

## How Do I Assign A Member Designation On The District Website?

Club members may receive a special member designation to indicate a status or function within the Club. You can assign the designations to the member's profile to help further distinguish the member.

1. To assign a member designation to a club member, go to your district website and click on the Member Login link at the top right of the page. Then you can enter your login details to access the member area.
2. Once logged in, on the District's homepage, click on the Member Area link in the top right corner.
3. Clicking the Member Area link will bring you to the District Administration page. To continue, click on the For Clubs tab in the blue navigation bar.
4. Then click on Membership Lists to view a list of your club's members.
5. In the list of members, under the Action column, you will find a link to Designation. Clicking on the Designation link will bring you the page where you can assign specific designations to the individual member.



### Active Members List

Select Club:

Members per Page:

[All](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

[Add New Member](#)

Email	<input type="checkbox"/> By First Name	Name ▲	Type	Access	Action
		Applegate, John	Active	70	<a href="#">Designation</a>   <a href="#">Change Status</a>   <a href="#">Reset Password</a>
		Baker, Sue	Active	70	<a href="#">Designation</a>   <a href="#">Change Status</a>   <a href="#">Reset Password</a>










6. Check the box next to each designation you would like to assign.

### Assign Member Designations

Assign the designations that apply to this member. You can optionally include a comment for each designation, such as year, club name, number of awards, etc.

Member: **John Applegate**

Designations: **Universal Designations:**

<input checked="" type="checkbox"/>		Bequest Society	<input type="text"/>
<input type="checkbox"/>		District Officer	<input type="text"/>
<input type="checkbox"/>		Past District Governor	<input type="text"/>
<input type="checkbox"/>		Past District Officer	<input type="text"/>
<input type="checkbox"/>		Past President	<input type="text"/>
<input type="checkbox"/>		Paul Harris Fellow	<input type="text"/>
<input type="checkbox"/>		Paul Harris Society	<input type="text"/>
<input checked="" type="checkbox"/>		PHF+1-9	<input type="text" value="2"/>
<input checked="" type="checkbox"/>		Sustaining Member	<input type="text"/>

7. Optionally, a comment can be added to the designation. For example, the year it was assigned, the Club name, the total number of awards, etc.

8. District designation can be assigned to members who have gone through various stages of the Youth Protection protocol.