## ClubRunner

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### How do I create a District Committee?

Zach W. - 2021-03-23 - Committees

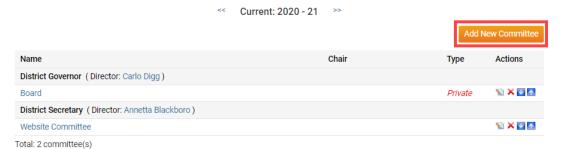
District Committees provide you with a way to organize the positive efforts of clubs at a higher level. You can set up and organize district level committees through your ClubRunner district homepage.

- 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.

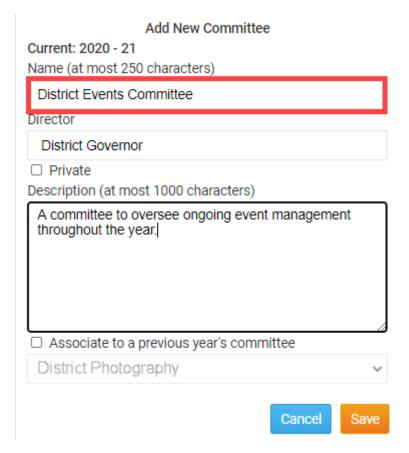
## Committees Current: 2020 - 21 Name Chair Type Actions District Governor (Director: Carlo Digg) Board Private District Secretary (Director: Annetta Blackboro) Website Committee Total: 2 committee(s)

6. To create a committee, click the **Add New Committee** link at the right side of the committees list.

### Committees

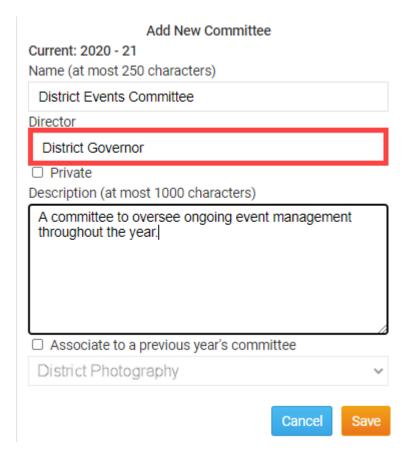


7. This launches a pop-up window in which you may enter the details of your new committee. Enter a name for the committee in the **Name** text field.

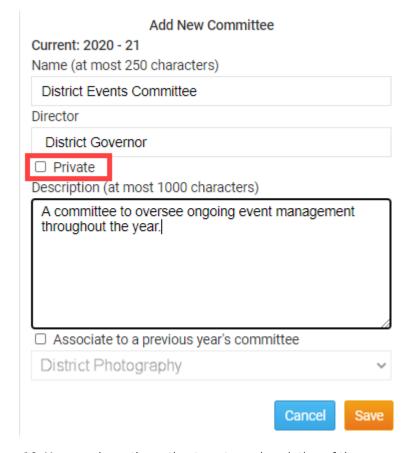


8. Next, select a director for the committee from the **Director** drop down menu.

**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.

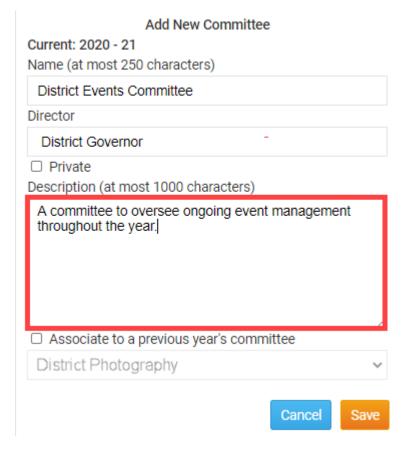


9. You have the option to set the committee to private. If a committee is private, it is hidden from members of the public visiting your District homepage.

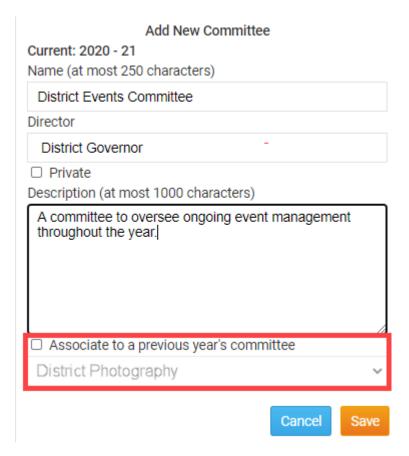


10. You now have the option to enter a description of the new committee in

the **Description** field. The description text is limited to 1,000 characters.



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.



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 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

### 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?