ClubRunner

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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. <u>Alternatively, click here to go directly to the ClubRunner login page.</u>
- 2. In the top menu navigation, click Membership and then Member Designations.

Rotary Club of Purple Metro										
Admin	My Clubrunner	Communication	Attendand	ce Bulletin	Contacts	Membership	Organization	RI integration	Website	Reports
Member	rs List Dashboa	rd Member Desig	gnations	Friends Rec	quest Membe	er Update Nev	Member Progra	am Download	Member Da	ta (New!)

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

Rotary Club of Purple Metro									
Admin My ClubRunner Communio	cation Attendance	Bulletin	Contacts	Membership	Organization	RI Integration	Website		
Member Lists Dashboard Membe	r Designations Frier	nds Req	uest Member	r Update New	Member Progra	m Download	Member Data		
Designation Admin									
Assign Designations Manage Designations List Members by Designation	Member S Club: Rotary Clu Show or edit a r @ Active O	Select ub of Purp member's Others	ion ple Metro s designatic) Inactive	ons by selectin Refresh	ig from the list	below.			

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
	🗆 💿 District Officer
	🗆 🔤 Past District Governor
	🗆 凾 Past District Officer
	🗆 凾 Past President
	🗆 🜔 Paul Harris Fellow
	🗆 📵 Paul Harris Society
	🗆 뒢 PHF+1-9
	🗆 動 Sustaining Member
	District-Defined Designations:
	Past Area Governor
	District-Only Designations:
	🗆 🚈 District Only Designation

 $5. \ \ Click \ \textbf{Generate} \ in the \ bottom \ right-hand \ corner.$

List Member By Designation

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

Member	✓	Active	\checkmark	Others	\Box	Inactive
Type:						

Designation: Universal Designations:

🗆 🛞	Bequest Society						
Image: Contract of the second seco	District Officer						
D PDG	Past District Governor						
🗆 роо	Past District Officer						
🗆 🦻	Past President						
□ 0	Paul Harris Fellow						
□ 📵	Paul Harris Society						
🗆 РНГ	PHF+1-9						
SM	Sustaining Member						
District-Defined Designations:							

Past Area Governor

District-Only Designations:

🗆 🚈 District Only Designation



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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

Distri	ct Officer	Email Th	his Group Export to CSV	
	James Kevin	Active	Purple Metro	Officer District
	Beverly Smandly	Active	Purple Metro	Officer District