ClubRunner

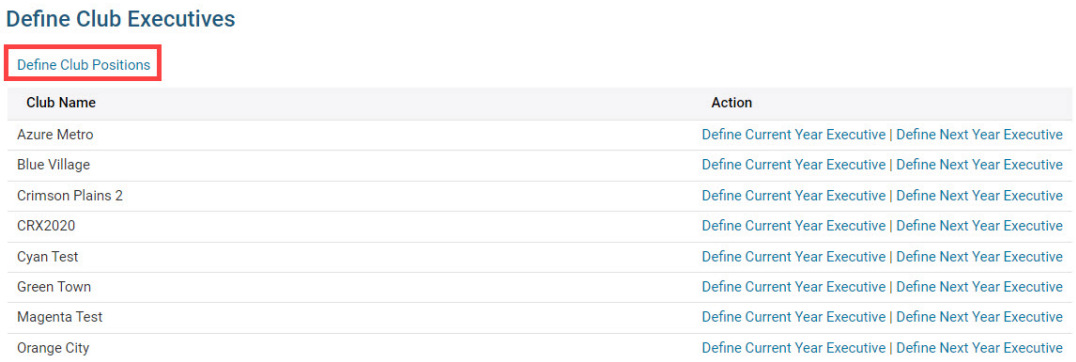
How to download a list of members holding a Club Position?

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:

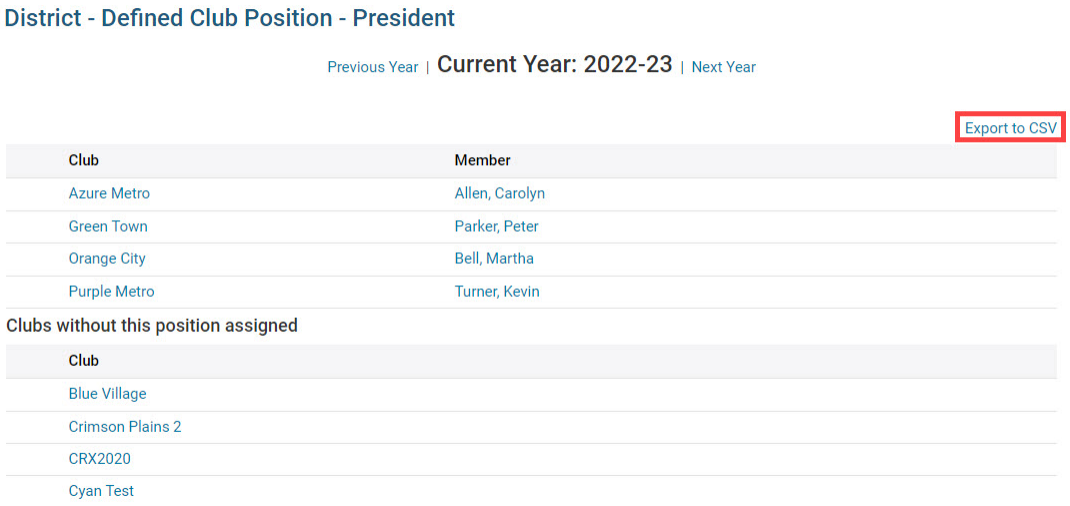
1. In the District Member Area, in the top blue bar, click **Membership.**
2. In the grey bar below, click **Define Club Executives**.
3. On the Define Club Executives page, click the **Define Club Positions** link, just below the page title.



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



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



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.