

ClubRunner

Help Articles > District Help > District - Club Executives' Guide > Membership Management > How do I add a club executive or director on the district's website?

How do I add a club executive or director on the district's website?

Omar S. - 2021-03-31 - Membership Management

You have the ability to add club Executives and Officers via your District page, provided you have appropriate access levels.

1. To do this, 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. Now, click on the **For Clubs** tab.
4. Next, select the **Define Club Executives** link.
5. This brings you to a page listing the current club Executives and Directors. Use the **Next Year**, or **Previous Year** links if required to navigate to the year you want to update.

Club Executives and Directors **Green Town**

Club

[« Previous Year](#) | **2020 - 21** | [Next Year »](#)

Drag and drop positions to change their sequence

Title	Position	Name	Actions
⋮ President	President	Leigh Brackett	Edit Clear Delete
⋮ Secretary	Secretary	Mickey Dewy	Edit Clear Delete
⋮ Treasurer	Treasurer	Judith Draper	Edit Clear Delete
⋮ Rotary Foundation Chair	Rotary Foundation	Cyril Kornbluth	Edit Clear Delete
⋮ Sergeant-at-Arms	Sergeant-at-Arms	Edward Chu	Edit Clear Delete

[Click here to see how to copy the current positions to the next year](#)

Adding a New Position

1. Once you have the correct year selected, add a new officer by clicking the **Add New Position** button at the right side of the screen.

Club Executives and Directors **Green Town**

Club

« Previous Year | 2020 - 21 | Next Year »

Drag and drop positions to change their sequence

Title	Position	Name	Actions
President	President	Leigh Brackett	Edit Clear Delete
Secretary	Secretary	Mickey Dewy	Edit Clear Delete
Treasurer	Treasurer	Judith Draper	Edit Clear Delete
Rotary Foundation Chair	Rotary Foundation	Cyril Kornbluth	Edit Clear Delete
Sergeant-at-Arms	Sergeant-at-Arms	Edward Chu	Edit Clear Delete

2. Here, you can change the add the Position, Title, and Name of the officer.

- **Position** is the position the officer has in the club.
- **Title** refer to the title of the officer, which you can modify as needed for your club. This field is mandatory.
- **Name** is the name of the officer.

Click **Save** to keep your changes, or **Cancel** to discard them.

Add New Position

Position: *

Title: *

Name:

3. You can see Sue was added as President.

Note: To change the order of the officers, drag and drop the position into the desired sequence.

Club executive added

Club Executives and Directors Green Town

Club

« Previous Year | 2020 - 21 | Next Year »

Drag and drop positions to change their sequence

Title	Position	Name	Actions
President	President	Leigh Brackett	Edit Clear Delete
President Elect	President Elect	Mary Jane	Edit Clear Delete
Secretary	Secretary	Mickey Dewy	Edit Clear Delete
Treasurer	Treasurer	Judith Draper	Edit Clear Delete
Rotary Foundation Chair	Rotary Foundation	Cyril Kornbluth	Edit Clear Delete
Sergeant-at-Arms	Sergeant-at-Arms	Edward Chu	Edit Clear Delete

Carry Positions Over to the Next Year

1. At the start of the new year instead of entering the positions all over again you can save time by carrying them over to the next year. To do this click the **Carry Over Next Year** button.

Note: If this button is grayed out, this means there are already positions listed for the next year. Delete those next year positions to reactivate the button.

Club Executives and Directors Green Town

Club

« Previous Year | 2020 - 21 | Next Year »

Drag and drop positions to change their sequence

Title	Position	Name	Actions
President	President	Leigh Brackett	Edit Clear Delete
President Elect	President Elect	Mary Jane	Edit Clear Delete
Secretary	Secretary	Mickey Dewy	Edit Clear Delete
Treasurer	Treasurer	Judith Draper	Edit Clear Delete
Rotary Foundation Chair	Rotary Foundation	Cyril Kornbluth	Edit Clear Delete
Sergeant-at-Arms	Sergeant-at-Arms	Edward Chu	Edit Clear Delete

2. The assigned titles and positions are automatically carried over to the next year.

Note: The names of the members are not carried over, only the positions. To view the next year, click **Next Year** at the top right.

Club Executive and Director positions and yearly Committees have successfully carried over to the new year.

Club Executives and Directors **Green Town**

Club

<< Previous Year | 2020 - 21 | **Next Year** >>

Drag and drop positions to change their sequence

Title	Position	Name	Actions
President	President	Leigh Brackett	Edit Clear Delete
President Elect	President Elect	Mary Jane	Edit Clear Delete
Secretary	Secretary	Mickey Dewy	Edit Clear Delete
Treasurer	Treasurer	Judith Draper	Edit Clear Delete
Rotary Foundation Chair	Rotary Foundation	Cyril Kornbluth	Edit Clear Delete
Sergeant-at-Arms	Sergeant-at-Arms	Edward Chu	Edit Clear Delete

3. Here, you can confirm the officer positions are correctly assigned for the next year.

Club Executives and Directors **Green Town**

Club

<< Previous Year | 2021 - 22 | Next Year >>

Drag and drop positions to change their sequence

Title	Position	Name	Actions
President	President		Edit Clear Delete
President Elect	President Elect		Edit Clear Delete
Secretary	Secretary		Edit Clear Delete
Treasurer	Treasurer		Edit Clear Delete
Rotary Foundation Chair	Rotary Foundation		Edit Clear Delete
Sergeant-at-Arms	Sergeant-at-Arms		Edit Clear Delete

Related Content

- [How do I define Executive/Director positions for clubs?](#)
- [ClubRunner District training for club executives PPT](#)
- [ClubRunner District guide](#)
- [How do I view and edit my club's membership on the district's website?](#)