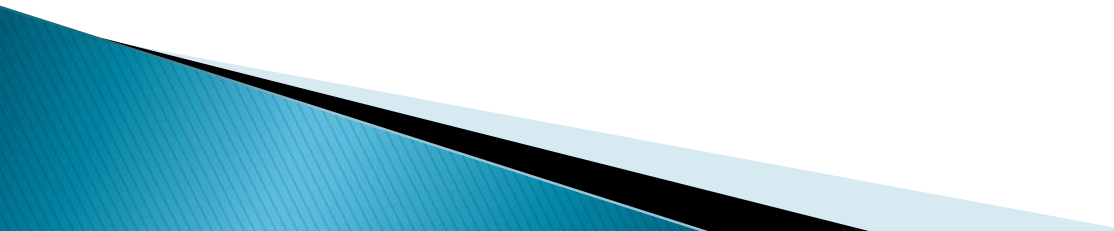# Navigating ClubRunner

Using Club Website — for clubs that have a ClubRunner Subscription
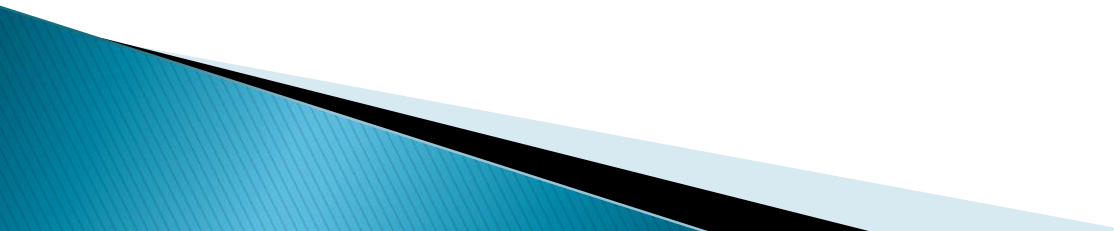
What we will cover

- Add New Members and/or Update Existing Members
- Terminate a Member
- Update Club Officers
- Carry Current/New Executives Over to the Next Year
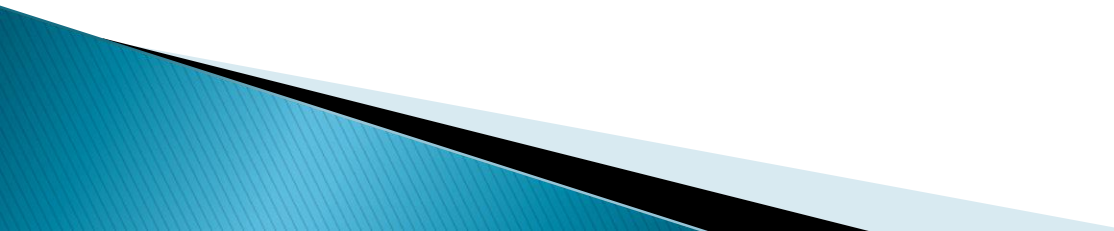- Create New Club Executive Position(s)

Add New Members, Update Existing Members, Terminate a Member
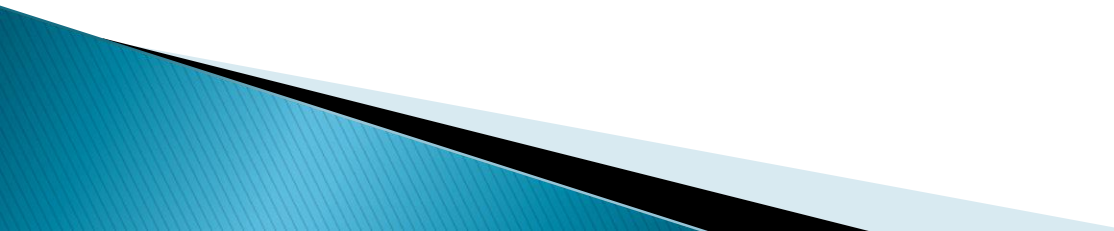
>> For Clubs with ClubRunner Websites

Add Member

- Login on Club Website and Select **Member Area** link
- **Membership** (tab)
- **Member Lists**
- **Add New Member** (upper right corner)

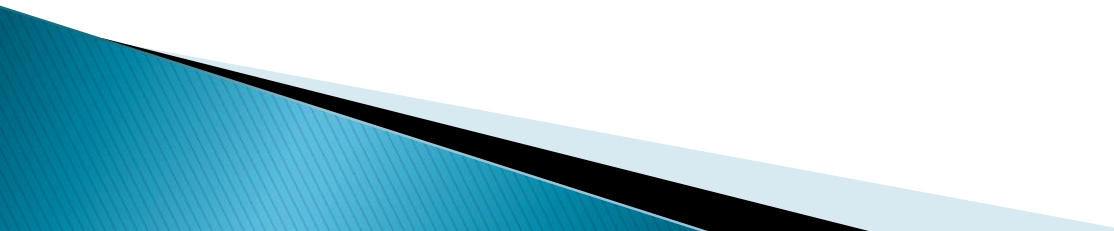# Edit Member Info

- Login on Club Website and Select **Member Area** link
- **Membership** (tab)
- **Member Lists**
- Select Member Name
- Click on **Edit.** If you do make changes, remember to press the **Save** button at the bottom of the page

Terminate a Member (1)

- If you want to remove a member from your club's active rolls, you are essentially changing their status from Active (or Honorary) to inactive.

