

ClubRunner

Help Articles > Club Help > Club - Members' Guide > My ClubRunner > Where can I find the club directory?

Where can I find the club directory?

Omar S. - 2022-05-06 - My ClubRunner

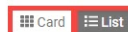
Keeping track of contact information for your club is easy, thanks to the **Club Directory** which is automatically generated by ClubRunner. As a member, you may view the profile photos and contact details of your fellow club members.

1. To access the **Club Directory**, you must go to your club homepage and log in. Then, click on **Member Area** on the top right.
2. Along the top of the screen you will see several tabs. Click on the **My ClubRunner** tab.
3. Click on **Directories**.
4. You will now see the **Club Directory** page. There are two different Club Directories you can see:

List View Directory - This List view displays the members and their contact information in a list. [Click here to learn more about the List Directory.](#)

Card View Directory - This displays the members, their profile picture, and more contact information in a nice report. [Click here to learn more about the Card View Directory.](#)

Club Directory

[Export to PDF](#)

Member Name	Email	Preferred Phone	Cell Phone	Member Type
Baker, Sue	suebaker@example.com	202-555-4321 (Home)	202-666-4789	Active
Brackett, Leigh		715-555-2323 (Home)	715-555-2123	Active
Chu, Eddie	edward@example.com	515-555-8888 (Home)	515-555-9999	Active
Corprel, John	Gregor.Buston@sink.sendgrid.net	(Home)		Active - Corporate
Davis, Clare	charris@example.com	202-555-1234 (Home)		Honorary
Dean, John	email1@example.com	202-555-1234 (Home)		Active
Dewy, Mickey	samdun9090@gmail.com	(Home)		Active
Draper, Judith	draperj@example.com	202-555-1234 (Home)		Active

Directory

1. The List Directory displays the club member's names on the left and their contact information is listed to the right, such as email and telephone numbers.

Club Directory

Card List

Search

Export to PDF

Member Name	Email	Preferred Phone	Cell Phone	Member Type
Baker, Sue	suebaker@example.com	202-555-4321 (Home)	202-666-4789	Active
Brackett, Leigh		715-555-2323 (Home)	715-555-2123	Active
Chu, Eddie	edward@example.com	515-555-8888 (Home)	515-555-9999	Active
Corprel, John	Gregor.Buston@sink.sendgrid.net	(Home)		Active - Corporate
Davis, Clare	charris@example.com	202-555-1234 (Home)		Honorary
Dean, John	email1@example.com	202-555-1234 (Home)		Active
Dewy, Mickey	samdun9090@gmail.com	(Home)		Active
Draper, Judith	draperj@example.com	202-555-1234 (Home)		Active

2. There are a few options on this screen. At the top of the screen you can enter the member's **Name** in the **Search** box. While entering the member's name, the page will display the results. To return to the full list, delete the text entered in the **Search** box.

Club Directory

Card List

Draper

Export to PDF

Member Name	Email	Preferred Phone	Cell Phone	Member Type
Draper, Judith	draperj@example.com	202-555-1234 (Home)		Active

Showing 1 to 1 of 1 members (filtered from 20 members)

3. There is also an option to print the member directory. To print the directory, click the **Export to PDF** button in the top-right of the page. This will open a new window with a print-ready version of the club directory, or download the PDF file to your browser. If the the PDF file is downloaded by your browser, open the PDF file on your device and print the document. If the PDF opens on your browser, click the Print icon from the browser to print the Member Directory.

Export to PDF:

Club Directory

Card List

Search

Export to PDF

Member Name	Email	Preferred Phone	Cell Phone	Member Type
Baker, Sue	suebaker@example.com	202-555-4321 (Home)	202-666-4789	Active
Brackett, Leigh		715-555-2323 (Home)	715-555-2123	Active
Chu, Eddie	edward@example.com	515-555-8888 (Home)	515-555-9999	Active
Corprel, John	Gregor.Buston@sink.sendgrid.net	(Home)		Active - Corporate
Davis, Clare	charris@example.com	202-555-1234 (Home)		Honorary
Dean, John	email1@example.com	202-555-1234 (Home)		Active
Dewy, Mickey	samdun9090@gmail.com	(Home)		Active
Draper, Judith	draperj@example.com	202-555-1234 (Home)		Active

