


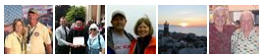
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ClubRunner
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ClubRunner
January 26 at 10:01am

Did you know you can now view and contact your club executives on the #ClubRunner mobile app? Download it from the Google Play Store or Apple App store today!



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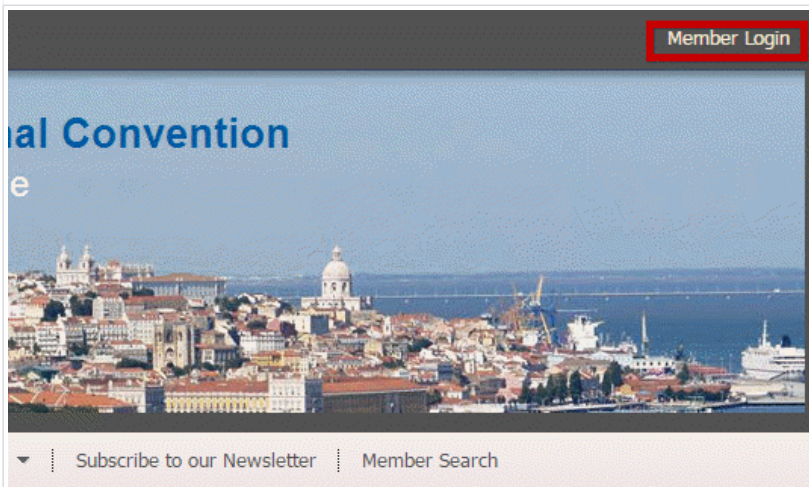
Add a Club Executive or Director on District Page



Posted by Zach W. (Support) on 07 March 2016 02:33 PM

You have the ability to add club executives and officers via your district page, provided you have appropriate access levels.

1. Go to your district webpage and click on the **Login** link at the top right of the page. Then, enter your login details on the page that appears.



2. You are now logged in. To access the District Administration page, click on **Member Area** on the top right.

Tweets by @ClubRunner

ClubRunner Services
@ClubRunner

Welcome to #ClubRunner- #Rotary Club of Hampton Bays, Waverly, Bargara, Menomonie Noon, Weston, Taieri, Twin Rivers, Yuma North End & Drury!

26 Jan

ClubRunner Services
@ClubRunner

Did you know you can now view your club executives on the #ClubRunner mobile app? site.clubrunner.ca/page/mobile

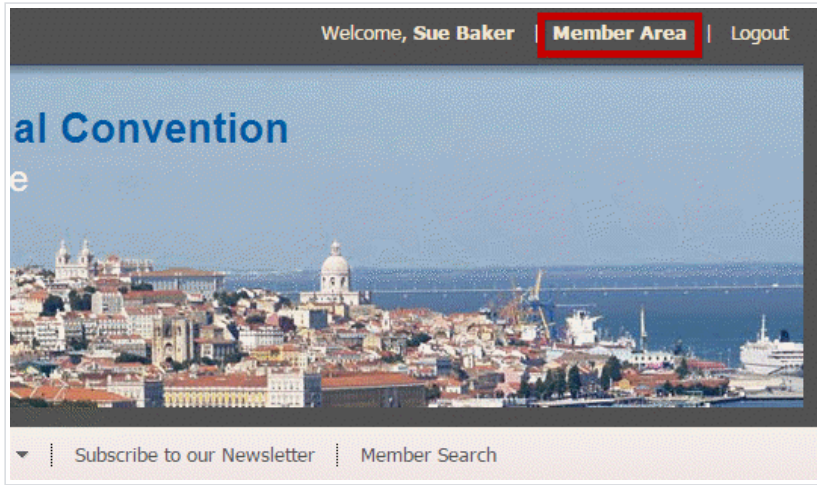
25 Jan

ClubRunner Services Retweeted

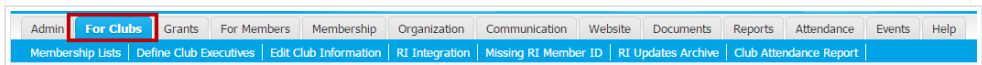
Rotary International
@Rotary

Rotary President-elect Ian Riseley announces his theme "Rotary: Making A Difference." Learn what it

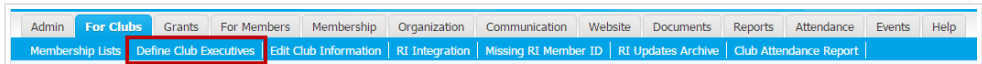
Embed View on Twitter



3. Now, click on the **For Clubs** tab.



4. Next, select the **Define Club Executives** link.



5. This brings you to a page listing the current club executives and directors. Use the **Next Year**, or **Previous Year** links if required to navigate to the year you want to update.



6. Once you have the correct year selected, add a new executive by clicking **Add New Position** at the right side of the screen.



7. To add a new executive, first you must enter the title of the new position in the **Sequence Title** field. This field is mandatory.

Club Executives and Directors

[Previous Year](#) | **Current Year: 2014-15** | [Next Year](#)

Kingsbridge [Publish Changes to Home Page](#) | [Add New Position](#)

Sequence Title	Position	Name	Action
Club Secretary	-- Select Position Title --	Select Member -- Select Member --	Save Cancel

[Carry over Executive and Director Positions to the Next Year](#)

8. Next, select the appropriate position from the **Position** drop down menu. This may be the same as the title you entered in the **Sequence Title** field.

Kingsbridge [Publish Changes to Home Page](#) | [Add New Position](#)

Sequence Title	Position	Name	Action
Club Secretary	-- Select Position Title --	Select Member -- Select Member --	Save Cancel

[Carry over Executive and Director Positions to the Next Year](#)

Position

- Select Position Title --
- Select Position Title --
- President
- President Elect
- Secretary
- Community Service
- Vocational Services
- Club Service
- International Service
- Other
- test
- Rotary Foundation
- Vice President
- Immediate Past President
- Membership
- Public Relations
- Club Administration
- Service Projects
- The Rotary Foundation #1
- Brand New Position #1
- Membership Chair

9. Now, choose a member to assign to this role, using the **Select Member** drop down menu.

Kingsbridge [Publish Changes to Home Page](#) | [Add New Position](#)

Sequence Title	Position	Name	Action
	Secretary	Select Member -- Select Member --	Save Cancel

[Carry over Executive and Director Positions to the Next Year](#)

Select Member

- Select Member --
- Select Member --
- Amos, Burt
- Anderson, William
- Forger, Colin
- Reeves, Jill

10. Finally, click **Save** to keep your changes. Click **Cancel** to discard them.

Kingsbridge [Publish Changes to Home Page](#) | [Add New Position](#)

Sequence Title	Position	Name	Action
Club Secretary	Secretary	Select Member Forger, Colin	Save Cancel

[Carry over Executive and Director Positions to the Next Year](#)

11. You now have the following options:

- **Publish Changes to Home Page:** This makes the executive change appear on the home page.
- **Add New Position:** You can add an additional position for this year.
- **Edit:** Click Edit under the Action heading, if you wish to make changes to this position.
- **Clear:** Click Clear to remove the currently assigned member from this position, while retaining the position.
- **Delete:** Delete removes the position entirely.

Club Executives and Directors

[Previous Year](#) | **Current Year: 2014-15** | [Next Year](#)

Kingsbridge [Publish Changes to Home Page](#) | [Add New Position](#)

Sequence	Title	Position	Name	Action
30	Club Secretary	Secretary	Forger, Colin	Edit Clear Delete

[Carry over Executive and Director Positions to the Next Year](#)

★★★★☆ (4 vote(s)) Helpful Not helpful