

Identifying Missing Presidents-Elect in DACdb and ClubRunner

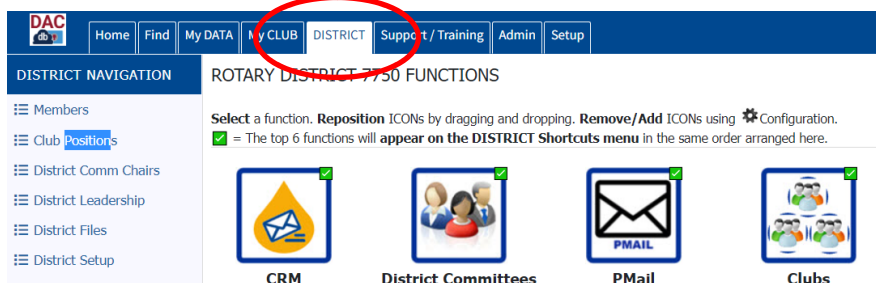
One of the highest-priority Key Success Factors for a District Governor Elect is to get all Presidents-Elect identified early in the year – **well before** you begin promoting Pre-PETS and PETS attendance. July 1 is a good time to start this effort, as the Standard Club Constitution requires that the PEs and other officers are elected in December PRIOR to the start of a Rotary year.

NOTE: All PEs for 2023-24 (Presidents in 2024-25) should have been elected in December of 2022.

Identifying Missing Presidents-Elect in DACdb

Step 1:

Start on the **District Tab** in DACdb:



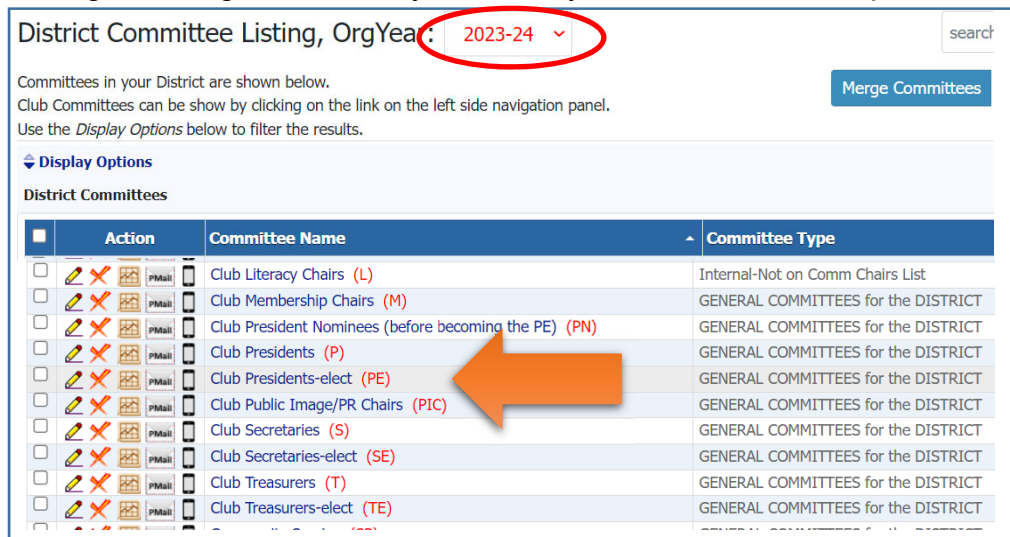
Step 2:

Open District Committees:



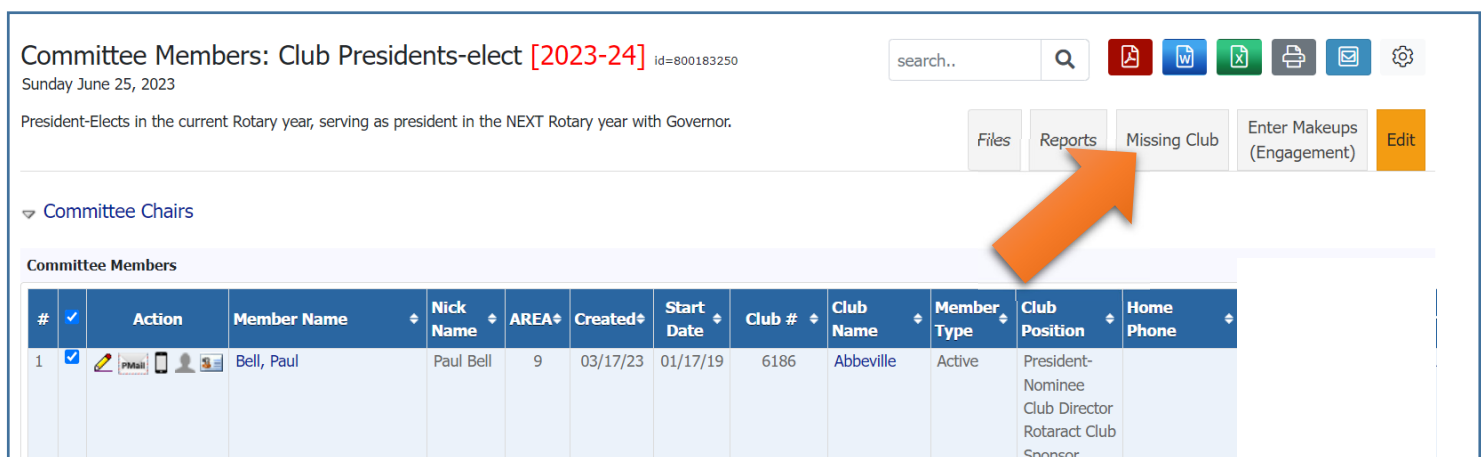
Step 3:

