

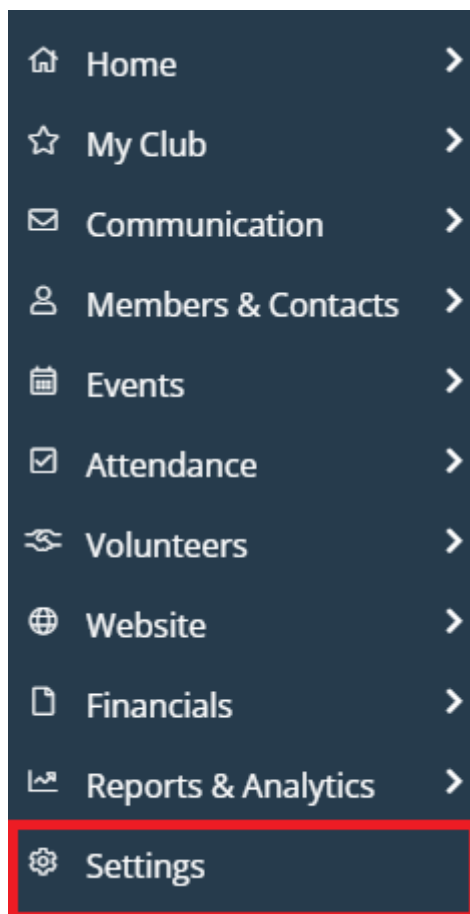
How do I create a new designation in Nova?

Michael M. - 2025-08-14 - [Members & Contacts](#)

Club members may receive special member designations to acknowledge a particular status or function within the club. Rotary 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.

A member with level 50 access or better may create a member designation by following the steps below.

1. Log in to your account through your club homepage, then click on **Member Area** on the top right under your club banner. [Alternatively, click here to go directly to the ClubRunner login page.](#)
2. Click **Settings** in the left-hand menu navigation.



3. In the Membership Management section, click on **Member Designations**.

Membership and Data

Membership and Data

Communication

Website & Branding

Financial

MEMBERSHIP MANAGEMENT






[Executives and Directors](#)

[Member Designations](#)

4. 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

ICON	ACRONYM	DESIGNATION NAME	
	PAG	Past Area Governor	Show Members

To create a new club designation, scroll to the bottom of the screen and click **Add New Designation**.

District-Only Designations

These Designations can only be managed by the District Staff. Please contact your District Secretary for assistance.

ICON	ACRONYM	DESIGNATION NAME	
	District Only	District Only Designation	Show Members

My Club's Designations

[Add New Designation](#)

5. You can now 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

Code	<input type="text"/>
Name	<input type="text"/>
Icon	<input type="button" value="Add Image"/>

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

You can learn how to assign designations to your members by reading the support article called: [How do I grant a member a designation in Nova?](#)