


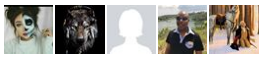
KNOWLEDGEBASE


Support and Help	(1186)
On Demand Videos	(94)
Downloads	(54)
Service Updates and Known Issues	(59)



ClubRunner
Like Page


Be the first of your friends to like this





ClubRunner
20 hrs

This week, we're at the #Rotary SoCalNev PETS. If you're attending, drop by and meet Jeffrey from our team.



3 Comment Share

Follow @clubrunner

Knowledgebase: [Support and Help](#) > [Knowledgebase Articles](#) > [District Version](#) > [Clubs and Membership](#) > [Membership Management](#)

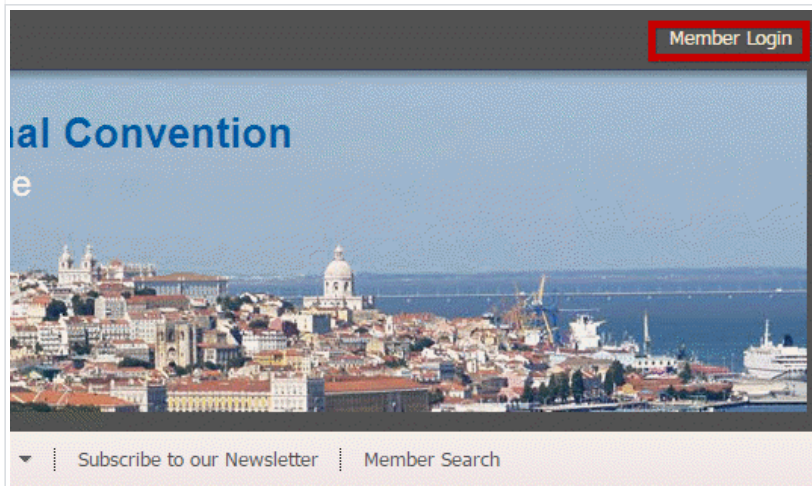
How to Define Positions for Clubs



Posted by David H. (Support) on 15 December 2016 09:42 AM

You may use your District website to view and define executives and directors positions held by Club members in your District. You may also create new Club positions as needed.

1. To create a new Club position for your District, 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.



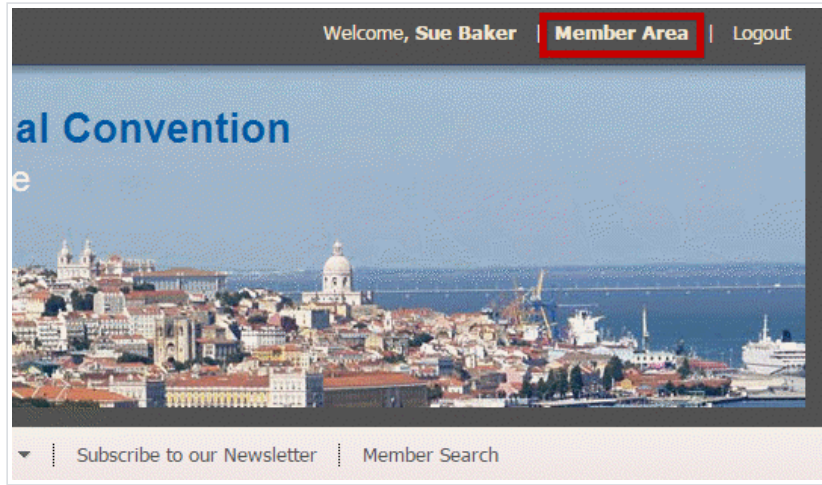
2. You are now logged in. To access the District Administration page, click on **Member Area** on the top right.

