

Committee Module Tutorial

To manage your committee, log into the club website at www.soonerrotary.org

When you log in, you will be taken to the admin page.

[Link to old admin screen](#)

The screenshot shows two main navigation panels. The left panel, titled 'My ClubRunner', contains links for profile management, password changes, photo uploads, commitments, member activities, friends, bulletins, club directories, mailing labels, eDirectory reports, message centers, documents, attendance, committees, and billing. The right panel, titled 'Membership Manager', contains links for member lists, user management, newsletters, orientations, dues, data integration, reports, update requests, executive management, committee management (circled in red), birthday reports, data downloads, custom reports, and designations. Below this is a 'Meeting Services' section with links for attendance input for the current and previous years.

On the right, under Membership Manager, click on the Committee Management link.

The screenshot shows a table titled 'Current: 2011 - 12' with a header 'Add New Committee'. The table has four columns: Name, Chair, Type, and Actions. The first row is highlighted in blue and represents the 'Community Service' committee, with 'Connie Eckstein' as the chair. Other committees listed include Fundraising, International Service, Membership, NEXUS, Program, Public Relations, Vocational Service, Ways & Means, Sergeant-At-Arms, Fellowship, and New Generations.

Name	Chair	Type	Actions
Community Service (Director: Connie Eckstein)	Connie Eckstein		
Fundraising (Director: Rodney Young)	Amy Bass , Rodney Young		
International Service (Director: Joan Barker)	Joan Barker		
Membership (Director: James Harp)	James Harp		
NEXUS (Director: Lucinda Francis)	Lucinda Francis		
Program (Director: Christi Moore)	Christi Moore		
Public Relations (Director: Jennifer Tregarthen)	Jennifer Tregarthen		
Vocational Service (Director: Diane Murphree)	Kevin Murphree		
Ways & Means (Director: Bob Dill)	Bob Dill		
Sergeant-At-Arms (Director: Clifton Thomas)	Clifton Thomas		
Fellowship (Director: Steve Clark)	Steve Clark		
New Generations (Director: Andy Paden)	Andy Paden , Todd Kahoe		

On the left side of the page, click on the link with your committee name.

Example: Community Service

Current: 2011 - 12

Members Subcommittees Documents Email

Sort using first name Add Member

Name	Club	Position	Access Level	Home Phone	Work Phone	Actions
Boehrer, Terry	Norman Sooner		Member	288-0138	239-7981 xt 730	
Eckstein, Conni	Norman Sooner	Chair	Chair	405-701-0606	405-610-3188	
Hildebrand, Judy	Norman Sooner		Member	217-2094	360-7999	
Kent, Evan	Norman Sooner		Member		405-329-7600	
Mitchell, Newt	Norman Sooner		Member	360-4611	360-2515	
Roberts, Barry	Norman Sooner		Member	364-7031	329-1974	
Urvy, Bob	Norman Sooner		Member	329-2782	364-1001	
Urvy, Ellen	Norman Sooner		Member	329-2782	366-5407	

Total: 8 member(s)

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On this page, you can add or remove committee members.

To remove a member, click the RED X to the right of the line with their name.

To add a member, click the Add Member link in the upper right corner.

Across the top of the section, you will see tabs that are named

Members/Subcommittees/Documents/Email.

You can create sub committees, folders for documents and e-mail your committee.

On the documents tab, you can double-click on the Main Folder.

Here, you can store committee documents. You can also create sub-folders for groups of documents.

Current: 2011 - 12

Members Subcommittees Documents Email

Name	Owner	Uploaded File	Date	Authorization	Actions
Main					

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On the E-Mail tab, you can create messages and send them to your committee.

Current: 2011 - 12

Members Subcommittees Documents Email

Please note that this screen only displays emails that were created in the past 3 months. Drafts will also remain in the system for 3 months.

[Show All Emails](#) | [Compose new message](#)


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When you click on Compose New Message to the right, you will see a list of your committee members.



Step 1: Select the recipients of this message by clicking on the group name to expand, then select from the list of people.

Step 2: Enter your email subject and message.

Subject: _____

Message: If you are copying and pasting from Word, please use the Paste from Word icon ()


Rich Text Editor [Plain Text Editor](#)

Normal (Font Name) (Font Size) B I U  

C.E. Jones Jr.
Sooner Rotary

Design HTML Preview

Step 3 (Optional): Upload attachments to your email.

Attachment - Click [Here](#) to Expand 

Step 4: Choose your email options and send.

Send a list of recipients as an attachment.

Copy me on this email.

Enter a subject, compose your message. To the left, click the top box in the distribution list to send the message to everyone on your committee. You can also select individual committee members.

Once you have finished your message, click the Send button at the bottom of the page.