ClubRunner

How do I create a new designation?

Michael C. - 2025-08-13 - Membership Management

Club members may receive special member designations to acknowledge a particular status or function within the club. The Rotary Club has a number of common designations, such as Paul Harris Fellow or Sustaining Member. Clubs may also create their own new designations for internal use.

1. To create a member designation, you must go to your club homepage and log in. Click **Member Login** near the top right of the page.

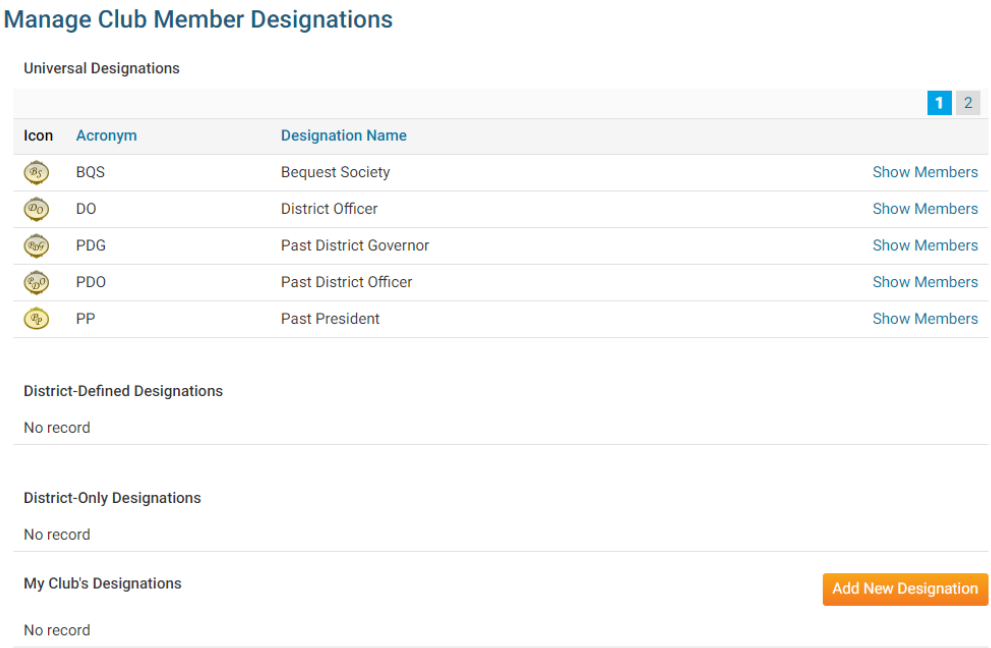
2. Then, click on **Member Area** near the top right of the page.

3. Along the top of the screen you will see several tabs. Click on the **Membership** tab.

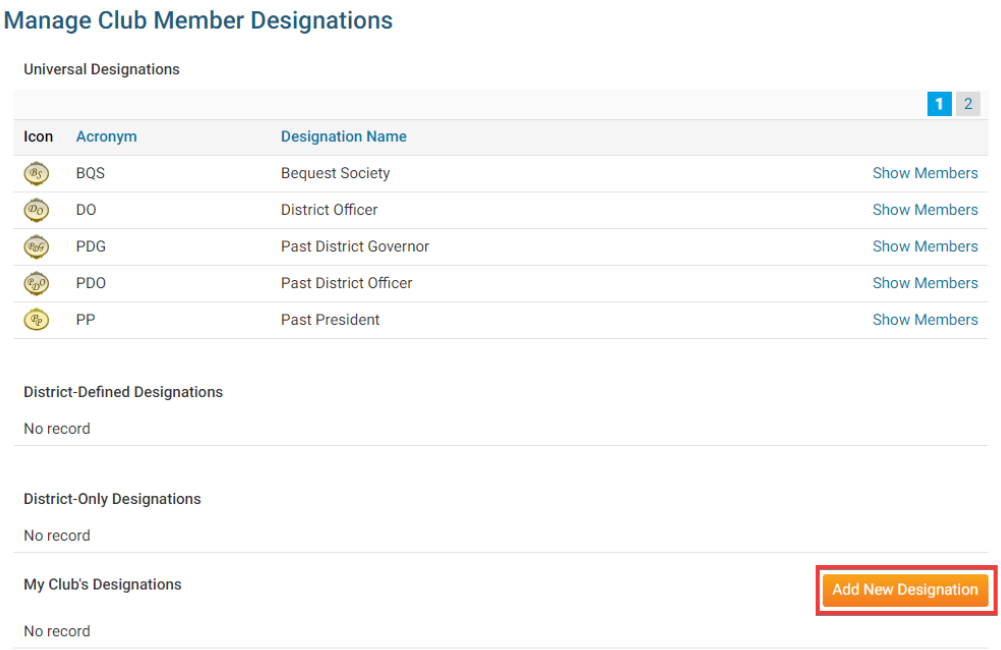
4. Next, click on **Member Designations.**

