ClubRunner

How do I add a club executive?

Michael C. - 2025-04-10 - Club Management

ClubRunner holds the Club Officers. It is very important to keep the Executives and Directors page updated. This data can be displayed on the Club's website, allows access to the District so the officer can make changes for the Club, and more. Please follow the steps below to learn how to add a Club Executive or Director.

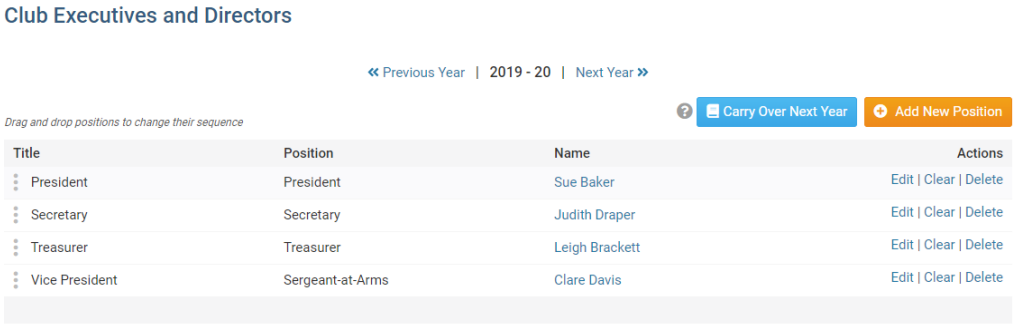
1. To manage your club executives, you must go to your club homepage and log in. Click **Member Login** at the top right. Enter your login name and password, and click login.

2. Then, click on **Member Area** on the top right.

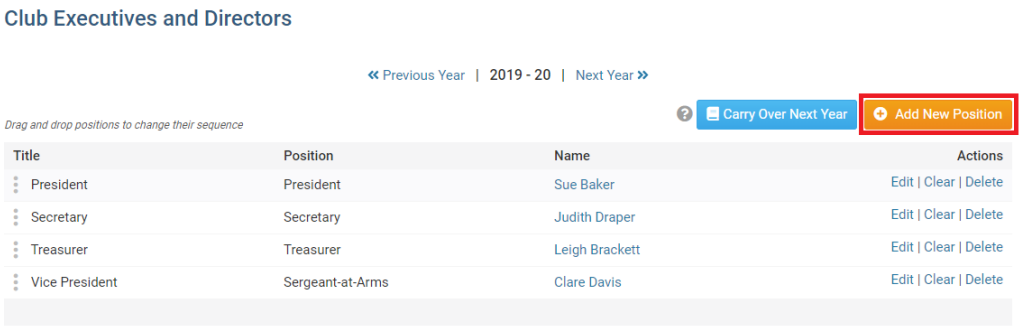
3. Along the top of the screen you will see several tabs. Click on the **Organization** tab.

4. The **Organization** tab contains several features which allow you to organize your club membership. Now, click on **Executives and Directors** under the Organization tab.

5. You are now on the **Club Executives and Directors** page. Here, you can identify the Club Officers, remove past officers, edit their contact details, and more.



6. To add a new officer position, click the **Add New Position** button, on the right.

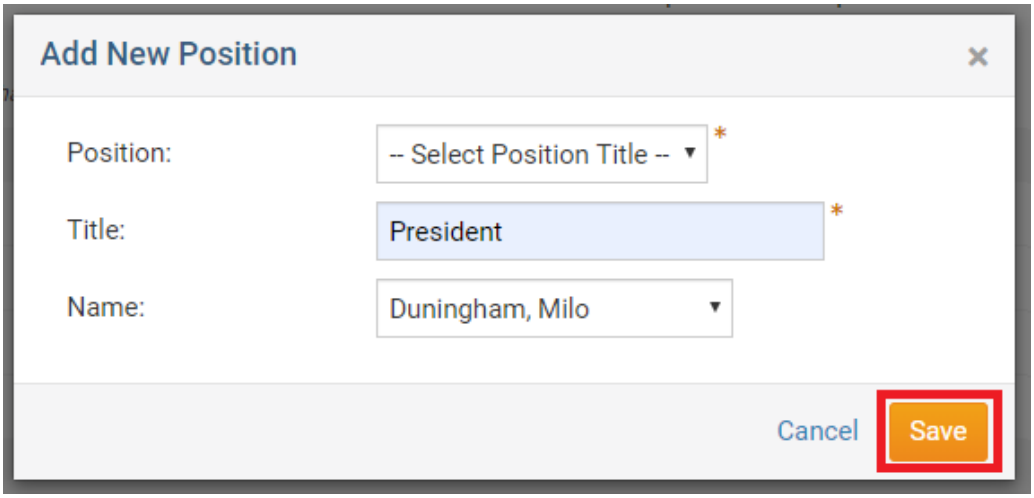


7. A dialog box will appear on the page, where you can select the **Position**, **Title**, and **Name** of the officer.

    - **Position** is the position the officer has in the Club.
    - **Title** refers 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.

8. Once the position is entered click **Save** to save your changes, or **Cancel** to discard them.



9. You'll now see your newly added executive listed on the **Club Executives and Directors** page.

   Note: To change the order of the officers, drag and drop the **Grab Points** to the position in the sequence preferred.

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