Tweets by @ClubRunner

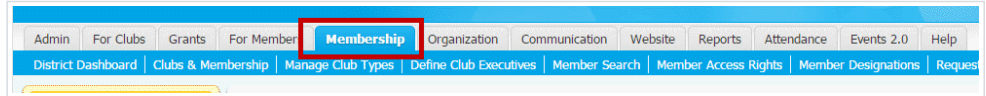
ClubRunner Services
@ClubRunner
#Rotary Club of Hampton Bays, Waverly, Bargara, Weston, Taieri, Twin Rivers, Yuma North End & Menomonie Noon - Welcome to #ClubRunner!
07 Feb

ClubRunner Services
@ClubRunner
Looking for some inspiration for your own #ClubRunner website? Check out a few websites using our Next-Gen themes! bit.ly/2i1RbsA
03 Feb

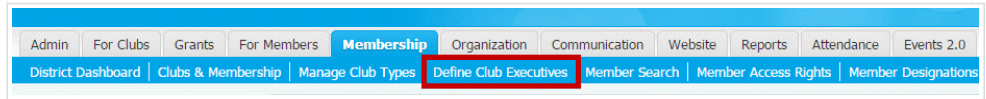
ClubRunner Services
@ClubRunner
Embed View on Twitter



3. You are now on the **District Administration** page. Click the **Memberships** tab just under the header.



4. Next, click on the **Define Club Executives** link.



5. You are taken to the **Define Club Position Types** page, where all current position titles defined by your constituent Clubs are listed. To define a new position, click the **Add New Position** link at the top right above the position list.

Define Club Position Types

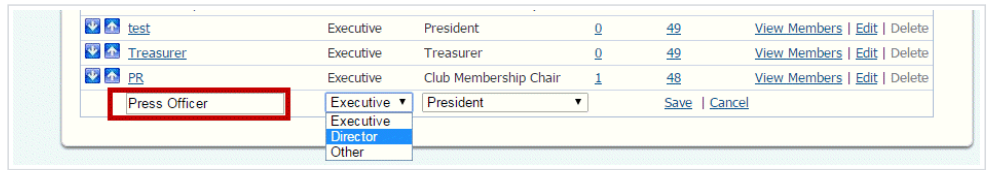
[Previous Year](#) | **Current Year: 2014-15** | [Next Year](#)

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.

[Add New Position](#)

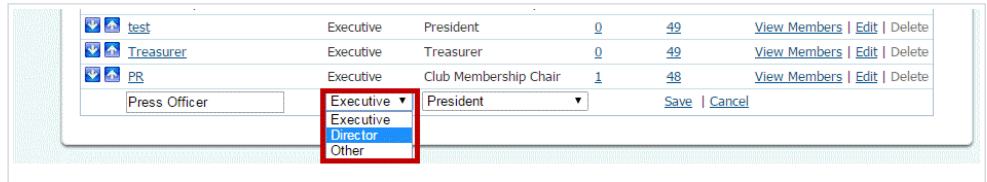
Position	Exe/Dir	Code	Members	Missing Positions
President	Executive	President	7	42
President Elect	Executive	President Elect	2	47
Secretary	Executive	Secretary	2	47
Community Service	Executive	Other	1	48
Vocational Services	Director	Other	0	49
Club Service	Director	Other	0	49

6. Use the fields provided to define the details of the new position. First, enter a title for the position.

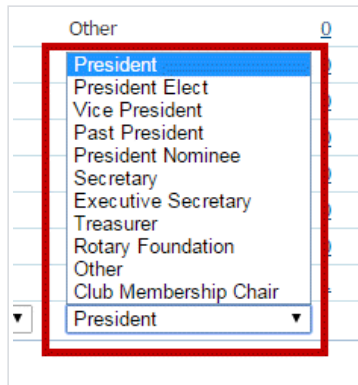


7. Next, to determine the access levels granted to the position, use the drop-down menu to determine whether it is an **Executive** position, a **Director** position, or **Other**.

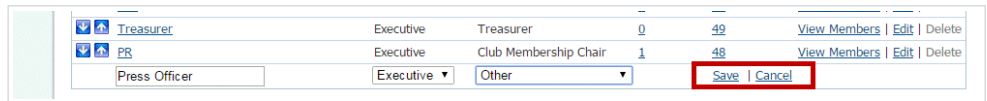
Note: Executive positions have executive access on the District website.



8. Now, define the **Code** that best reflects the position type.



9. Finally, hit **Save** to add the position, or **Cancel** to discard it.



★★★★★ (3 vote(s)) [Helpful](#) [Not helpful](#)