5. This will bring you to the Member Selection screen. By default, a view of active members is provided. To create a new designation, click the **Manage Designations** link, which you will find on the left side of the page under the heading **Designation Admin.**

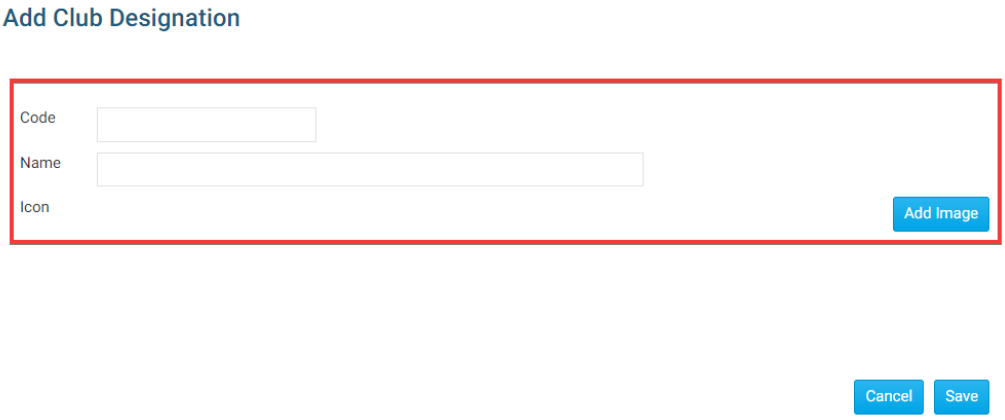
6. You are now on the **Manage Club Designation** screen, where you can list and sort members by designation and create a new club specific designation.



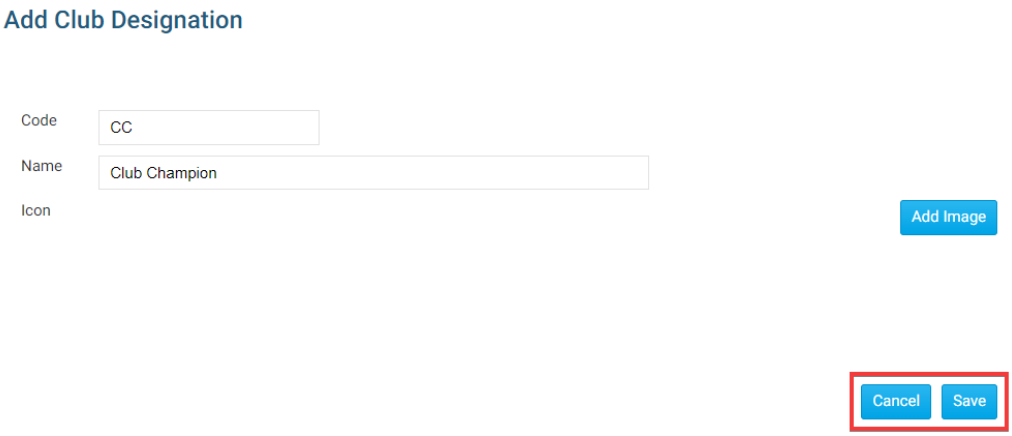
7. To create a new club designation, scroll to the bottom of the screen and click **Add New Designation** next to the **My Club's Designations** header.



8. On the **Add Club Designation** screen you can outline the details of your club's designation. **Code** refers to the short form code used to indicate the designation in club lists. **Name** is the full name of the designation. Click the **Add Image** button to upload an icon for the designation.



9. When you have entered all the relevant information, click **Save** to keep your information. Click **Cancel** to discard it.



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