ClubRunner

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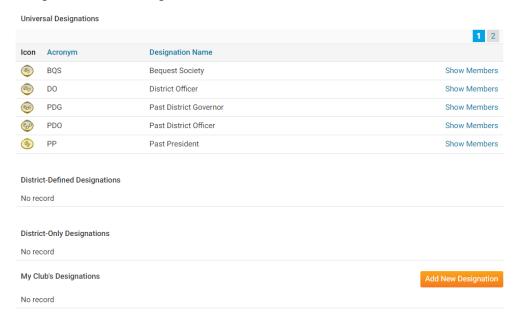
How do I create a new designation?

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.

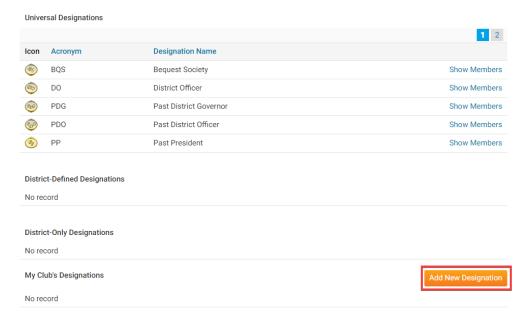
- To create a member designation, you must go to your club homepage and log in. Click Member Login near the top right of the page.
- 2. Then, click on Member Area near the top right of the page.
- 3. Along the top of the screen you will see several tabs. Click on the **Membership** tab.
- 4. Next, click 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.**
- 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



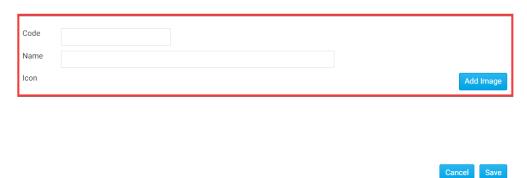
To create a new club designation, scroll to the bottom of the screen and click Add New Designation next to the My Club's Designations header.

Manage Club Member Designations



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.

Add Club Designation



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

Add Club Designation





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