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ClubRunner
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ClubRunner
20 hrs

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



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How do I add a Club Executive?



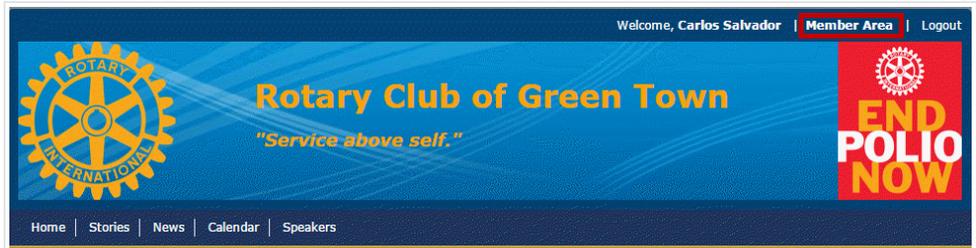
Posted by Mickey D. (Support) on 18 October 2016 04:34 PM

Executives and normal club members have different access rights to ClubRunner at the club and district level. If you have site administrator access, you can add or edit your club's executives and directors. Their names will appear on the club website, as well as on the district organization chart and automatically generated mailing lists. It's important for you to define club executives, as this allows them to access the district site.

1. To manage your club executives, you must go to your club homepage and log in. Click **Member Login** at the top right, just above your club banner.



2. Then, click on **Member Area** on the top right, under your club banner.



3. Along the top of the screen you will see several tabs. Click on the **Organization** tab.



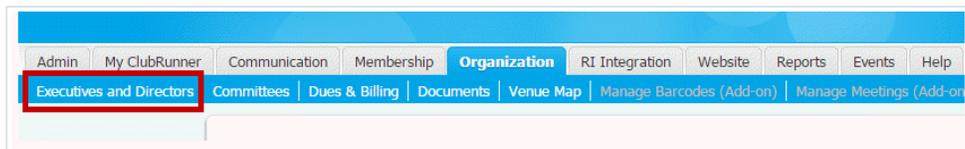
4. The **Organization** tab contains several features which allow you to organize your club membership. Now, click on **Executives and Directors** under the **Organization** tab.

Tweets by @ClubRunner

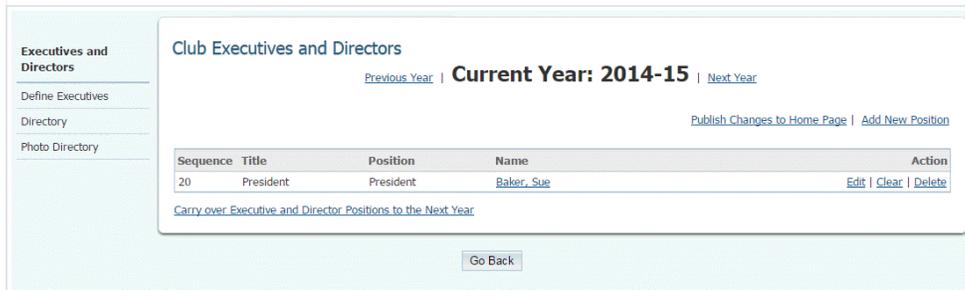
ClubRunner Services
@ClubRunner
#Rotary Club of Hampton Bays, Waverly, Bargara, Weston, Taieri, Twin Rivers, Yuma North End & Menomonie Noon - Welcome to #ClubRunner!
07 Feb

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

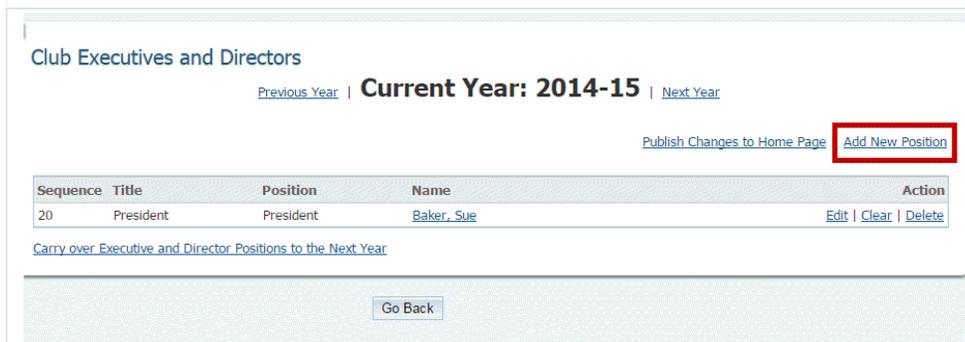
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5. You are now on the **Club Executives and Directors** page. Here, you can identify club directors and executives, remove past directors and executives, edit their contact details, and more.



6. To add a new executive position, click **Add New Position**, which is located at the right side of the screen under the **Current Year** heading.



7. 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.

*Note: The heading **Sequence**, at the far left, refers to the order in which executives appear on the homepage. This value is pre-determined by the position you select for a club member. To find out how to edit the Sequence, read the article [Edit Your Club Executives \[step # 7\]](#). This link opens in a new window.*

Club Executives and Directors

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

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

Sequence	Title	Position	Name	Action
	<input type="text" value="Public Relations"/>	-- Select Position Title --	Select Member	Save Cancel
20	President	-- Select Position Title --	-- Select Member --	
		President-Elect	Baker, Sue	Edit Clear Delete

[Carry over Executive and Director Positions to th](#)

Public Relations
 Immediate Past President
 Membership
 Club Administration
 Service Projects
 The Rotary Foundation
 future vision
 President
 Tester
 New Generations
 Other1

8. Next, use the drop down menu under the Select Member heading to assign one of your members to the position.

Club Executives and Directors

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

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

Sequence	Title	Position	Name	Action
	<input type="text" value="Public Relations"/>	<input type="text" value="Public Relations"/>	Select Member	Save Cancel
20	President	President	-- Select Member --	Edit Clear Delete

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-- Select Member --
 -- Select Member --
 Baker, Sue
 Bames, Bill
 Salvador, Carlos

9. Finally, hit **Save** if you want to finalize your selection. Click **Cancel** if you wish to discard the information you've entered.

Club Executives and Directors

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Sequence	Title	Position	Name	Action
	<input type="text" value="Public Relations"/>	<input type="text" value="Public Relations"/>	Select Member	Save Cancel
20	President	President	Bames, Bill	Edit Clear Delete
			Baker, Sue	

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10. You'll now see your newly added executive listed on the **Club Executives and Directors** page.

Club Executives and Directors

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

Sequence	Title	Position	Name	Action
20	President	President	Baker, Sue	Edit Clear Delete
220	Public Relations	Public Relations	Barnes, Bill	Edit Clear Delete

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