\square$ Associate to a previous year's committee

## District Photography

## Cancel Save

11. In cases where a new committee is continuing the work of a former committee, you may associate the new committee to one created in a previous year. Click on the Associate to Previous Year's Committee, and then select the relevant committee with the drop down menu that appears.

## Add New Committee

Current: 2020-21
Name (at most 250 characters)
District Events Committee
Director
District GovernorPrivate
Description (at most 1000 characters)
A committee to oversee ongoing event management throughout the year.|

Associate to a previous year's committee
District Photography

## Cancel Save

12. When you can finished entering the details of the new district committee, click Save or Cancel, if you wish to discard the information you have entered.

## Add New Committee

Current: 2020-21
Name (at most 250 characters)
District Events Committee
Director

## District Governor

PrivateDescription (at most 1000 characters)
A committee to oversee ongoing event management throughout the year.Associate to a previous year's committee

## Related Content

- VIDEO: Organize and manage your Committees
- How do I send emails to Committee members?
- How do I add a member to a District Committee?
- How do I carry over Yearly Committees?
- How do I post Documents for a Committee?