Change the Org Year to the year when you'll be DGE, then open the Presidents-Elect Committee:



Step 3: Open the PE Committee for the same year in which you're Governor-Elect.

Step 3a: Click the Missing Club Button:



Step 4:

Clubs with no PE in DACdb are identified. Contact the current President or Club Secretary to ask who the PE is, and remind them that person should already be elected.

Club Presidents-elect 2023-24 -- Club Reconcile
Sunday June 25, 2023

Club Reconcile is showing Only Clubs with members on this committee.

Show All Clubs: ☐

You have the option of exporting the list to Word, Excel or Print, as well as sending a PMail to the officers of your choosing.

✓	Club Name	District	Member	Member Type	Home	Office	Cell Phone	Email
D-7750								
✓	Batesburg-Leesville	7750						
✓	Blacksburg	7750						
✓	Carolina Foothills	7750						
✓	Chester	7750						
✓	Clinton	7750						
✓	Clover	7750						
✓	---	----						

Step 5:

Send the newly-identified PE's name & club name to your District Administrator, District Communication Officer or District Secretary for entry in Club Positions. That person will be in the Committee the next time you open it.

Another Option:

1. On the District tab in DACdb, open DISTRICT REPORTS
2. Open Report 3.20 – District and Club Leadership
3. Change the Org Year to the year you're Governor
4. Check off the positions to include (including President-Elect)
5. Click VIEW at the top right or export to Excel or Word

You can spot the missing PEs, and you also have contact information for the President, Secretary, etc., if known.

Club Runner Report of Club Officers—both reported and unreported

District and Club Executives can access the eDirectory Reports. These reports pull information about the District and Clubs. To learn how to access this area and view the reports please follow the steps below.

1 Go to the District's website and click **Member Login**, near the top right.

2

Enter in your login information and then click **Login**. After you login, you will be forwarded back to the homepage. Click on **Member Area**, near the top right to get into the member area.

3 On the grey menu bar near the top, click **Reports** and then **eDirectory Reports 2.0** on the blue menu bar.

4

This takes you to the eDirectory Report page. This page has multiple reported created by ClubRunner and the District. The **Regenerate** button is greyed out because only District Executives with the correct access level can click it. If you need a report regenerated, please contact a District Executive or Administrator.

Choose the second report: **Club Executives and Directors**

Use “next year” to go to 2024-25



- Click on this icon to download a Word document of the report.



- Click on this icon to download a PDF version of the report.

ClubRunner Demo District eDirectory

Please note the date of the report to ensure you are getting up to date information. Click on the **Regenerate** button to request the report be queued for an update. Reports are generated every 30 minutes to ensure system performance. You will automatically receive an email once the report is generated.

[Previous Year](#) | **Current Year 2020-21** | [Next Year](#)

Yearly Reports	Generated
Club and District Leadership Directory Alphabetical listing by city and Club. Includes contact information for club leadership, club committee assignments and district assignments.	12:21 PM Apr 16 2021
Club Executives and Directors Club Executives and Directors description	12:21 PM Apr 16 2021
Club Presidents Double column layout of all Presidents with photo and full contact information.	12:21 PM Apr 16 2021
Committees Double column layout of all committees along with committee chair names and email addresses.	Never
District Organization and Presidents District Organization and Presidents	12:22 PM Apr 16 2021
District Organization and Presidents (Photo) District Organization and Presidents	Never
District Organization Chart District Governor and Officers (including AG's) along with photos and full contact information.	Never
District Organization Directory Photos and contact information for District Executive Leadership, Senior Assistant Governors, Assistant Governors, Club presidents, and District Committee Chairs.	Never

Standing Reports	Generated
Club Information Double column layout of all clubs in the District along with meeting information.	Never