Print from the browser:

1 / 1 | - 100% + | [Download] [Print] [More]

Club Directory;


Member Name	Email	Preferred Phone	Cell Phone	Member Type
Baker, Sue	suebaker@example.com	Home: 202-555-4321	202-666-4789	Active
Brackett, Leigh		Home: 715-555-2323	715-555-2123	Active
Chu, Eddie	edward@example.com	Home: 515-555-8888	515-555-9999	Active
Corprel, John	Gregor.Buston@sink.sendgrid.net	Home:		Active - Corporate
Davis, Clare	charris@example.com	Home: 202-555-1234		Honorary
Dean, John	email@example.com	Home: 202-555-1234		Active
Dewy, Mickey		Home:		Active
Draper, Judith	draperj@example.com	Home: 202-555-1234		Active
Hampton, Charles		Home:		Active
Kornbluth, Cyril	cyrilkornbluth@example.com	Home: 202-555-1234		Active
Kuang, Ni	kuangni@example.com	Home: 202-555-1234		Active
Moore, Catherine	speversie@example.com	Home: 202-555-1234		Honorary
Parker, Peter	pparker@sink.sendgrid.net	Home:		Active
Smith, Jose	smith@hotmail.com	Home: 202-555-1234		Honorary
Stapledon, Olaf	seklon@example.com	Home: 202-555-1234		Active

Card View Directory


1. In the top-right of the page, click the **Card** view. You are now on the **Card View for the Directory**. You will see your fellow members listed in alphabetical order, with their photos and basic contact details. If a member has not uploaded a photo, their profile will note this fact. If a member is missing information like email or home phone number it will not display.

Club Directory Card List Export to PDF


Search




Baker, Sue
suebaker@example.com
 123 LaPlace Road
 Green Town, WI 12345
 Canada
 202-555-4321 (Home)
 Active




Brackett, Leigh
 46 Coach Street
 Apartment 22
 Green Town, WI 54459
 Canada
 715-555-2323 (Home)
 Active




Chu, Eddie
edward@example.com
 23 Bradbury Street
 Green Town, WI 54459
 Canada
 515-555-8888 (Home)
 Active



Corprel, John
Gregor.Buston@sink.sendgrid.net
 Real Address
 Real City, BC V0H 1V0
 Canada
 (Home)
 Active - Corporate



Davis, Clare
charris@example.com
 47 Larue Street
 Green Town, WI 54459
 Canada
 202-555-1234 (Home)
 Honorary




Dean, John
 123
 Mississauga, ON 90210
 Canada
 202-555-1234 (Home)
 Active

2. To search for a member, enter the member's name into the Search box at the top-right of the page. While entering the member's name, the results will update below. To return to viewing all of the members, delete the text entered into the Search box.

Club Directory

Card List

Q Draper Export to PDF



Draper, Judith
✉ draperj@example.com
📍 Apt. 1, Futurian Arms
3 Gernsback Way
Green Town, WI 54459
Canada
🏠 202-555-1234 (Home)
Active


Showing 1 to 1 of 1 members (filtered from 20 members)

3. If you click on the member's email, your default email program will launch with their email address automatically filled in.


Club Directory

Card List


Search Export to PDF




Baker, Sue
✉ suebaker@example.com
📍 123 LaPlace Road
Green Town, WI 12345
Canada
🏠 202-555-4321 (Home)
Active




Brackett, Leigh
📍 46 Coach Street
Apartment 22
Green Town, WI 54459
Canada
🏠 715-555-2323 (Home)
Active




Chu, Eddie
✉ edward@example.com
📍 23 Bradbury Street
Green Town, WI 54459
Canada
🏠 515-555-8888 (Home)
Active



Corprel, John
✉ Gregor.Buston@sink.sendgrid.net
📍 Real Address
Real City, BC V0H 1V0
Canada
🏠 (Home)
Active - Corporate



Davis, Clare
✉ charris@example.com
📍 47 Larue Street
Green Town, WI 54459
Canada
🏠 202-555-1234 (Home)
Honorary



Dean, John
📍 123
Mississauga, ON 90210
Canada
🏠 202-555-1234 (Home)
Active