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Bulletin Manual


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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?

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# How to update Club Officers



Posted by David H. (Support) on 22 August 2016 02:34 PM

Clubs can now update their club officer information on ClubRunner and have this information automatically synch to Rotary International.

1. Login to your club's administration page.
2. Under the heading **Membership Manager**, click on **Edit Executives and Directors**.

**Membership Manager**

- [Club Dashboard](#)
- [Active Member List](#)
- [Other Users List](#)
- [Inactive Members List](#)
- [Friends of the Club](#)
- [Bulletin Subscribers](#)
- [New Member Program](#)
- [Dues & Billing](#)
- [Switch on Data Integration with RI \(Automatic\)](#)
- [Report Data Changes to RI \(Manual Emails\)](#)
- [Request Member Updates](#)
- [Edit Executives and Directors](#)
- [Committee Management](#)
- [Birthday & Anniversary Report](#)
- [Gender Distribution \(Summary\)](#)
- [Download Member Data \*\*NEW!\*\*](#)
- [Custom Reports \(Optional\)](#)
- [Member Designations](#)

3. Next, click on the **Carry Over Executive and Director Positions to the Next Year** link at the bottom of the left of the list.

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](http://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

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
20	President	President	<a href="#">Baker, Sue</a>	<a href="#">Edit</a>   <a href="#">Clear</a>   <a href="#">Delete</a>
220	Public Relations	Public Relations	<a href="#">Barnes, Bill</a>	<a href="#">Edit</a>   <a href="#">Clear</a>   <a href="#">Delete</a>

Carry over Executive and Director Positions to the Next Year

4. This will take you to the next year, where you can select your club executives and directors using the drop down menus provided.

Club Executives and Directors

[Previous Year](#) | **Year: 2015-16** | [Next Year](#)

[Add New Position](#)

Sequence	Title	Position	Name	Action
20	President	President	Select Member	<a href="#">Save</a>   <a href="#">Cancel</a>
220	Public Relations	Public Relations	-- Select Member --	<a href="#">Edit</a>   <a href="#">Clear</a>   <a href="#">Delete</a>

Carry over Executive and Director Positions to the Next Year

Go Back

- Select Member
- Select Member --
- Select Member --
- Baker, Sue
- Barnes, Jr, Bill**
- Barnes, Bill
- Jackson, Eva
- Kornbluth, Cyril
- Merril, Judith
- Osimov, Isaak
- Pevensie, Susan
- Salvador, Carlos
- Tang, Simon
- Trout, Kilgore
- van Voght, Alfred

5. When you click **Save**, the executive positions will be synchronized with Rotary International.

[Add New Position](#)

Sequence	Title	Position	Name	Action
20	President	President	Select Member	<a href="#">Save</a>   <a href="#">Cancel</a>
220	Public Relations	Public Relations	Kornbluth, Cyril	<a href="#">Edit</a>   <a href="#">Clear</a>   <a href="#">Delete</a>

Carry over Executive and Director Positions to the Next Year

★☆☆☆☆ (18 vote(s)) [Helpful](#) [Not helpful](#)