

ClubRunner

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How to download a list of members holding a Club Position?

Omar S. - 2023-01-19 - Club Management

You can download a spreadsheet list for different Club Positions using your District database.

Use the steps below to download a spreadsheet file for any Club Position:

1. In the District Member Area, in the top blue bar, click **Membership**.
2. In the grey bar below, click **Define Club Executives**.
3. On the Define Club Executives page, click the **Define Club Positions** link, just below the page title.

Define Club Executives

[Define Club Positions](#)

Club Name	Action
Azure Metro	Define Current Year Executive Define Next Year Executive
Blue Village	Define Current Year Executive Define Next Year Executive
Crimson Plains 2	Define Current Year Executive Define Next Year Executive
CRX2020	Define Current Year Executive Define Next Year Executive
Cyan Test	Define Current Year Executive Define Next Year Executive
Green Town	Define Current Year Executive Define Next Year Executive
Magenta Test	Define Current Year Executive Define Next Year Executive
Orange City	Define Current Year Executive Define Next Year Executive











1. While viewing the Define Club Position Types page, click the **View Members** link on the right for the position.

Define Club Position Types

[Previous Year](#) | **Current Year: 2022-23** | [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	Action
  President	Executive	President	4	15	View Members Edit Delete
  Vice President	Executive	Vice President	2	17	View Members Edit Delete
  President Elect	Executive	President Elect	1	18	View Members Edit Delete
  Past President	Executive	Past President	0	19	View Members Edit Delete
  Secretary	Executive	Secretary	3	16	View Members Edit Delete

1. Click **Export to CSV** to download a spreadsheet with the member information for

members holding the position.

District - Defined Club Position - President

[Previous Year](#) | **Current Year: 2022-23** | [Next Year](#)

[Export to CSV](#)

Club	Member
Azure Metro	Allen, Carolyn
Green Town	Parker, Peter
Orange City	Bell, Martha
Purple Metro	Turner, Kevin

Clubs without this position assigned

Club
Blue Village
Crimson Plains 2
CRX2020
Cyan Test

Note

On the District - Defined Club Position page, you can click **Previous Year**, or **Next Year**, to navigate to the list of positions for those years.