ClubRunner

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How to download a list of members holding a Club Position?

Omar S. - 2023-01-19 - Club Management

You can download a spreadsheet list for different Club Positions using your District database.

Use the steps below to download a spreadsheet file for any Club Position:

- 1. In the District Member Area, in the top blue bar, click Membership.
- 2. In the grey bar below, click **Define Club Executives**.
- On the Define Club Executives page, click the **Define Club Positions** link, just below the page title.

Define Club Executives



1. While viewing the Define Club Position Types page, click the **View Members** link on the right for the position.

Define Club Position Types

Previous Year | Current Year: 2022-23 | Next Year

The following represents the list of club positions defined by the District. Clubs are still free to create their own positions, but they need to map each of their positions to this list. This list is used to generate the email recipient groups and miscellaneous reports like the District Directory.



1. Click **Export to CSV** to download a spreadsheet with the member information for

members holding the position.

District - Defined Club Position - President

Previous Year | Current Year: 2022-23 | Next Year

	Export to CSV
Club	Member
Azure Metro	Allen, Carolyn
Green Town	Parker, Peter
Orange City	Bell, Martha
Purple Metro	Turner, Kevin
Clubs without this position assigned	
Club	
Blue Village	
Crimson Plains 2	
CRX2020	
Cyan Test	

Note

On the District - Defined Club Position page, you can click **Previous Year**, or **Next Year**, to navigate to the list of positions for those years.