ClubRunner

How do I view members listed by designation?

Michael M. - 2025-07-24 - Membership Management

Club members may receive special member designations to acknowledge a status or function, whether it is a common designation used by Rotary International or a unique designation created by the district or club for internal use.
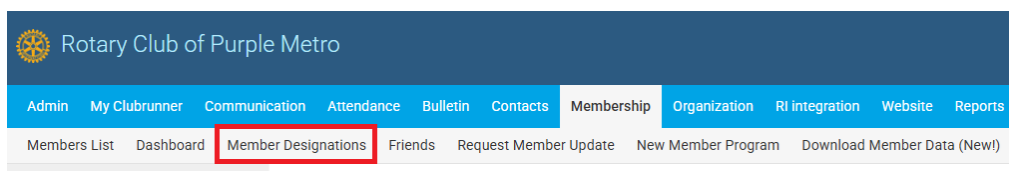
You can view the list of members using a particular designation by following the steps below.
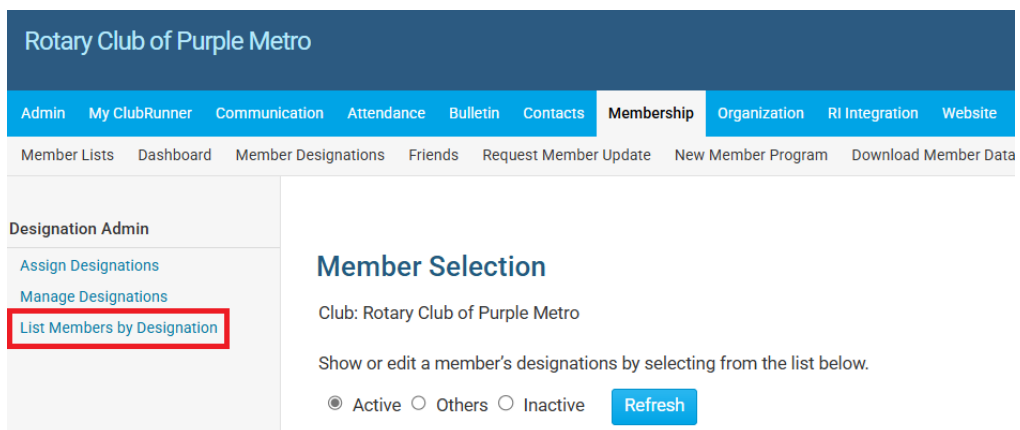
Note

Designations must be manually assigned to members in ClubRunner, they do not sync with Rotary International.

If you need to update your members' Rotary designations, please verify your club information on **MyRotary.org**.

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. In the top menu navigation, click **Membership** and then **Member Designations**.

3. On the left-hand side, click **List Members by Designation**.

4. You will see a list of all the universal, district-defined and club-defined designations

for your club. Check the boxes next to the member types you wish to include in the report, then check the boxes next to the designations you are looking for.

List Member By Designation

Select the designation that you wish to see, then click Generate.

Member Type: ☑ Active ☐ Others ☐ Inactive

Designation: **Universal Designations:**
☐ 🔵 Bequest Society
☐ DO District Officer
☐ PDG Past District Governor
☐ PDO Past District Officer
☐ PP Past President
☐ 🔵 Paul Harris Fellow
☐ 🟡 Paul Harris Society
☐ PHF PHF+1-9
☐ SM Sustaining Member

District-Defined Designations:
☐ Past Area Governor

District-Only Designations:
☐ 🏃 District Only Designation

5. Click **Generate** in the bottom right-hand corner.

List Member By Designation

Select the designation that you wish to see, then click Generate.

Member Type: ☑ Active ☑ Others ☐ Inactive

Designation: **Universal Designations:**

☐ 🔵 Bequest Society
☑ 🔵 District Officer
☐ 🔵 Past District Governor
☐ 🔵 Past District Officer
☐ 🔵 Past President
☐ 🔵 Paul Harris Fellow
☐ 🟡 Paul Harris Society
☐ 🔵 PHF+1-9
☐ 🔵 Sustaining Member

District-Defined Designations:

☐ Past Area Governor

District-Only Designations:

☐ 🖋 District Only Designation

[Generate]

← Go Back

6. On the following page you'll see the list of members and can email them or export the list to CSV.

List Members by Designation

🔵 District Officer   [Email This Group] [Export to CSV]

✉	James Kevin	Active	Purple Metro	Officer District
✉	Beverly Smandly	Active	Purple Metro	Officer District