

ClubRunner – EDITING CLUB OFFICERS

Club Directors

Assign a member to a director position

- **Login** as usual, then go to the **Admin** page.
- Under the section **Membership Manager**, click on the link **Edit Executives & Directors**. See image below.



- In the **Club Executives and Directors** page, you will see a list of all the director positions available. Simply click on the link **Select** beside each one, then specify the **member** from the list.

Note: This information is needed to display the directors list on the home page. If the director has an email address, the director's name will become a link to email that person. Otherwise, the name will just be displayed.

Add Executive and Director Positions

You can add new executive positions to your site.

- Click on the **Admin** tab located at the top of the home page.
- Click on **Edit Executives & Directors** in the Membership Manager section.
- Click on **Add New Position**, located at the top right.
- Type in the **title** of the new position.
- Press **Save**.

You can now select the member to fill this new position.

Please note:

- Please note that these positions are shared by clubs across your District.
- If a club within the District is using that position, you will not be able to delete it from the list.
- If you leave a club executive or director position blank, it will not show on your club's home page.

Next Year's Executive and Director Positions

You can take up to a full year to define the members that will replace the executive positions on your site. At the beginning of the new year, an automatic message will prompt you to push a button that will transfer all the Next Year positions to the current year.

To define your next year executive:

1. Click on the **Admin** tab located at the top of the home page.
2. Click on **Define Next Year's Executive** in the **Membership Manager** section.
3. This will bring you to the **Next Year's Club Executive** page. Click on **Select** next to the executive position you wish to assign.
4. Select the **member** that corresponds to the position.
5. Click on **Save**. *Repeat the above steps until you have defined all your club executives.*

Notes: You can only define a next year position for positions that are filled this year.

Transferring Executives in the New Year

On the first day of the new club year, you will see a red notice at the top of the Admin page. Follow the link and instructions, and ClubRunner will transfer all Next Year positions into the current year.

For those positions that are not defined in the Next Year category, no change will take place. In other words, it will not erase any current year position assignments.