

## How do I access the district directory? (District)

Michael C. - 2021-04-16 - Reports

ClubRunner gives you access to member directors at the Club and District level. To access the **District eDirectory**, you'll need to log in on your District webpage.



















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.
3. You are now on the District Administration page. Above the Administration heading you will see a number of tabs. To access the eDirectory, click on **Organization**.
4. Next, click on **District eDirectory Reports 2.0**.
5. You can now view the **District eDirectory** reports. You can click on the **Word** or **PDF** icon to download the report.

**Note:** The **Regenerate** button is grayed out if you do not have certain access. To generate an updated report please contact the Site Administrator. Once the report is set to be regenerated it will take up to 30 minutes for the report to be generated.

## ClubRunner Demo District eDirectory

Please note the date of the report to ensure you are getting up to date information. Click on the **Regenerate** button to request the report be queued for an update. Reports are generated every 30 minutes to ensure system performance. You will automatically receive an email once the report is generated.

[Previous Year](#) | **Current Year: 2020-21** | [Next Year](#)

Yearly Reports	Generated		
<b>Club and District Leadership Directory</b> Alphabetical listing by city and Club. Includes contact information for club leadership, club committee assignments and district assignments.	12:21 PM Apr 16 2021	<a href="#">Regenerate</a>	 
<b>Club Executives and Directors</b> Club Executives and Directors description	12:21 PM Apr 16 2021	<a href="#">Regenerate</a>	 
<b>Club Presidents</b> Double column layout of all Presidents with photo and full contact information.	12:21 PM Apr 16 2021	<a href="#">Regenerate</a>	 
<b>Committees</b> Double column layout of all committees along with committee chair names and email addresses.	Never	<a href="#">Regenerate</a>	 
<b>District Organization and Presidents</b> District Organization and Presidents	12:22 PM Apr 16 2021	<a href="#">Regenerate</a>	 
<b>District Organization and Presidents (Photo)</b> District Organization and Presidents	Never	<a href="#">Regenerate</a>	 
<b>District Organization Chart</b> District Governor and Officers (including AG's) along with photos and full contact information.	Never	<a href="#">Regenerate</a>	 
<b>District Organization Directory</b> Photos and contact information for District Executive Leadership, Senior Assistant Governors, Assistant Governors, Club presidents, and District Committee Chairs.	Never	<a href="#">Regenerate</a>	 
Standing Reports	Generated		
<b>Club Information</b> Double column layout of all clubs in the District along with meeting information.	Never	<a href="#">Regenerate</a>	 

6. You can use the links on the left side of the screen to access the **Search Directory**, look up a given member, build a report, or access trend reports.



Search Directory  
Lookup Member



Custom Export

#### eDirectory Builder

Don't see a report that suits your needs? Build a custom report with our highly flexible eDirectory Builder!

[Launch eDirectory Builder](#)

#### Trend Reports

Club Size/Growth Report  
District Dashboard  
Rule of 85  
Gender Distribution (Summary)  
Gender Distribution (Members)  
Age Distribution (Summary)  
Age Distribution (Members)  
Years of Service Distribution (Summary)  
Years of Service Distribution (Members)  
Login Activity (Summary)  
Login Activity (Members)

#### Club Positions

View and download members in a particular club position for all clubs.

[View Club Positions](#)