

Working with Committees in ClubRunner

All club members can VIEW the club committees. Anyone with access level 30, 40 or 50 can set up and add members to a committee (in other words, all Club Officers and Directors and the Webmaster).

To access the club committee information:

- From the **Home** page, log into ClubRunner
- Once you have logged in, on the **Home** page click on **Member Area** in the upper right-hand corner
- Once you're in ClubRunner, click on **Organization** in the blue menu bar at the top of the page
- When you click on **Organization**, a new submenu bar with a white background will open up immediately below the blue menu bar. Click on **Committees** in the submenu bar

As a shortcut, the link to our club's Committees page is

<https://www.crsadmin.com/gen/Committee/CommitteeList.aspx?SelectedId=6e90c4eb-e1fc-40e3-98ce-abadd6b38034&aid=3870>

By default you will be shown the committees for the current Rotary year. If you want to see/work with committees for a different year, choose a new year near the top of the screen using the << >> buttons.

To set up a committee:

- Click on the orange **Add New Committee** button on the right side of the page. A new window will open up
 - First, give the committee a descriptive **name**
 - Next, **assign the committee to a Director** by clicking on the Director box and scrolling down until you see the Director you want. Click on that Director name.
 - Finally, enter a **description** of the committee if it is not obvious from the committee name

Optional

- You can also associate this committee to a committee from a previous Rotary year
- Click the orange **Save** button to save the committee name and return to the **Committees** screen

On the **Committees** screen, you should see the new committee under the name of the Director to whom the committee was assigned.

To add/delete members to a committee, including designating the committee chair/champion:

- Click on the committee name

To add a member:

- Click on the **Add Member** button. A new window will open.
 - On step 1, click on the dropdown menu next to **Members**, and then scroll down until you see the member name. Click on the name
 - On step 2, type in the member's position on the committee, such as **Champion**. You can leave this field blank for a standard member
 - On step 3, indicate the **access level** of the member in the committee (basically, can the person edit committee information?)
- Click **Save** to save your information

To delete a member from a committee:

- Click on the red X to the right of the member name