How Do I View Reports (District)

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.
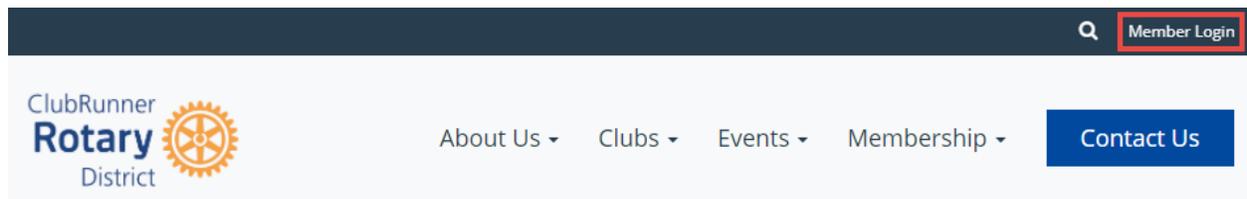
2. Enter in your login information and then click **Login**. After you login, you will be forwarded back to the homepage. Click on **Member Area**, near the top right to get into the member area.
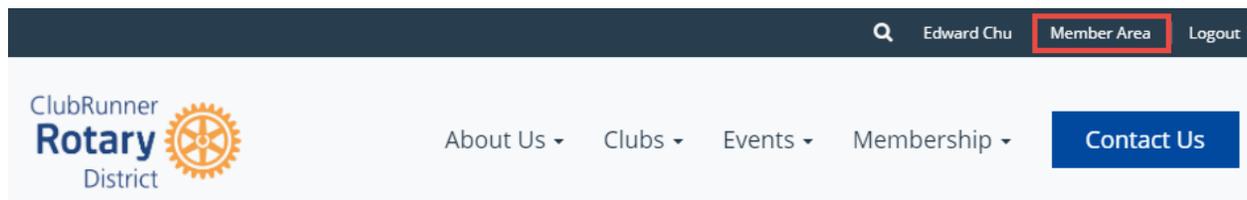
3. On the grey menu bar near the top, click **Reports** and then **eDirctory Reports 2.0** on the blue menu bar.

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.

 - 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: 2016-17** | 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.	1:58 PM Jan 25 2017	Regenerate	W	PDF
Club Executives and Directors Club Executives and Directors description	1:58 PM Jan 25 2017	Regenerate	W	PDF
Club Presidents Double column layout of all Presidents with photo and full contact information.	1:58 PM Jan 25 2017	Regenerate	W	PDF
Committees Double column layout of all committees along with committee chair names and email addresses.	Never	Regenerate		
District Organization and Presidents District Organization and Presidents	1:58 PM Jan 25 2017	Regenerate	W	PDF
District Organization and Presidents (Photo) District Organization and Presidents	1:58 PM Jan 25 2017	Regenerate	W	PDF
District Organization Chart District Governor and Officers (including AG's) along with photos and full contact information.	1:58 PM Jan 25 2017	Regenerate	W	PDF
District Organization Directory Photos and contact information for District Executive Leadership, Senior Assistant Governors, Assistant Governors, Club presidents, and District Committee Chairs.	1:58 PM Jan 25 2017	Regenerate	W	PDF

Standing Reports	Generated			
Club Information Double column layout of all clubs in the District along with meeting information.	1:58 PM Jan 25 2017	Regenerate	W	PDF

Indicates that this report is queued to be generated. Reports are built every 30 minutes. You will automatically receive an email once the report is generated.