ClubRunner

How do I create a new designation?

Michael C. - 2021-12-24 - 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.

Manage Club Member Designations

Universal Designations

| | | | 1 | 2 |
Icon	Acronym	Designation Name		
	BQS	Bequest Society		Show Members
	DO	District Officer		Show Members
	PDG	Past District Governor		Show Members
	PDO	Past District Officer		Show Members
	PP	Past President		Show Members

District-Defined Designations

No record

District-Only Designations

No record

My Club's Designations   Add New Designation

No record

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.

Add Club Designation

Code	CC
Name	Club Champion
Icon	Add Image

Cancel   Save

Related Content

- [How do I grant a member a designation?](#)