# ClubRunner

# [NOVA] How do I view members listed by designation in ClubRunner Nova?

Michael M. - 2025-08-26 - [Reports](#)

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.
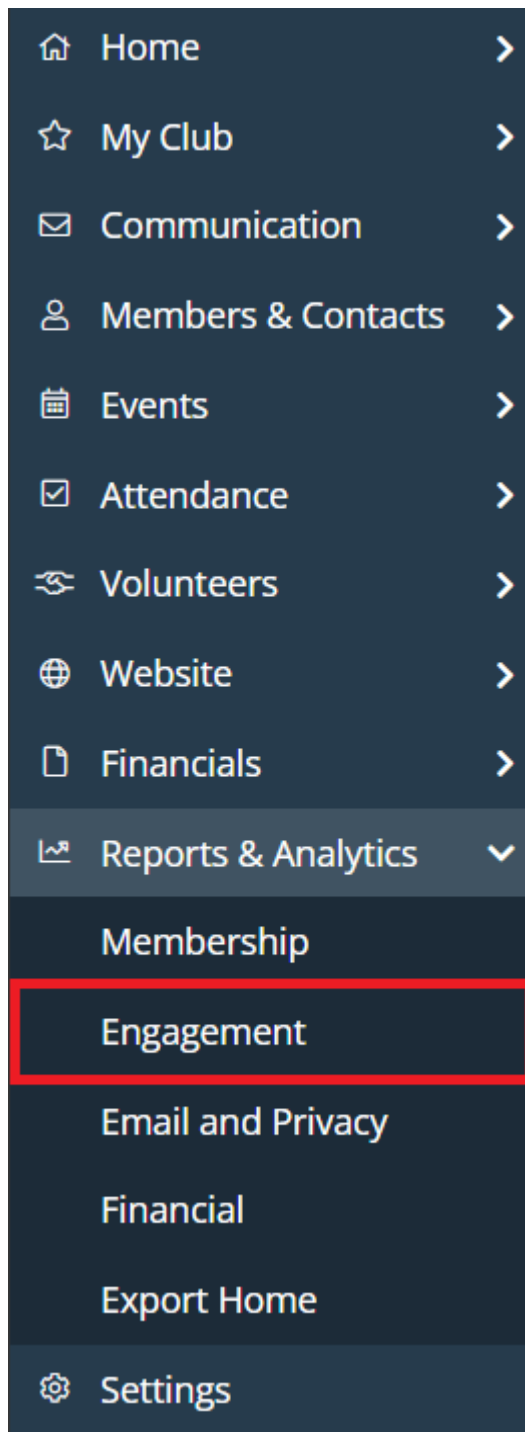
You can view the list of members using a particular designation by following the steps below.

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. Click the arrow next to **Reports & Analytics** in the left-hand menu navigation, then click **Engagement**.

3. In the "Engagement Reports" section, click **Members by Designation**.

**ENGAGEMENT REPORTS**

Member Events Registration

Member Activity

Club Activity

Volunteer - Member Hours

Volunteer - Club Hours

Members by Designation

Members In Committees

Members Not In Committees

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.

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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

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☐ PHF PHF+1-9

☐ SM Sustaining Member

**District-Defined Designations:**
☐ Past Area Governor

**District-Only Designations:**
☐ 📄 District Only Designation

[ Generate ]

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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

**DO** District Officer

**Email This Group** | **Export to CSV**

| | | | | |
|---|---|---|---|---|
| | Antoine ALKIT | Active | Nova Demo Sandbox | 2022 |
| | Grace Allen | Active | Nova Demo Sandbox | |
| | Daisi Breakwell | Active | Nova Demo Sandbox | District Executive Secretary 2022 |
| | Wendell Caplen | Staff | Nova Demo Sandbox | 2020 |
| | Carleen Dupoy | Active | Nova Demo Sandbox | |
| | Tamar Kim | Active | Nova Demo Sandbox | Past District Trainer |

**Email This Group** | **Export to CSV**

| | | | |
|---|---|---|---|
| | Antoine ALKIT | Active | Nova Demo Sandbox |
| | Grace Allen | Active | Nova Demo Sandbox |