ClubRunner

<u>Help Articles > District Help > District - Administration Guide > Club Management > How to download a list of members holding a Club Position?</u>

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.

Define Club Executives

Define Club Positions	
Club Name	Action
Azure Metro	Define Current Year Executive Define Next Year I
Blue Village	Define Current Year Executive Define Next Year E
Crimson Plains 2	Define Current Year Executive Define Next Year E
CRX2020	Define Current Year Executive Define Next Year E
Cyan Test	Define Current Year Executive Define Next Year E
Green Town	Define Current Year Executive Define Next Year E
Magenta Test	Define Current Year Executive Define Next Year E
Orange City	Define Current Year Executive Define Next Year E

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.

	Position	Exe/Dir	Code	Members	Missing Positions	Action
▼ 🛧	President	Executive	President	4	15	View Members Edit Delete
▼ 🛧	Vice President	Executive	Vice President	2	17	View Members Edit Delete
▼ 🛧	President Elect	Executive	President Elect	1	18	View Members Edit Delete
▼ 🛧	Past President	Executive	Past President	0	19	View Members Edit Delete
V 🛧	Secretary	Executive	Secretary	3	16	View Members Edit Delete

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.