# ClubRunner

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## How do I view our club's past executives?

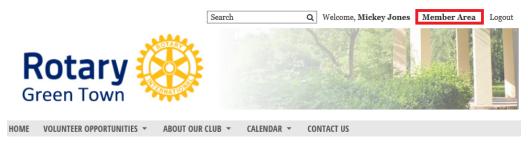
Michael C. - 2021-02-17 - Club Management

Your club officer list only applies to the given calendar year in which it was created. However, ClubRunner keeps track of officers from previous years. You can also manually enter past executives for archival purposes.

1. To manage your club executives, you must go to your club homepage and login. Click **Member Login** at the top right. Enter your login name and password, and click login.



2. Then, click on Member Area on the top right.



3. Along the top of the screen you will see several tabs. Click on the **Organization** tab.

Admin	My ClubRunner	Communicatio	on Bulletin	New Bulletin (Beta)	Contacts (Beta)	Membership	Organization	RI Inte
Admin	Club Info & Setting	s (Beta)   Clubi	Runner Mobile					

4. The **Organization** tab contains several features which allow you to organize your club membership. Now, click on **Executives and Directors** under the Organization tab.

Admin	My ClubRunr	ner Commu	inication	Contact	s Bulletin	Attendance	New Bulletin (Beta)	Membership	Organization	R
Executive	es & Directors	Committees	Dues &	Billing I	Documents	Venue Map	Meeting Responsibilities	(Duty Roster)	Participation Poin	nts

5. You are now on the **Club Executives and Directors** page. Here, you can identify club directors and executives, remove past officers, edit their contact details, and more.

#### **Club Executives and Directors**

	1	
nge their sequence	(Carry O	ver Next Year  • Add New Position
Position	Name	Actions
President	Sue Baker	Edit   Clear   Delete
President Elect	Fred Pohl	Edit   Clear   Delete
Secretary	Edward Chu	Edit   Clear   Delete
Treasurer	Clare Davis	Edit   Clear   Delete
	Position President President Elect Secretary	Position     Name       President     Sue Baker       President Elect     Fred Pohl       Secretary     Edward Chu

#### 6. To view past executives, click **Previous Year**, as highlighted below.

#### **Club Executives and Directors**

	« Previous Year	2017–18   Next Year »	
Drag and drop positions to cha	nge their sequence	Carry Over I	Next Year ③ Add New Position
Title	Position	Name	Actions
President	President	Sue Baker	Edit   Clear   Delete
President Elect	President Elect	Fred Pohl	Edit   Clear   Delete
Secretary	Secretary	Edward Chu	Edit   Clear   Delete
Treasurer	Treasurer	Clare Davis	Edit   Clear   Delete

7. You are now viewing your club officers as defined in the previous year. You can return to the current year by clicking **Next Year**, or continue going back by clicking **Previous Year**.

#### Club Executives and Directors

	« Previous Year	2017-18   Next Year »	
Drag and drop positions to cha	nge their sequence	Carry Over Next	Year ③ Add New Position
Title	Position	Name	Actions
President	President	Sue Baker	Edit   Clear   Delete
President Elect	President Elect	Fred Pohl	Edit   Clear   Delete
Secretary	Secretary	Edward Chu	Edit   Clear   Delete
Treasurer	Treasurer	Clare Davis	Edit   Clear   Delete

 You can also enter in past executives, by clicking Add New Position when you are on the relevant year. To find out more about this process, refer to <u>Add a New Club Executive</u>. (Link will open in a new window)

#### **Club Executives and Directors**

#### « Previous Year | 2017-18 | Next Year »

Drag and drop positions to cha	ange their sequence	(2) Carry O	over Next Year State Add New Position
Title	Position	Name	Actions
President	President	Sue Baker	Edit   Clear   Delete
President Elect	President Elect	Fred Pohl	Edit   Clear   Delete
Secretary	Secretary	Edward Chu	Edit   Clear   Delete
Treasurer	Treasurer	Clare Davis	Edit   Clear   Delete

### **Related Content**

- How do I edit our club executives?
- How do I add a club executive?

« Previous Year | 2017-18 | Next Year »