- They will then reside in the Inactive Members List, so you will always have access to their profile information. If you want to permanently remove them, you must delete them from the Inactive Members List.
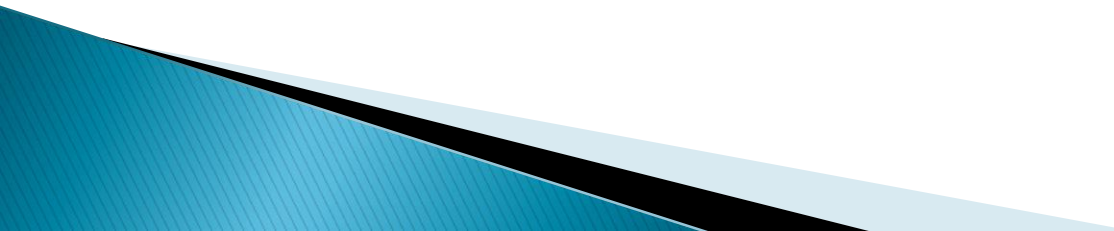
Terminate a Member (2)

- Login on Club Website and Select **Member Area** link
- **Membership** (tab)
- **Member Lists**
- Select **Change Status** Link of Member
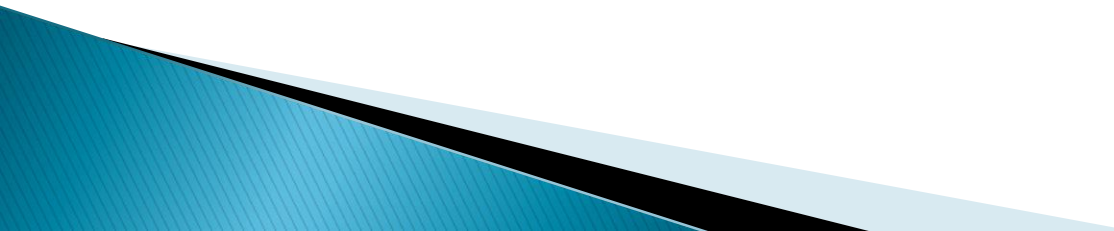- Select **Terminate Membership**
- Fill out remaining fields.

Update Club Officers

» For Clubs with ClubRunner Websites

Update Club Officers

- NOTE: Updating next year's club officers is very important and should be completed by the end of January.

- If circumstances prevent you from completing this task by the end of January, please inform your AG and the Website Administrator by the end of January.

Edit Executive/Director

- Login on Club Website and Select **Member Area** link
- **Organization** (tab)
- Select **Club Executives and Directors**
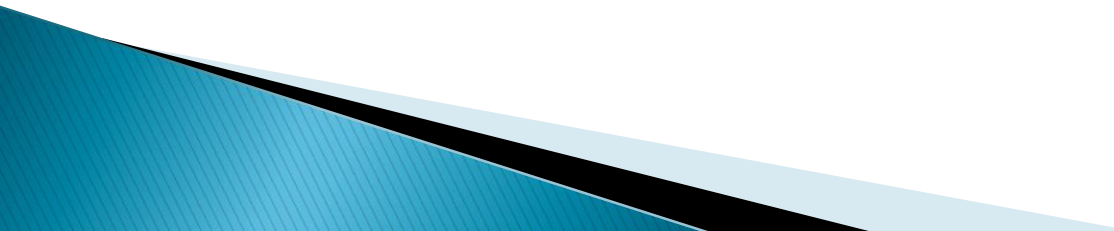- Select Edit | Clear | Delete depending on your task

Carry over to next year

▸ Login on Club Website and Select **Member Area** link

▸ **Organization** (tab)

▸ Club **Executives and Directors**

▸ If your club has not already entered in any of next year's officers/directors — click on "**Carry over Executive and Director Positions to the Next Year**"

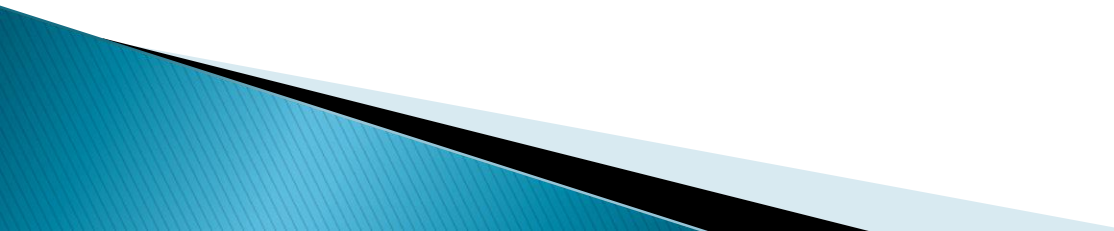▸ Select **Next Year** (top of page to right of current year) and edit if necessary.

Create New Club Executive Position(s)

» For Clubs with ClubRunner Websites

Add a new Club Executive Position (1)

- Login on Club Website and Select **Member Area** link
- **Organization** (tab)
- **Executives & Directors**
- Use the "**Next Year**" link if required to navigate to the year you want to update
- Select "**Add New Position**" on the right side of the screen under the Current Year heading

Add a new Club Executive Position (2)

- You can now select a new executive and define their position.
- Under the heading Title, you must enter the title used by your club for this position. This field is required.
- Then, select the equivalent position from the drop down menu under the Position heading. In most cases, this will be the same as Title, though some clubs may have a different title for an equivalent role.

Add a new Club Executive Position (3)

- Next, use the drop down menu under the Select Member heading to assign one of your members to the position.
- Finally, hit Save if you want to finalize your selection.
- After you Save, Edit and re-save the position if you want to change the Sequence.